

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Clinical Nurse Consultant
Position Number:	Generic
Classification:	Registered Nurse Grade 6
Award/Agreement:	Nurses and Midwives (Tasmanian State Service) Award
Group/Section:	Community, Mental Health and Wellbeing – Child Health and Parenting Service
Position Type:	Permanent, Full Time/Part Time
Location:	South, North, North West
Reports to:	ADON CHaPS Programme Support and Informatics
Effective Date:	February 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 Tasmanian Working with Children Registration</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:	<p>Holds, or is working towards, relevant postgraduate qualifications</p> <p>Current Driver's Licence</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:

The Clinical Nurse Consultant contributes to the successful positioning of the Patient Safety Service through the provision of high quality, accountable and measurable healthcare both internally and externally, by supporting the clinical streams to operate effective clinical services in accordance with the Department and Child Health and Parenting Service (CHaPS) objectives. The occupant will:

- Apply a clinical safety and quality perspective to all facets of the CHaPS.
- Coordinate and monitor the safety event monitoring program including identification and investigation of serious incidents and implementation of ratified recommendations.
- Facilitate and coordinate the introduction, implementation, and monitoring of patient safety initiatives across the CHaPS.
- Coordinate client feedback whilst ensuring appropriate and timely responses.

Duties:

1. Actively participate in, and contribute to, the organisation's Patient 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.
2. Provide clinical advice, leadership, support and direction in the development and implementation of systems supporting effective quality care through the management of patient feedback, risk management, measurements of performance and outcomes, appropriate benchmarking, mentoring and advice on clinical practice issues.
3. Work with the regional services, and relevant clinical and managerial staff in the CHaPS to facilitate the planning of a proactive, integrated, and innovative approach to patient/client safety, clinical risk management and quality improvement.
4. Coordinate and facilitate the use of the safety event monitoring program, including coordinating investigations, providing feedback and advice, and assisting with implementing and evaluating risk action plans.
5. Coordinate, and facilitate as necessary, Root Cause Analysis (RCA) and Serious Incident investigations. Track, monitor and report on RCA progress outcomes, implementation, and recommendations, including consolidated analysis and reporting on RCA processes.
6. Promote a patient safety approach by working with individual clinical units to ensure that clinical practice improvement processes are put in place for prevention and minimisation and respond to identified problems and opportunities for improvement.
7. Work with the relevant hospitals Patient Safety managers, senior staff, and key stakeholders to develop and implement service initiatives to address specific areas of concern relating to quality, clinical treatment, patient/client safety and integrated risk management, and progress accreditation requirements.
8. Identify, develop, and coordinate education and training related to Patient Safety across the CHaPS and within the regional teams.
9. Collect, monitor, and evaluate Patient Safety data as required and provide relevant advice; and analyse patient safety data providing clinically focussed recommendation reports for the CHaPS.

10. Assist consumers who wish to make a complaint, commendation or provide feedback, and assist with the investigation and resolution of complaints including, maintaining the consumer complaints and consumer experience modules in the Safety Reporting and Learning System (SRLS).
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 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:

- Required to work under the guidance of the relevant CHaPS Assistant Director of Nursing with limited professional supervision and a significant degree of autonomy.
- The incumbent is clinically and professionally accountable for developing clinical and related policies, systems, and processes for patient safety within the CHaPS.
- Responsible for maintaining a high level of knowledge regarding international, national, and state patient safety initiatives, relevant legislation, overarching standards, and policy direction.
- Expected to exercise a significant level of responsibility, initiative and professional judgement in the leadership and coordination of work associated with the CHaPS patient safety requirements.
- Provide high level consultancy and support to the CHaPS executive, Leadership team and other staff in relation to Patient Safety.
- 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.

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. Broad clinical and operational experience within a complex health care environment including primary health services; with a demonstrated understanding of patient safety.
2. Extensive knowledge of and commitment to continuous quality improvement and accreditation processes including risk management, undertaking investigations, preparation of witness statements, National Safety and Quality Health Service Standards and other accreditation activities.
3. Demonstrated high level interpersonal, communication, mediation, and conflict resolution skills, with the ability to effectively liaise with a broad range of internal and external stakeholders with a demonstrated ability to influence and motivate staff.
4. Knowledge of legal requirements and relevant policies and procedures relating to patient safety and the practice setting.
5. Experience in the areas of data collection and analysis and the ability to produce high-level written reports and correspondence.
6. Highly developed organisational skills including a demonstrated ability to work under pressure and within rigid timeframes.

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](#).