

## Statement of Duties

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| <b>Position Title:</b> Registered Nurse - DoP  | <b>Position Number:</b><br>Generic                  | <b>Effective Date:</b><br>November 2016 |
| <b>Group and Unit:</b> Tasmanian Health Service (THS) – Statewide Mental Health Services |   |   |
| <b>Section:</b> Department of Psychiatry   | <b>Location:</b> South                              |   |
| <b>Award:</b> Nurses and Midwives<br>(Tasmanian State Service)                           | <b>Position Status:</b> Permanent/Fixed-Term/Casual |   |
|  | <b>Position Type:</b> Full Time/Part Time/Casual    |   |
| <b>Level:</b> Grade 3-4  | <b>Classification:</b> Registered Nurse             |   |
| <b>Reports To:</b> Nurse Unit Manager  |   |   |
| <b>Check Type:</b> Annulled  | <b>Check Frequency:</b> Pre-employment              |   |

### Focus of Duties:

As part of the primary health care team, provide direct and indirect nursing care based on best practice principles and within a collaborative and multidisciplinary environment.

Participate in the development and revision of organisational documentation and policies and procedures relating to nursing based best practice.

Participate in and contribute to a learning environment through continuing education and training, professional development and attendance at conferences and relevant forums.

### Duties:

1. In collaboration with patients, carers/significant others and members of the healthcare team plan, implement and evaluate patient care.
2. As a member of the health care team, evaluate the effectiveness of nursing strategies in meeting anticipated patient outcomes and participate in the development and revision of organisational documentation, policies and procedures relating to nursing based best practice.
3. Interact effectively with patients'/clients' families and other health care team members to facilitate the provision of optimum patient/client care.
4. Under general direction actively participate in research and quality improvement activities that are expected to advance the practice of nursing, including the use of the National Standards for Mental Health Services.
5. Contribute to a strong team approach through open communication by participating in team meetings and committees that enhance the function of the Department of Psychiatry, patient care and teamwork.
6. Participate and contribute to a learning environment, through continuing education and training, professional development and attendance at conferences and relevant forums. Maintain knowledge of the innovations in clinical practice and research.

7. 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.
8. 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:**

Responsible to and receives guidance and support from the Nurse Unit Manager and other senior experienced Registered Nurses for initiating, implementing and evaluating quality nursing care. Clinical supervision will be made available to all registered nurses and is negotiated with and supported by the NUM and other senior experienced registered nurses within the unit.

The Registered Nurse is responsible for:

- Practicing within the Australian Nursing and Midwifery Council (ANMC) National Competency Standards and Professional codes of conduct and ethics for registered nurses.
- Efficient and effective service delivery, optimal use of resources and for initiating, implementing, evaluating and improving health outcomes in collaboration with the NUM.
- Complying at all times with THS 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.*

- Registered 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:**

- Possess or be working towards a specialist tertiary graduate or post graduate mental health/psychiatric nursing qualification, or completed prior to the transfer of nurse education to the tertiary sector, a hospital based training program that resulted in previous registration as a psychiatric nurse by the relevant nurse registration authority within Australia.

### **Selection Criteria:**

1. Current knowledge and experience in and the ability to apply nursing principles and procedures in the delivery of patient/consumer care in acute adult mental health in line with legal requirements and the ANMC competency standards for the Registered Nurse.
2. Knowledge and understanding of the psychosocial and health needs of individuals and their application to nursing practice in the acute adult mental health setting, including an understanding of the principles of maintaining appropriate therapeutic relationships with patients.
3. Sound knowledge of psychotropic drugs, actions and side effects.
4. Relevant experience in an acute Adult Mental Health area with demonstrated knowledge of relevant legislation including the *Mental Health Act 2013*.
5. Sound interpersonal and communication skills including written skills and the ability to function effectively in a multidisciplinary team environment.
6. Knowledge of continuous quality improvement and the application of evidence based practice in a clinical setting.

### **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*: [http://www.dhhs.tas.gov.au/intranet/scwr/nursing/employment\\_training\\_and\\_development/nurses\\_and\\_midwives\\_enterprise\\_bargaining\\_agreement/grade\\_4\\_formal\\_capability\\_assessment\\_process](http://www.dhhs.tas.gov.au/intranet/scwr/nursing/employment_training_and_development/nurses_and_midwives_enterprise_bargaining_agreement/grade_4_formal_capability_assessment_process)

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 completed eight years of service after gaining their initial qualification as a registered nurse.
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.

### **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:* DoH and THS have 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 Executive Director - HR Management and Strategy 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:* DoH and THS Officers and employees 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.