

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Clinical Nurse Specialist - Outpatient Gynaecology Services
<b>Position Number:</b>	522161, 526370
<b>Classification:</b>	Registered Nurse Grade 5
<b>Award/Agreement:</b>	Nurses and Midwives (Tasmanian State Service) Award
<b>Group/Section:</b>	Hospitals South and Hospitals North Women's, Adolescent and Children's Services
<b>Position Type:</b>	Permanent, Full Time/Part Time
<b>Location:</b>	South, North
<b>Reports to:</b>	Nurse Unit Manager
<b>Effective Date:</b>	March 2015
<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 Working with Children Registration  <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>
<b>Desirable Requirements:</b>	Holds or is working towards relevant post tertiary 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:

Ensure the provision of effective and efficient care across a range of gynaecological specialities, the Clinical Nurse Specialist - Outpatient Gynaecology Services:

- Works in partnership with Nurse Unit Manager (NUM), Clinical Nurse Consultant (CNC) and medical staff to provide leadership and clinical practice development across a range of outpatient gynaecological services.
- Provides specialist care and expertise across a range of gynaecological outpatient specialties including but not exclusive to colposcopy, hysteroscopy, urogynaecodynamics and gynaecological endocrine.
- Reviews, interprets and implements clinical and/or educational policies, regulations and guidelines in collaboration with the NUM, CNC and medical staff.

## Duties:

1. Lead case management, including complex patients/clients, in the clinical management and ongoing coordination of nursing team activities to achieve continuity and quality of patient/client care, in conjunction with other members of the health care team.
2. Plan, develop, promote, coordinate, deliver and evaluate information, education and health promotion programs to support both staff and clients.
3. Establish and maintain links with nursing staff and internal and external providers to support the management and care of complex gynaecology outpatient clients.
4. Facilitate the review, development and implementation of policies and procedures and utilise research findings and quality improvement activities to contribute to continuous improvement in the area of gynaecology outpatient services.
5. Establish decision making and operational frameworks to provide effective client care within a multidisciplinary outpatient gynaecology service.
6. Identify, define and develop options and recommendations within this specialised area of nursing, in collaboration with the NUM, CNC and Clinical Coordinator - Women's Health Clinic.
7. Identify and implement risk management strategies, in liaison with the NUM, CNC and Clinic Coordinator - Women's Health Clinics, to ensure safe, effective and timely care.
8. Provide leadership in contemporary gynaecology nursing practice and promote an environment conducive to improved health outcomes for clients, innovation and change.
9. Contribute to the formulation and evaluation of quality improvement and clinical research activities, and initiate strategies for change that will contribute to continuous improvement and the application of evidence-based care.
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, safeguarding practices for vulnerable people, 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 Clinical Nurse Specialist - Outpatient Gynaecology Services provides specialist nursing care and education for women attending the outpatient gynaecology services. Under the direction of the NUM, the Clinical Nurse Specialist is expected to:

- Apply advanced clinical gynaecological nursing knowledge and initiate appropriate nursing management, care and service delivery consistent with national guidelines, organisational policies, procedures and legal requirements.
- Provide timely and appropriate specialised advice and recommendations to the NUM, CNC and Clinical Coordinator - Women's Health Clinic in relation to the management and development of systems and education to support the needs of women attending the Women's Health Clinic for an outpatient gynaecology service.
- Facilitate, monitor and ensure safe nursing practice and client outcomes and address inconsistencies between practice and policy.
- Promote woman-centred nursing care which advocates that the woman and her family are the centre of this care.
- Contribute to a strong professional environment by providing leadership and assisting with the planning and management of staff and resources.
- Actively participate in personal and professional development activities and promote a positive work culture.
- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- 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:

- I. 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. High level nursing knowledge and experience in relation to the care, management and education of women attending an outpatient gynaecology service including the ability to plan and implement specialised gynaecological clinical care for women.
2. Demonstrated ability to contribute to the review of clinical practice policy, procedures and protocols and evaluate and develop services provided by the Women's Health Clinic.
3. Advanced interpersonal and written and verbal communication skills together with the proven ability to lead and work effectively within a multidisciplinary team and develop and maintain effective working relationships.
4. Highly developed negotiation and conflict resolution skills including the demonstrated ability to prevent and manage conflict and resolve escalated issues.
5. Demonstrated knowledge and understanding of safety and quality improvement principles and processes including their application within the clinical setting together with a demonstrated understanding of Work Health and Safety legislation and its practical application.

## 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 of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

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](#).