

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Clinical Nurse Specialist - Palliative Care
Position Number:	525880
Classification:	Registered Nurse Grade 5
Award/Agreement:	Nurses and Midwives (Tasmanian State Service) Award
Group/Section:	Hospitals North West – Primary Health Services
Position Type:	Permanent, Full Time
Location:	North West
Reports to:	Nurse Unit Manager - Specialist Palliative Care Service
Effective Date:	August 2021
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse</p> <p>Current Driver's Licence</p> <p><i>Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
Desirable Requirements:	Holds or is working towards relevant post graduate qualifications

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

As part of an interdisciplinary team delivering high quality specialist palliative care, provide expert knowledge utilising an advanced clinical framework in the assessment and management of clients referred to the Specialist Palliative Care Service.

Assist the Nurse Unit Manager (NUM) and other senior staff with the planning and management of staff and resources, and the coordination of day to day client care activities and flow.

Work in collaboration with the NUM and other senior staff to ensure the efficient and effective provision of palliative care nursing practice based on contemporary best practice within a collaborative interdisciplinary framework.

Duties:

1. Undertake the delivery of client care within the specialist palliative care nursing team in accordance with clinical standards, best practice principles, within an interdisciplinary framework.
2. Manage an individual caseload of complex palliative care clients.
3. Provide a high level of clinical knowledge and skill ensuring clinical standards and policies/procedures are maintained, to promote a client focused model of care according to best practice principles.
4. Monitor and evaluate clinical outcome measures, manage complex clinical issues, and make recommendation on matters relating to the area of specialist palliative care nursing.
5. Participate in the multi-disciplinary team review of registered clients, including supporting staff in the development, monitoring, and evaluation of clinical outcome measures.
6. Establish effective, collaborative, and professional relationships with clients, internal and external service providers to achieve positive health care outcomes for acute and community-based clients/clients and their families/carers.
7. Act as a role model and clinical resource person in collaboration with the CNCs to provide clinical advice, recommendations, and effective utilisation of resources.
8. Assist the NUM in the development and maintenance of a strong, collaborative professional team environment which promotes a positive culture and contemporary nursing leadership.
9. Participate in specialist palliative care education for clients/carers, internal and external providers and the wider community.
10. Participate in the development and review of clinical practice guidelines, policies and procedures in collaboration with the NUM, CNC's and other nursing, medical and allied health staff.
11. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
12. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

The Clinical Nurse Specialist is responsible to the NUM and is an advanced role that provides specialist nursing care and advice and education to clients and their families. The occupant of this role operates within an interdisciplinary team environment, with broad direction from the NUM, and is responsible for:

- Own practice within professional guidelines and professional conduct as outlined in the State Service Act and relevant Codes of Conduct.
- Practicing in accordance with the Nursing and Midwifery Board of Australia.
- Maintaining a safe environment for internal and external clients by ensuring compliance with workplace health and safety requirements.
- Championing a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercising delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Complying at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
 - e. serious traffic offences
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Highly developed contemporary knowledge and skills in specialist palliative care nursing practices with recent clinical experience, with the capacity to provide clinical leadership, exercise professional judgement and initiative and work with minimal supervision.
2. Demonstrated advanced interpersonal skills, including written and verbal communication skills, with the demonstrated ability to communicate with clients and their caregivers, work effectively as a member of an interdisciplinary team and act as a preceptor to members of the interdisciplinary team.
3. Demonstrated ability to contribute effectively to the development and evaluation of services provided utilising a quality improvement framework, review of clinical practice policy, procedure and protocols.
4. Demonstrated knowledge and experience in the application of educational principles and practice with the ability to plan, implement, deliver and evaluate education sessions.
5. Demonstrated advanced understanding of clinical risk and its implications for practice, including the application of Safety and Quality and Workplace Health and Safety legislation across the clinical setting, with the ability to develop a culture of risk mitigation.
6. Demonstrated time management and organisational skills, including the ability to prioritise clinical and administrative tasks within a busy environment subject to work pressure and change.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).