

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Assistant Director of Nursing (ADON) - Acute Medical Services
<b>Position Number:</b>	518590
<b>Classification:</b>	Registered Nurse Grade 8 Level 4
<b>Award/Agreement:</b>	Nurses and Midwives (Tasmanian State Service) Award
<b>Group/Section:</b>	Hospitals South – Royal Hobart Hospital Acute Medical Services
<b>Position Type:</b>	Permanent, Full Time
<b>Location:</b>	South
<b>Reports to:</b>	Nursing Director - Acute Medical
<b>Effective Date:</b>	October 2020
<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  <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 a relevant postgraduate tertiary qualification

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 Assistant Director of Nursing (ADON) – Acute Medical Services provides effective leadership and management to achieve the defined objectives of the Acute Medical stream and will:

- Provide the Nursing Director – Acute Medical with high quality and authoritative advice and support.
- Provide a high level of operational leadership and direction, ensuring resources are efficiently utilised and services are effectively integrated within Acute Medical Services, ensuring the highest standards of service delivery are achieved in accordance with hospital policy, directions, service standards and financial performance targets.
- Achieve quality patient outcomes by ensuring the integration of Royal Hobart Hospital (RHH) Safety and Quality, Learning and Research and service redesign priorities into the day to day operations of their area, including the development of integrated multidisciplinary models of care and patient focused pathways across sectors, agencies and divisions are integrated and will streamline patient care and optimise patient outcomes and experience.
- Function as a member of the Nursing Management and Advisory Committee (NMAC) and undertake work, as delegated, to ensure professional practice and ongoing professional development of nursing personnel.
- Actively participate in activities to promote strategic direction and the profession.

## Duties:

1. Direct the operational activities of designated clinical units/services consistent with objectives of the Agency and provide effective leadership, coordination and direction for management of the human, financial and material resources to achieve these objectives.
2. Promote and facilitate the development of a sustainable nursing workforce and the provision of a quality cost effective and efficient nursing service as agreed with the Nursing Director.
3. Provide leadership and direction across Acute Medical Services and the RHH to achieve patient safety and quality patient outcomes by:
  - Effectively managing and being accountable for a defined number of nursing staff, ensuring an appropriately skilled workforce that meets clinical standards.
  - Monitoring standards of nursing care and ensuring clinical management is patient centred, evidence-based and in accordance with relevant legislative, regulatory and ethical standards.
  - Working collaboratively with multidisciplinary staff and managers to ensure effective coordination and delivery of evidence-based care to patients.
  - Working collaboratively with the Patient Safety Service Unit and ensuring formal quality improvement projects and programs are in place and integrated into daily practice.
  - Managing clinical and corporate risk by participating in 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.
  - Working in partnership with internal and external stakeholders to improve patient flow and outcomes across acute and community services.
4. Actively promote and support a culture of learning and enquiry by facilitating the development and application of relevant research in the clinical area and ensuring undergraduate, postgraduate and professional development programs are integrated into the practice setting.

5. Be an effective role model, contributing to the broader Agency strategic objectives and activities, collaborating with the health industry, community groups, educational and professional bodies, private and public sector health service providers in pursuit of improved services and health outcomes.
6. 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.
7. 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 ADON - Acute Medical Services receives limited direction from the Nursing Director and is required to exercise considerable initiative and judgment across the spectrum of responsibilities as well as to judge when to seek advice or direction. The occupant is accountable for ensuring:

- Operational plans are established, and key activity, HR and other performance indicators are met.
- Performance enhancement and development systems including management of direct reports are maintained.
- Clinical services are provided within the context of the hospital's model of care and are efficient and aligned to the Agency's mission, values and strategic direction.
- Services comply with relevant legislation, standards and guidelines as objective measures of service delivery.
- Integration of the hospital's quality, teaching and learning, and service improvement programs into the day to day operations of the clinical service areas.

The ADON - Acute Medical Services will:

- Model appropriate standards and behaviours that are consistent with the Australian Nursing and Midwifery Council's standards and codes, and the Department of Health and RHH values, mission and code of conduct.
- Maintain knowledge of best practice in the management of nursing services within Acute Medical Services and keep abreast of leading-edge developments.
- Facilitate and support the establishment and maintenance of a healthy and positive organisational climate.
- Ensure effective and regular communication occurs with staff about functional and other relevant organisational matters, ensuring that lines of communication upwards, downwards and laterally are facilitated and encourage and facilitate effective teamwork.
- Champion quality and performance improvement activities.
- As a member of the RHH Senior Nursing Leadership Team, the ADON – Acute Medical Services will work collaboratively to:
- Provide leadership in the continuing development of a culture that places the patient at the centre of care and strives for nursing excellence in clinical practice, management, teaching and research.
- Ensure effective nursing professional and clinical governance systems are in place.
- Form effective internal and external partnerships to develop and refine innovative services, roles and team-based responses to meet emerging health care challenges and improve the health of patients and our community.

- Implement agreed nursing strategic initiatives across the organisation while actively supporting leadership development and capacity building at all levels.
- 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. Demonstrated ability to provide contemporary nursing leadership in a complex environment with knowledge of national and state health issues and reform agendas, and a track record in achievement of outcomes in areas of responsibility.
2. Comprehensive knowledge and application of current nursing issues relevant to Acute Medical Services together with demonstrated knowledge of legislation, standards and policies affecting clinical practice.
3. Proven ability to contribute effectively as a member of a multidisciplinary senior management team with proven experience in the management of physical, financial and human resources under a clinical service model or similar environment.
4. Proven high level interpersonal and communication skills including negotiation and conflict resolution skills and a demonstrated capacity to listen, liaise, negotiate and engage a range of internal and external stakeholders to achieve organisational change.
5. Demonstrated ability to provide leadership in person-centred care and achieve quality and safety outcomes through the application of a comprehensive knowledge base in quality improvement, research and other improvement strategies.
6. Ability to critically analyse health research, to exercise independent professional judgment and use data and information to prepare high level reports, policies and/or procedures.
7. Ability to apply high level knowledge to achieve nursing service improvements and organisational outcomes aligned to the hospital wide professional requirements of this position.

## 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](#).