

## Statement of Duties

<b>Position Title:</b> Clinical Nurse Specialist - Diabetes	<b>Position Number:</b> 502138	<b>Effective Date:</b> March 2020
<b>Group:</b> Hospitals North/North West – North West Regional Hospital (NWRH)		
<b>Section:</b> North and North West Hospitals	<b>Location:</b> North West	
<b>Award:</b> Nurses and Midwives (Tasmanian State Service)	<b>Position Status:</b> Permanent/Fixed-Term/Casual	
	<b>Position Type:</b> Full Time/Part Time/Casual	
<b>Level:</b> Grade 5	<b>Classification:</b> Registered Nurse	
<b>Reports To:</b> Nurse Unit Manager - Diabetes Centre		
<b>Check Type:</b> Annulled	<b>Check Frequency:</b> Pre-employment	

### Focus of Duties:

Provide specialist nursing expertise within an interdisciplinary framework to assist individuals and their families/carers to adjust to living with diabetes and/ or other endocrinology conditions, including the provision of education and health promotion activities.

Act as a clinical resource for internal and external stakeholders, including community organisations and health professionals, to provide specialist advice, knowledge and support.

### Duties:

1. Provide safe, effective, client-centred care reflective of highly developed knowledge, skills and experience in diabetes education, management and stabilisation.
2. Plan, develop, promote, coordinate, deliver and evaluate a comprehensive range of consumer group education and health promotion programs.
3. Plan, develop, promote, coordinate and evaluate age and diabetes type specific support groups to people with diabetes, their carers and/or guardians.
4. In collaboration with the multidisciplinary team, develop clinical risk management strategies for and in partnership with people with diabetes determined as high risk, and contribute to case management.
5. Interpret and develop evidence based clinical guidelines in conjunction with Nurse Unit Manager and broader interdisciplinary team to optimise outcomes in diabetes care.
6. Identify, contribute to and evaluate standards of nursing practice and policies within the specialist area of diabetes and/or endocrinology, to optimise and promote improved health outcomes for clients.

7. 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 evidenced based care.
8. Contribute to the professional development of other health care workers/students in diabetes management.
9. Collaborate with members of the diabetes health care team and relevant stakeholders to provide specialist advice, expertise, knowledge and support, and attend and actively contribute to team meetings and case discussions, journal club and mentoring programs as outlined by the Australian Diabetes Educators Association (ADEA).
10. Maintain professional standards in accordance with the Australian Diabetes Educators Association's 'National Core Competency for Credentialed Diabetes Educators', 'National Standards of Practice for Diabetes Educators' and 'National Standards for Diabetes Education Programs'.
11. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & 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.
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.

#### **Scope of Work Performed:**

- The Clinical Nurse Specialist - Diabetes is responsible to the Nurse Unit Manager - Diabetes Centre and provides specialist nursing care and education to clients and their families/carers. The incumbent operates within an interdisciplinary team environment and receives broad direction from the Nurse Unit Manager.
- Responsible for coordinating and providing specialised nursing care to enable the delivery of a safe, quality service to clients across the acute, sub-acute and primary health care continuum.
- Provide specialist advice and support to clients, health professionals and other internal and external stakeholders.
- Practices in accordance with the Nursing and Midwifery Board of Australia registration and ADEA Credentialing requirements, educational preparation, relevant legislation, standards and codes and context of care.
- Maintain a safe environment for internal and external customers by ensuring compliance with workplace safety requirements.
- Responsible for recognising and maintaining own professional development needs as well as contributing to performance development for other staff.
- Comply at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

## **Essential Requirements:**

*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 of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.*

- Registration with the Nursing and Midwifery Board of Australia as a Registered Nurse.
- 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.

## **Desirable Requirements:**

- Credentialed with the Australian Diabetes Educators Association (CDE™).
- Member of the ADEA or other relevant professional organisation(s).

## **Selection Criteria:**

1. Holds, or is working towards, a relevant post graduate qualification, together with highly developed contemporary knowledge and skills in chronic disease and self-care management practices with recent clinical experience, or demonstrated interest, in diabetes management.
2. Demonstrated advanced interpersonal skills, including written and verbal communication skills, with the demonstrated ability to develop and maintain productive relationships with people with diabetes and their caregivers, work effectively as a member of an interdisciplinary team and act as a preceptor to members of the interdisciplinary team.
3. Highly developed negotiation and conflict resolution skills, with the ability to prevent and manage conflict.
4. Demonstrated ability to contribute effectively to the development and evaluation of services provided and the review of clinical practice policy, procedure and protocols
5. Demonstrated knowledge and experience in the application of educational principles and practice (paediatric and/or adult learning approaches), with the ability to plan, implement, deliver and evaluate education sessions
6. Demonstrated effective organisational skills, with the ability to problem solve and apply principles of clinical risk management and quality improvement to the clinical setting.
7. Demonstrated understanding of safety and quality improvement and research processes and their application in the clinical environment.

## **Working Environment:**

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

*State Service Principles and Code of Conduct:* The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

*Fraud Management:* The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Chief People Officer or to the Manager Internal Audit. The DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

*Delegations:* This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. The DoH and THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

*Blood borne viruses and immunisation:* Health Care Workers (as defined by DoH and THS policy) within DoH and THS are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

*Records and Confidentiality:* Officers and employees of the Department are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

*Smoke-free:* DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.