

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Community Mental Health Nurse
<b>Position Number:</b>	Generic
<b>Classification:</b>	Registered Nurse Grade 3-4
<b>Award/Agreement:</b>	Nurses and Midwives (Tasmanian State Service) Award
<b>Group/Section:</b>	Community, Mental Health and Wellbeing – Statewide Mental Health Services
<b>Position Type:</b>	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
<b>Location:</b>	North West
<b>Reports to:</b>	Team Leader
<b>Effective Date:</b>	September 2020
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse Current Driver's Licence <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>

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 Community Mental Health Nurse:

- Consistent with ongoing experience strengthens health outcomes through the provision of safe quality, clinically appropriate nursing care in partnership with patients/clients, their families and other health professionals and community sector organisations within the defined community practice area.
- As part of a multidisciplinary team delivering high quality mental health services provides a specialist mental health service within the community setting for a designated client group, utilising evidence-based practices and recovery principles.

## Duties:

### 1. Nursing Care

- a) In collaboration with members of the healthcare team plan, implement and evaluates patient/client care.
- b) Practice in accordance with the NMBA<sup>1</sup> codes and guidelines for registered nurses and midwives.
- c) Acts as a Mental Health Officer when required.
- d) Involve patients/clients and their families/significant others in the planning and implementation of care.
- e) Contribute to the maintenance and promotion of a safe work environment.
- f) Understand and adhere to relevant legislation, policies and procedures.
- g) Maintain accurate and objective documentation.

### 2. Teamwork

- a) Interact effectively with patients'/clients' families and other health team members to facilitate the provision of optimum patient/client care.
- b) Work effectively within a multidisciplinary team, contributing to a strong team approach through open communication and a positive supportive approach.
- c) Actively contribute to the communication process, including attending and participating in team meetings.

### 3. Excellence in Practice

- a) Active involvement in maintaining and continually improving the quality of patient/client care. This may include participation in research and evidence-based practice.
- b) Contribute to the review and development of innovative procedures, policies and best practice related to patient/client care.
- c) Participate in the development and revision of documentation relating to nursing based best practice in the defined practice area.
- d) In partnership with the patient/client, plan care to provide agreed patient/client outcomes.
- e) Evaluate the effectiveness of nursing strategies towards meeting anticipated patient/client outcomes.

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<sup>1</sup> Nursing and Midwifery Board of Australia

#### 4. Learning Culture

- a) Identify and meet educational needs of patients/clients and their families/significant others.
- b) Develop, implement and evaluate teaching plans for patients/clients that meet their learning needs and facilitate informed decision making.
- c) Participate and contribute to a learning environment, through continuing education, professional development and attendance at conferences and relevant fora.
- d) Maintain knowledge of innovations in clinical practice and research.
- e) Support the development of others through participation in orientation and precepting nurses and other members of the health team.

5. 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:

- Accountable to, and works under, the general direction and guidance of the Nurse Unit Manager/Team Leader and/or Clinical Coordinator/Clinical Nurse Consultant/Clinical Nurse Specialist and receives guidance and support from other senior experienced Registered Nurses and health professionals for initiating, implementing and evaluating quality nursing care.
- 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.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- 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.

### 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. Current knowledge of and the ability to apply nursing principles, procedures and practices in the delivery of patient/client care in a designated practice area and in line with legal and ethical requirements and the Australian Nursing and Midwifery Board (ANMB) National Competency Standards for the Registered Nurse.
2. Demonstrated knowledge and expertise in mental health nursing including assertive case management, triage, holistic physical and mental health assessment, clinical risk management and crisis intervention within the community setting.
3. Demonstrated written oral and interpersonal communication skills, including the ability to work effectively in a multi-disciplinary team environment, communicate effectively with other sectors of mental health services and primary health care providers.
4. Knowledge of continuous quality improvement (safety and quality) and the application of evidence-based practice in the practice setting.
5. Ability to undertake patient/client education in the practice setting, together with a commitment to participate in ongoing professional development.

## 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](#).

### Grade 4 Community Nurse

The Grade 4 community nurse is a registered nurse who demonstrates competence in advanced nursing practice and is experienced in their chosen area of clinical practice. They contribute to workplace activities beyond their immediate responsibilities of delivering clinical care to their patients or clients. This may include active involvement in clinical education, clinical leadership and management, safety and quality, practice development and managing a clinical portfolio.

In community settings registered nurses may advance to Grade 4 through:

- 1) a merit based selection process<sup>2</sup> in accordance with the *State Service Act 2000*; or
- 2) a Formal Capability Assessment.

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<sup>2</sup> Appointment to Grade 4 through a merit based selection process is an interim arrangement for the term of the current *Nurses and Midwives Heads of Agreement 2010*.

## Progression to Grade 4 through a Formal Capability Assessment

To advance to Grade 4 the registered nurse must undertake a Formal Capability Assessment and must demonstrate that they meet the required criteria specified in the *Nurses and Midwives Heads of Agreement* and in the *Grade 4 Formal Capability Assessment Guidelines*:

[https://www.health.tas.gov.au/intranet/thslhr/employment\\_training\\_and\\_development/grade\\_4\\_progression\\_-\\_nurses\\_and\\_midwives](https://www.health.tas.gov.au/intranet/thslhr/employment_training_and_development/grade_4_progression_-_nurses_and_midwives)

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Application for advancement from Grade 3 to Grade 4 is a voluntary decision by the registered nurse after they have determined they have the necessary skills and attributes required of this Grade, meet the eligibility criteria, and are committed to providing clinical leadership and excellence in the practice setting.

To be eligible to apply for a Grade 4 classification the Grade 3 nurse must:

1. Have met a minimum of four years experience after gaining their initial qualification as a registered nurse, and apply for progression in accordance with the terms and conditions stipulated in the Nurses Agreement.
2. Meet the assessment criteria outlined in the Grade 4 Formal Capability Assessment Guidelines relating to:
  - a. Clinical knowledge and skills
  - b. Education of self and others
  - c. Clinical leadership and management
3. Be committed to providing clinical leadership and excellence in the practice setting and contributing to workplace activities including active involvement in clinical education, clinical leadership and management, safety and quality, practice development and managing a clinical portfolio.

### Duties/Responsibilities:

In community settings registered nurses may advance to Grade 4 through:

- 1) a merit based selection process in accordance with the *State Service Act 2000*; or
- 2) a Formal Capability Assessment (refer to page 4).

Irrespective of the pathway to a Grade 4 appointment the duties and responsibilities are in accordance with the Grade 4 Registered Nurse-Community Statement of Duties.

**Note:** The Grade 4 registered nurse is required to consistently undertake these duties/responsibilities however the Grade 3 registered nurse may also be required to undertake these duties/responsibilities from time to time.