Department of Health and
Tasmanian Health Service

Statement of Duties

<table>
<thead>
<tr>
<th>Position Title: Clinical Nurse Consultant - Rehabilitation</th>
<th>Position Number: 517793</th>
<th>Effective Date: May 2020</th>
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<tbody>
<tr>
<td>Group: Hospitals South – Royal Hobart Hospital (RHH)</td>
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<tr>
<td>Section: Primary Health Services</td>
<td>Location: South</td>
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<tr>
<td>Award: Nurses and Midwives</td>
<td>Position Status:</td>
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<tr>
<td>(Tasmanian State Service)</td>
<td>Permanent</td>
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<tr>
<td>Level: Grade 6</td>
<td>Position Type:</td>
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<td>Full Time</td>
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<tr>
<td>Reports To: Nurse Unit Manager - ARU</td>
<td>Classification:</td>
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<td></td>
<td>Registered Nurse</td>
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<td>Pre-employment</td>
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Focus of Duties:

In conjunction with the Nurse Unit Manager, the Clinical Nurse Consultant - Rehabilitation provides clinical leadership and management in a multidisciplinary team within the Acute Rehabilitation Unit (ARU) ensuring the delivery of high-quality patient care.

Management of referral, assessment and triage processes for rehabilitation patients, including complex patients, in collaboration with senior medical, nursing and allied health staff in Rehabilitation Services.

Development and implementation of systems to improve patient flow for Rehabilitation Services including admission and discharge planning.

Provision of effective liaison and linkage with wards of Royal Hobart Hospital, the Community Rehabilitation Unit (CRU) and external services.

Duties:

1. Assess and triage patients referred to ARU in collaboration with the multidisciplinary team and relevant stakeholders to facilitate timely patient flow across the continuum of care.

2. Provide clinical consultancy on all issues of nursing clinical practice and act as a role model within the clinical setting.

3. Collaborate with the Nurse Unit Manager, provide ongoing review and monitoring of admission and discharge processes for patients in ARU, ensuring streamlined and timely discharge of patients.

4. Liaise with patients, families and carers in relation to the goals and expectations of an individualised rehabilitation program, in conjunction with the multidisciplinary team.

5. Assist the Nurse Unit Manager regarding human resource management, including performance issues and reviews.
6. Support and participate in the formulation and implementation of quality improvement, nursing research activities and clinical risk management in collaboration with the Nurse Unit Manager and other staff.

7. Actively participate in and contribute to the organisation’s Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.

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.

Scope of Work Performed:

The Clinical Nurse Consultant – Rehabilitation will work under the broad direction of the Nurse Unit Manager without direct professional supervision and is expected to exercise considerable initiative and professional judgement with autonomy. The occupant will:

- Be accountable for the standard of nursing care and patient services delivered within ARU in collaboration with the Nurse Unit Manager.
- Work in liaison with the ARU multidisciplinary team to manage patients referred to Rehabilitation Services.
- Be responsible for benchmarking rehabilitation services against current best practice and for establishing and maintaining links and partnerships with professional bodies, educational institutions, and internal and external service providers.
- Practice within the Australian Nursing and Midwifery Council’s Professional Code of Conduct, Code of Ethics and the Nursing and Midwifery Board of Australia’s requirements.
- Be aware of all policies, procedures and legislation affecting the duties of this position. This will include statements of consumer rights and responsibilities adopted by the Service and a general awareness of the provisions of legislation, which has an overarching effect on the Service, including areas of Work Health and Safety, Equal Employment Opportunity and Anti-Discrimination.
- Deputise in a higher position as required.
- Comply at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Essential Requirements:

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 of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

- Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse.
• 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.

Desirable Requirements:
• Relevant post graduate qualifications.

Selection Criteria:
1. Demonstrated advanced level of clinical expertise in the management of rehabilitation patients, including highly developed assessment skills.
2. Demonstrated experience in, and ability to apply, rehabilitation principles within a multidisciplinary team.
3. Demonstrated ability to effectively relate to, and communicate with, other members of the multidisciplinary rehabilitation team, referring units and external service providers.
4. Comprehensive knowledge of legal requirements, codes of practice and relevant policies that impact upon the delivery of services in the rehabilitation setting.
5. Sound knowledge of research methodology and project management and their application within the clinical setting.

Working Environment:
The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality, safe and people-focused health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the State Service Act 2000. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

**Fraud Management:** The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency’s fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Chief People Officer or to the Manager Internal Audit. The DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the Public Interest Disclosure Act 2002. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the State Service Act 2000.

**Delegations:** This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. The DoH and THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency’s fraud policy and reporting procedures.

**Blood borne viruses and immunisation:** Health Care Workers (as defined by DoH and THS policy) within DoH and THS are expected to comply with their Agency’s policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

**Records and Confidentiality:** Officers and employees of the Department are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

**Smoke-free:** DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.