

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Director of Nursing
Position Number:	504533, 504588, 507406, 507621, 512458, 526149
Classification:	Registered Nurse Grade 8 Level 2
Award/Agreement:	Nurses and Midwives (Tasmanian State Service) Award
Group/Section:	Hospitals North/North West Deloraine District Hospital, St Helens District Hospital, St Marys Community Health Centre, Beaconsfield District Health Service, Campbell Town Health and Community Service, George Town Hospital and Community Centre
Position Type:	Permanent, Full Time
Location:	North
Reports to:	Nursing Director - Primary Health North
Effective Date:	September 2020
Check Type:	Annulled
Check Frequency:	Pre-employment and Recurrent
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:	Relevant post graduate qualifications Current Driver's Licence

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:

Lead and manage a range of inpatient/residential/community based services provided from the relevant rural health facility including the management of resources; and undertake a leadership role in ensuring that clinical and support services/infrastructure meet quality and safety standards and are in accordance with Agency performance objectives and community expectations.

Facilitate the development and maintenance of strong communication links within the Agency and with other government and non-government agencies, community health service providers and other key groups and consumers regarding health service priorities.

Duties:

1. Provide leadership and direction in the coordination, planning, development, implementation and evaluation of health service delivery. Monitor, manage and control the allocation of resources including human, financial, physical and system resources of the facility.
2. Liaise with and strengthen coordination of multi-disciplinary teams of health professionals, staff, private providers, government and non-government agencies to enable the provision of an effective balance of care and preventative health services to the community.
3. Ensure the provision of a high standard of service delivery in accordance with agency policies and develop, implement and evaluate ongoing quality improvement and client safety activities in line with the quality improvement frameworks.
4. As part of a senior clinical practice management group, contribute to broader clinical management and service delivery issues, including policy review and the development of strategies to meet current and future service priorities.
5. Actively pursue contemporary professional knowledge and its application to the practice setting through appropriate continuing professional development activities.
6. Work with relevant staff to develop and implement a professional development program for all employees, which includes a Performance Development Agreement review process in line with the *State Service Act 2000* and Agency requirements.
7. Represent the rural health facility and the Agency on working parties, interdepartmental committees and other forums, as required.
8. 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.
9. 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 Director of Nursing works autonomously in the coordination of health services with the Nursing Director - Primary Health North, and Primary Health senior managers, providing management direction and support. Professional clinical support will be provided as required. The occupant will be responsible for:

- Undertaking a leadership role in the development and delivery of quality inpatient/residential/community services within the area of responsibility, including the promotion and maintenance of effective consultative mechanisms with internal and external stakeholders in ensuring services are meeting community needs.
- Managing and monitoring the effective use of human and physical capital resources within the area of responsibility, and for being aware of all policies, procedures and legislation affecting the duties of this position.
- Undertaking a pro-active role in developing, leading and implementing activities and programs, which promotes best practice and ensures compliance with national standards. This includes being responsible for overall professional standards of clinical nursing practice and coordination of professional development opportunities and leading and promoting research activities.
- Providing high level professional advice and support to the Nursing Director - Primary Health North, Assistant Director of Nursing, Area Services Coordinator and Area Business Manager for the development and effective functioning of health services.
- Ensuring that all Work Health and Safety (WH&S) legislation, workplace diversity and codes of practice are available in the workplace and are adhered to. Accountable for WH&S issues at any workplace under their management.
- Where applicable, exercising 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.
- Complying 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.

* as required by CHSP, occupants of this role are required to undertake a conviction check assessment every three years.

Selection Criteria:

1. Holds or is working towards relevant tertiary qualifications, together with demonstrated knowledge and understanding of contemporary nursing issues including the management of nursing practice; and extensive experience in nursing in an acute, residential or community practice setting.
2. Demonstrated commitment to and understanding of, Primary Health Care principles and ability to apply these in practice.
3. Proven high level experience in providing leadership and managing human, financial and physical resources with knowledge of contemporary management practices including change management and operational and strategic planning, implementation and evaluation.
4. Demonstrated understanding of and ability in identifying community needs and developing options to address needs within a primary health care framework. Capacity to represent the Agency in marketing sustainable service delivery options to the community, health service stakeholders and staff.
5. High level written and verbal communication skills, and problem solving skills; including a capacity to consult and negotiate with stakeholders on complex service, political and professional issues.
6. Demonstrated ability to work within a clinical governance framework and the ability to apply quality improvement principles and strategies.
7. Comprehensive knowledge of legislation and regulatory standards relevant to the rural health facility including clinical, professional, building, hotel services, financial and workplace health and safety requirements.

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](#).