

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Registered Nurse - Quarantine Hotels and Community Case Management Facility
<b>Position Number:</b>	525504
<b>Classification:</b>	Registered Nurse Grade 3-4
<b>Award/Agreement:</b>	Nurses and Midwives (Tasmanian State Service) Award
<b>Group/Section:</b>	Hospitals South
<b>Position Type:</b>	Permanent, Full Time/Part Time
<b>Location:</b>	South
<b>Reports to:</b>	Nurse Manager - Clinical Operations Quarantine Hotels
<b>Effective Date:</b>	January 2021
<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>

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 Registered Nurse - Quarantine Hotels and Community Case Management Facility:

- Strengthens health outcomes through the provision of safe quality, clinically appropriate nursing care for/in Quarantine Hotels/Community Case Management Facilities (QH/CCMF) in partnership with patients/clients, their families and other health professionals.
- Supports the efficient and effective provision of client care by monitoring and coordinating clinical care as outlined in the Nurse Led Model of care for QH/CCMFs using a defined referral process and standard operating processes.
- Work under the guidance of the Nurse Coordinators and in line with current local and state-wide COVID-19 policies around the processes and management of clients in QH/CCMFs.
- Uphold infection prevention and control principles within the hotel setting.

## Duties:

### Nursing Care

1. In collaboration with members of the healthcare team plan, implement and evaluate patient/client care within the QH/CCMFs.
2. Practice in accordance with the Nursing & Midwifery Board of Australia (NMBA) codes and guidelines for registered nurses/midwives.
3. Involve patients/clients and their families/significant others in the planning and implementation of care.
4. Maintain and promote a safe work environment.
5. Understand and adhere to relevant legislation, policies and procedures.
6. Maintain accurate and objective documentation.
7. Remain up to date with practice changes within the hotel setting.
8. Work as a member of a team, working alongside multiple different agencies and organisations
9. As directed or required by the Nurse Coordinator may take charge of a shift.

### Teamwork

1. Interact effectively with patients'/clients' families and other health team members to facilitate the provision of optimum patient/client care.
2. Work effectively within a multidisciplinary team, contributing to a strong team approach through open communication and a positive supportive approach.
3. Actively contribute to the communication process, including attending and participating in team meetings.

### Excellence in Practice

1. Active involvement in maintaining and continually improving the quality of patient/client care. This may include participation in research and evidence-based practice.
2. Contribute to the review and development of innovative procedures, policies and best practice related to patient/client care.
3. Participate in the development and revision of organisational documentation relating to nursing based best practice.
4. Evaluate the effectiveness of nursing strategies towards meeting anticipated patient/client outcomes.

## Learning Culture

1. Identify and meet educational needs of patients/clients and their families/significant others.
2. Develop, implement and evaluate teaching plans for patients/clients that meet their learning needs and facilitate informed decision making.
3. Participate and contribute to a learning environment, through continuing education, professional development and attendance at conferences and relevant fora.
4. Maintain knowledge of innovations in clinical practice and research.
5. Support the development of others through participation in orientation and precepting nurses and other members of the health team.
6. 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:

- Responsible to and receives guidance and support from the Nurse Coordinator/Nurse Manager and other senior experienced Registered Nurses for initiating, implementing and evaluating quality nursing care.
- 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.
- 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.

## 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. Current knowledge of, and the ability to apply nursing principles, procedures and practices in the delivery of patient/client care in a designated practice area and in line with legal requirements and the Australian Nursing and Midwifery Council (ANMC) National Competency Standards for the Registered Nurse.
2. Sound interpersonal and communication skills, including written skills and the ability to function effectively in a multidisciplinary team environment.
3. Knowledge and understanding of Safety and Quality and its application within the clinical setting with a demonstrated understanding of Work Health and Safety legislation including practical application.
4. Ability to undertake client education in the practice setting, together with a commitment to participate in ongoing professional development.
5. Sound understanding of Infection prevention and control principles and how these can apply in different workplace environments.

## 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](#).

## Progression to Grade 4 - Formal Capability Assessment:

To advance to Grade 4 the registered nurse must undertake a Formal Capability Assessment and must demonstrate that they meet the required criteria specified in the *Nurses and Midwives Heads of Agreement* and in the *Grade 4 Formal Capability Assessment Guidelines*:

[https://www.health.tas.gov.au/intranet/thh/hr/employment\\_training\\_and\\_development/grade\\_4\\_progression\\_-\\_nurses\\_and\\_midwives](https://www.health.tas.gov.au/intranet/thh/hr/employment_training_and_development/grade_4_progression_-_nurses_and_midwives)

The Grade 4 nurse is a Registered Nurse who demonstrates competence in advanced nursing practice and is experienced in their chosen area of clinical practice. They contribute to workplace activities beyond their immediate responsibilities of delivering clinical care to their patients or clients. This may include active involvement in clinical education, clinical leadership and management, safety and quality, practice development and managing a clinical portfolio.

Application for advancement from Grade 3 to Grade 4 is a voluntary decision by the registered nurse after they have determined they have the necessary skills and attributes required of this Grade, meet the eligibility criteria, and are committed to providing clinical leadership and excellence in the practice setting.

To be eligible to apply for a Grade 4 classification the Grade 3 nurse must:

1. Have met a minimum of four years experience after gaining their initial qualification as a registered nurse, and apply for progression in accordance with the terms and conditions stipulated in the Nurses Agreement.
2. Meet the assessment criteria outlined in the Grade 4 Formal Capability Assessment Guidelines relating to:
  - a. Clinical knowledge and skills
  - b. Education of self and others
  - c. Clinical leadership and management
3. Be committed to providing clinical leadership and excellence in the practice setting and contributing to workplace activities including active involvement in clinical education, clinical leadership and management, safety and quality, practice development and managing a clinical portfolio.

### Duties/Responsibilities:

1. Supports the Nurse Unit Manager and/or Clinical Coordinator in the coordination of patient/client care delivery on a shift by shift basis through the effective allocation and prioritizing of nursing resources.
2. Actively participates in clinical education, safety and quality processes, practice development and other clinical leadership activities.
3. Assists the Nurse Unit Manager in supporting and guiding staff performance and development.
4. Manages a clinical portfolio and contributes to research and other practice development activities within the practice area.

**Note:** The Grade 4 Registered Nurse is required to consistently undertake these duties/responsibilities however the Grade 3 registered nurse may also be required to undertake these duties/responsibilities from time to time.