

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Clinical Nurse Consultant - Aged Care
Position Number:	529733
Classification:	Registered Nurse Grade 6
Award/Agreement:	Nurses and Midwives (Tasmanian State Service) Award
Group/Section:	Hospitals and Primary Care North West Primary Health North West, West Coast District Hospital – Lyell House
Position Type:	Permanent, Full Time
Location:	North West
Reports to:	Nurse Unit Manager
Effective Date:	June 2024
Check Type:	Annulled
Check Frequency:	Pre-employment and Recurrent
Essential Requirements:	Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse Current Registration to Work with Vulnerable People <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>
Desirable Requirements:	Holds, or working towards, relevant postgraduate tertiary qualifications Current Driver's Licence

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 - Aged Care (CNC - Aged Care) is the clinical lead of the area and works collaboratively with nursing, medical and allied health clinicians on the Residential Aged Care Facility (RACF) – Lyell House to:

- Lead and promote the efficient and effective provision of care based on best practice clinical and organisational principles specifically in alignment with the Aged Care Quality Standards and requirements.
- Maintain a collaborative partnership with internal and external stakeholders, including relevant NDIS providers.
- Support and promote an environment that fosters staff education and learning, quality improvement and compliance requirements of the service.

Duties:

1. Maintain high level clinical knowledge and professional expertise in Geriatric Medicine/Aged Care Nursing.
2. Undertake required comprehensive assessments and plan care for all Residents admitted to Lyell House in collaboration with the nominated person responsible / family members, TASCAT / appointed guardian / administrator (if required), the health care team and relevant stakeholders, including NDIS.
3. Consult and liaise with families and carers plus internal and external providers of the health care team in planning, implementing, and evaluating of the residents general and clinical care, ensuring adequate documentation is current at all times.
4. Provide clinical consultation on all aspects of aged care and act as a clinical resource person, making recommendations and providing authoritative advice based on clinical judgment and best practice to enhance Residents health and wellbeing outcomes.
5. Collaborate with the Activities Coordinator and oversee their day-to-day work and regular planning of activities for the residents of Lyell House.
6. In collaboration with the NUM, support and participate in the formulation and implementation of quality assurance, monitoring and improvement actions, and clinical risk management based on audit results, residents feedback and SRLS information.
7. Support the NUM by contributing to policy review and strategy development to meet current and future service priorities.
8. Assist the Director of Nursing (DON) West Coast in regular reviews of local clinical requirements including ensuring all clinical documentation is comprehensive, accurate and up to date. Specifically for Residents that require AN-ACC re-assessments the CNC will prepare the necessary documentation required for review.
9. Assist the DON in collection and collation of information for mandatory reporting including ACQS Quality Indicators, and the management of Serious Incidents.
10. Assist the DON in maintaining an accurate RACF wait list. Support the DON with identifying appropriate respite and permanent placement admissions to Lyell House. Liaise with NUM and DON to ensure all required documentation and information is provided to the potential residents and their families and/or representatives.

11. Develop, deliver, and evaluate educational programs delivered to local workforce to promote and advance Aged Care knowledge in conjunction with the CNE West Coast.
12. Assist the NUM with human resource management, including performance development discussions.
13. 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.
14. 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 CNC - Aged Care is responsible to the NUM West Coast of Residential Aged Care Facility – Lyell House located at West Coast District Hospital for the delivery of contemporary evidence-based specialist Aged Care nursing practices.

The Clinical Nurse Consultant - Aged Care will:

- Operate with high level of professional independence in the delivery of consultancy and clinical service and is required to exercise initiative and professional judgment with guidance and support from the Nurse Unit Manager and Director of Nursing.
- Provide expert clinical advice and clinical leadership to carers and nursing staff within a multidisciplinary team in relation to the care provided to Residents and their family members.
- Develop and maintain effective relationships with internal and external service providers to achieve positive healthcare outcomes for Residents and their families/carers.
- Develop and deliver educational programs on Aged Care to support the professional development of staff and improve healthcare services delivery.
- Lead the development, implementation and evaluation of quality practices, policy and procedure development and research activities to improve the body of Aged Care nursing and Geriatric Medicine knowledge.
- Practice within the Australian Nursing and Midwifery Councils Professional Code of Conduct, Code of Ethics and the Nursing and Midwifery Board of Australia's requirements.
- Be aware of and abide by all policies, procedures and legislation affecting the duties of this position. This will include statements of Code of Conduct, Rights and Responsibilities and a general awareness of the provisions of legislation, which has an overarching effect on the Service, including areas of Aged Care Act 2024, Work Health and Safety, Equal Employment Opportunity, and Anti-Discrimination.
- Deputise in a higher position as required.
- 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:

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.

* As required by the Aged Care Act, occupants of this role may be required to undertake a conviction check assessment every three years

Selection Criteria:

1. Demonstrated advanced level of clinical expertise and assessment skills in the management of aged care issues, showcasing a deep understanding and proficiency in providing high-quality care to elderly individuals.
2. Demonstrated contemporary leadership capabilities and application of change management principles, to achieve service delivery objectives within the setting.
3. Highly developed written and verbal communication skills, with a strong ability to engage and interact with interdisciplinary teams. Demonstrated effectiveness in fostering a supportive team environment.
4. Demonstrated ability to develop and deliver policies, procedures and education programs effectively in an aged care setting. And have a strong understanding of the Aged Care quality indicator program with the ability to utilise data to form tailored quality improvement activities.
5. Comprehensive knowledge of legal requirements, codes of practice and relevant policies that impact upon the delivery of services regarding Aged Care. Demonstrated compliance and adherence to these regulations.

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 and the Charter of Aged Care 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 | Tasmanian Department of Health](#).