

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Registered Nurse - Clozapine Clinic
Position Number:	504821
Classification:	Registered Nurse Grade 3-4
Award/Agreement:	Nurses and Midwives (Tasmanian State Service) Award
Group/Section:	Community, Mental Health and Wellbeing - Statewide Mental Health Services Adult Community Mental Health Services
Position Type:	Permanent, Full Time
Location:	North
Reports to:	Clinical Nurse Specialist - Adult Community Mental Health Services
Effective Date:	May 2015
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	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>
Desirable Requirements:	Possesses specialist tertiary graduate or postgraduate mental health/psychiatric nursing 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:

As part of the multidisciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Clozapine Nurse:

- Is responsible for the efficient and effective prioritisation and coordination of the delivery of clinical care to clients who attend Adult Community Mental Health Services (ACMHS) - North outpatient clinics for depot medication or management of Clozapine medication.
- Collaborates with case managers and administrative staff to formulate and implement quality improvement activities consistent with best practice and consumer focused outcomes.
- Supports the Team Leader, Clinical Nurse Specialist, Clinical Leads and members of the multidisciplinary team to implement policies and procedures consistent with the ACMHS Model of Care.

Duties:

1. Ensure the effective delivery of care to clients of the ACMHS - North outpatients' clinics through effective collaboration and consultation with clients, case managers, family/carers and treating doctors.
2. Provide effective liaison and communication between the Clozapine Services state-wide, Clozaril Patient Monitoring System (CPMS), Clozapine Connect and other intrastate and interstate Clozapine Centre Nurses.
3. Ensure that the treatment and case management of Clozapine clients is executed in accordance with mandatory and recommended monitoring protocols required by the CPMS and outlined in the Clozapine Patient Monitoring System Protocol (2019).
4. Safely administer prescribed medication in accordance with legal requirements.
5. Keep medical and case management staff advised of the mental and physical health of clients, ensure accurate and timely documentation in file and IPM, and provide other reports as required.
6. Monitor the effects and side effects of patient medication in accordance with medical and standing orders, including notification of adverse events to CPMS according to established requirements.
7. Conduct and participate in quality improvement, relevant education and clinical research activities and use findings to contribute to improvements in clinical practices and unit management.
8. Participate in performance development and clinical supervision and provide orientation to staff, and preceptorship of student nurses as required.
9. Adhere to relevant legislation, Australian Nursing and Midwifery Council (ANMC) competencies, Code of Ethics and Code of Professional Conduct and Australian College of Mental Health Nurses (ACMHN) practice standards.
10. 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.
11. 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:

- Accepts accountability and responsibility for delivery of a high standard of nursing care within a designated unit.
- Responsible for own practice within professional guidelines and for intervention in instances of unsafe, illegal or unprofessional conduct.
- Acts as a resource person, providing guidance and support to case managers, student nurses and other staff as required.
- Administrative and clinical support and direction is provided by the Clinical Nurse Specialist.
- Professional support and supervision provided by the Team Leader or approved delegate.
- 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. Experience and demonstrated competence as a registered mental health nurse, with the ability to manage and coordinate depot and Clozapine outpatients' clinics for clients of the ACMHS.
2. Demonstrated knowledge of the ACMHS Model of Care including assertive case management, triage and mental health assessment, clinical risk management, and crisis intervention within the community setting.
3. Demonstrated high level written, oral and interpersonal communication skills, including the ability to work effectively in a multidisciplinary team environment, and communicate effectively with other mental health staff and primary health care providers.

4. Demonstrated resilience, ability to manage conflict, and maintain collegial relationships in a pressurised work environment.
5. Demonstrated ability to precept student nurses and provide orientation and collegial support to other members of the multidisciplinary team.
6. Sound knowledge of current legal and ethical issues including a working knowledge of the Nursing Act, ANMC Competencies, Australia and New Zealand College of Mental Health Standards of Practice, Mental Health Act, Work Health and Safety, Anti-Discrimination legislation and Equal Employment Opportunity principles.
7. Demonstrated commitment, knowledge and experience of quality improvement practices and evidence based research with a demonstrated ability to apply this knowledge within the practice setting.

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](#).