

DEPARTMENT OF HEALTH

Statement of Duties

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| Position Title: | Post Graduate Nurse Rotation Mental Health |
| Position Number: | Generic |
| Classification: | Registered Nurse Grade 3-4 |
| Award/Agreement: | Nurses and Midwives (Tasmanian State Service) Award |
| Group/Section: | Community, Mental Health and Wellbeing – Statewide Mental Health Services |
| Position Type: | Permanent/Fixed-Term, Full Time/Part Time |
| Location: | North West |
| Reports to: | Nurse Unit Manager / Team Leader |
| Effective Date: | February 2013 |
| 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>Enrolment in a post-graduate mental health nursing course</p> <p>Acceptance as a student in the relevant diploma or certificate program</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> |

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:

In accordance with Primary Health Care Principles, National Standards, Agency Directions, policies, legal requirements, and professional competencies the Registered Nurse will:

- Utilise a problem solving approach and established nursing procedures in the delivery of direct nursing care.
- Collaborate with other members of the health care team to ensure the delivery and evaluation of nursing care.
- Complete the Graduate Diploma in Advanced Nursing (Mental Health/Psychiatric Nursing).

Duties:

1. Provide nursing care within the scope of practice for a registered nurse and a beginning practitioner in Mental Health Nursing.
2. In collaboration with the multidisciplinary team provide clinical case management to a designated number of clients.
3. Using a primary health care focus, plan, implement, and evaluate nursing care in conjunction with the client/patient /resident, family and other members of the health care team.
4. Utilise Australian and New Zealand College of Mental Health Nursing (ANZCMHN) inc. Standards for Mental Health Nursing as a guide for clinical practice in Mental Health settings.
5. Participate in professional education/development relevant to the current area of practice.
6. Contribute to the revision and development of procedures and policies related to patient/client care.
7. Ensure personal awareness of, and compliance with, the *Work Health and Safety Act 2012* and Work Health and Safety policy and procedures.
8. Identify unsafe or unprofessional practices and assume responsibility for intervention.
9. Under general direction take part in research and quality improvement activities which are expected to advance the practice of nursing, including the use of National Standards for Mental Health Services.
10. 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 and related training.
11. 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 Post Graduate Nurse:

- Is responsible to the Nurse Unit Manager/Team Leader for the provision of direct/indirect nursing care in accordance with policies and procedures of the practice setting and within the scope of practice.
- Accepts accountability and responsibility for own actions and acts to rectify unsafe nursing practice and/or unprofessional conduct.
- Works under the direction/guidance and support of a higher level registered nurse with endorsement to practice in Mental Health. (Preferably a designated Clinical Tutor/Lecturer). Professional support is provided by the Director of Nursing.

- Exercises reasonable care in the performance of duties consistent with the Work Health and Safety legislation.
- Provides guidance to other staff where applicable.
- Where applicable, exercises 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.
- Complies 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
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Knowledge of the principles of nursing care and their application to a mental health/psychiatric nursing setting and the ability to develop clinical skills relevant to the designated area.
2. Knowledge of the legal requirements, relevant policies, and the procedures of the practice setting.
3. An understanding of the role of the Australian Nursing and Midwifery Council (ANMC) competencies, the *Nursing Act 1995* and the Nursing and Midwifery Board of Australia (NMBA) in the regulation of nursing practice.
4. Knowledge of primary healthcare principles and a demonstrated ability to work within a multidisciplinary framework/team.
5. Ability to apply communication and interpersonal skills in nursing practice.
6. Ability to participate in quality improvement and research activities.
7. Demonstrated interest in Mental Health nursing.

Progression to Grade 4 - 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/thsh/hr/employment_training_and_development/grade_4_progression_-_nurses_and_midwives

The Grade 4 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.

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:

1. Supports the Nurse Unit Manager and/or Clinical Coordinator in the coordination of patient/client care delivery on a shift by shift basis through the effective allocation and prioritizing of nursing resources.
2. Actively participates in clinical education, safety and quality processes, practice development and other clinical leadership activities.
3. Assists the Nurse Unit Manager in supporting and guiding staff performance and development.
4. Manages a clinical portfolio and contributes to research and other practice development activities within the practice area.

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.

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](#).