

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Nurse Manager - Public Health Response and Infection Prevention and Control
Position Number:	519233
Classification:	Registered Nurse Grade 7a
Award/Agreement:	Nurses and Midwives (Tasmanian State Service) Award
Group/Section:	Community, Mental Health and Wellbeing – Public Health Services
Position Type:	Permanent, Full Time
Location:	South
Reports to:	Nursing Director - Communicable Diseases Prevention Unit
Effective Date:	November 2022
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><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:	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:

The Nurse Manager:

- Provides leadership and coordination of Public Health Response and Infection Prevention and Control within the Communicable Disease Prevention Unit (CDPU); and
- Supports the efficient and effective provision of care, based on clinical standards and best practice principles within a collaborative and multidisciplinary framework by coordinating the clinical, management, education and nursing research functions for Public Health Response and Infection Prevention and Control within a health service/facility.

Duties:

1. Coordinate the delivery of Public Health Response and Infection Prevention and Control within the CDPU in accordance with best practice principles and within a collaborative multidisciplinary framework.
2. Provide expert advice and recommendations to the CDPU Management Team and relevant committees/forums in relation to Public Health Response and Infection Prevention and Control practices, policies and procedures.
3. Facilitate expert advice on Public Health Response and Infection Prevention and Control issues, policies and practices.
4. Facilitate educational activities in relation to Public Health Response and Infection Prevention and Control.
5. Provide regular reports on Public Health Response and Infection Prevention and Control to the CDPU Management Team and other committees/forums and attend meetings as and when required.
6. Provide leadership in contemporary nursing practice and promote an environment conducive to innovation and change.
7. Manage the financial, physical and human resources of Public Health Response and Infection Prevention and Control to achieve agreed service outcomes within the allocated budget.
8. 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 Nurse Manager works autonomously providing direction and leadership to the Public Health Response and Infection Prevention and Control teams, and is responsible and accountable for the following:

- Ensuring the Public Health Response and Infection Prevention and Control teams are managed in accordance with legislation, national standards and guidelines, and organisational policy;
- Managing physical, financial and human resources effectively, ensuring Public Health Response and Infection Prevention and Control team objectives are met;
- Encouraging and supporting staff to develop further knowledge and skills;
- Providing leadership and clear direction to staff, so that all staff understand their responsibilities and duties in relation to Public Health Response and Infection Prevention and Control;
- Ensuring that quality improvement processes are in place and acted upon, resulting in constant evaluation and improvement in the standard of care;

- Acting as a role model and mentor for staff;
- Actively participating in personal and professional development activities;
- Contributing to the expansion of knowledge and ideas in the relevant field by supporting and participating in research;
- Where applicable, exercise 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; and
- Actively participating in and contributing 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.

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
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

Specific Knowledge:

1. Demonstrated knowledge, skills and experience in relation to communicable diseases and infection prevention and control.
2. Comprehensive knowledge of and experience in contemporary nursing management practice, including clinical governance, clinical risk management, evidenced based practice, research, clinical standards, and ethics.
3. Demonstrated ability to use contemporary health information technology, analyse information and provide reports and recommendations.
4. Demonstrated knowledge of current legislation and guidelines relevant to the management of Public Health and Infection Prevention and Control responses to communicable diseases.

Skills:

1. **Leadership skills** – Individuals will demonstrate capability to provide the team with a clear direction, inspire a positive attitude and a desire to succeed in staff members at all levels, and will persuade others and influence outcomes (internally and externally).
2. **Decision making skills** – Individuals will demonstrate capability to make rational and sound decisions based on a consideration of the facts and alternatives available to make quick decisions when required and will commit to definite courses of actions.
3. **Business focus** - Individuals will demonstrate capability to be focused on: understanding the business of the organisation, Public Health Response and Infection Prevention and Control and delivering the best outcomes within the available resources.

Personal Qualities:

1. **Communication** – Individuals will demonstrate advanced communication, negotiation and conflict resolution skills and an ability to liaise on complex issues.
2. **Initiative** – Individuals will demonstrate capacity to be adaptable and respond and adjust easily to change. They are proactive and self-directed and will seize opportunities and act upon them, ensuring improved outcomes for the Public Health Response and Infection Prevention and Control teams.
3. **Resilience** – Individuals will demonstrate capacity to persevere to achieve goals even in the face of obstacles, cope effectively with disappointments and setbacks and remain calm and in control under pressure.
4. **Builds productive networks** – Individuals will demonstrate capacity to establish and maintain relationships and useful partnerships with people at all levels and disciplines across the Communicable Disease Prevention Unit, Public Health Services and with external stakeholders.

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 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](#).