

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Clinical Nurse Specialist - Staff Health
Position Number:	508390
Classification:	Registered Nurse and/or Registered Midwife Grade 5
Award/Agreement:	Nurses and Midwives (Tasmanian State Service) Award
Group/Section:	Hospitals South - Integrates Operations Centre Staff Health
Position Type:	Permanent, Full Time/Part Time
Location:	South
Reports to:	Clinical Nurse Consultant - Staff Health
Effective Date:	June 2022
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse or Midwife</p> <p>Certificate as a Nurse Immuniser registered with Public Health within Tasmania</p> <p><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></p>
Desirable Requirements:	<p>Current Driver's Licence</p> <p>Relevant postgraduate qualifications</p>

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 Specialist (CNS) - Staff Health works under the immediate direction of the Clinical Nurse Consultant (CNC) - Staff Health to implement the delivery of the Staff Health Program to a broad range of employees across the Agency.

As a dedicated resource for staff health matters, the CNS - Staff Health is responsible for providing direct staff health services in the area of communicable disease control including:

- Employee assessments and immunisation.
- Skin assessment for skin irritation issues associated with healthcare products.
- Contact tracing and case management of affected individuals and management of disease outbreaks.
- Occupational exposure counselling and management.

Duties:

1. Assess and administer vaccines and provide appropriate evidence-based information and resources to staff in accordance with national and state regulations, guidelines, and Department of Health (DoH) policy.
2. Practice within legal requirements relevant to vaccination administration, documentation, recording and reporting.
3. Provide immediate and follow up counselling and support for Staff and patients following occupational exposure incidents.
4. Support the coordination of the Staff Health Program.
5. Undertake assessment, provide advice and suitable referrals for staff experiencing skin irritation issues associated with healthcare products.
6. Promotion of a learning environment through the delivery of educational activities and resources to staff as appropriate.
7. Contribute to performance management, quality improvement and service delivery through coordinating quality improvement processes and provide high level support for other members of the team.
8. Plan, monitor and assist with the management in areas of responsibility, including maintenance of accurate up to date medical records, the maintenance of relevant data bases, and identification and resolution of issues as they arise.
9. Contribute to the development and review of relevant Departmental policies and procedures in relation to the Staff Health Program with the CNC - Staff Health.
10. 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:

Operating within a defined nursing regulatory and operational framework, the CNS - Staff Health is responsible for:

- Effective coordination of the Hospitals South - Staff Health Program in collaboration with the CNC - Staff Health.

- Optimal use of assigned resources and the delivery of support, advice and vaccinations within the Hospitals South - Staff Health Program for the improvement of staff health care outcomes.
- Provides advice and recommendations to the CNC - Staff Health as required.
- Operates with a significant degree of independence and initiative with minimal supervision, with broad support and direction provided by the CNC - Staff Health.
- Contributes to a strong professional environment through being responsible for maintaining awareness of developments, particularly within the field of immunisation, as well as undertaking self-development as necessary.
- Where applicable, exercises 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.
- Complies at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participates in and contributes 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. Demonstrated advanced clinical competence and expertise in the delivery and coordination of clinical nursing practice, coupled with experience and specialist skills within the area of immunisation and vaccination programs, occupational exposure management and skin health assessment for hand dermatitis associated with hand hygiene products.
2. Demonstrated highly developed educational/training skills, with the proven ability to influence, educate and direct the activities of others and implement change within the context of a multidisciplinary setting.

3. Ability to apply advanced communication and interpersonal skills in a multidisciplinary environment, including negotiation and conflict resolution skills, as well as the capacity to develop and maintain productive relationships with a range of internal and external stakeholders.
4. Proven research, analytical and investigative skills, with the ability to apply the principles of quality improvement, research and other professional issues which impact on service delivery.
5. Comprehensive knowledge of contemporary immunisation service delivery, including knowledge of the legal and ethical requirements of nursing, and a commitment to become familiar with and to practice the policies and procedures of the Department.
6. Ability to undertake a range of computing skills, and the ability to develop and maintain relevant documentation associated with this role.

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](#).