

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Nurse Unit Manager (Team Leader) - Continuing Care
<b>Position Number:</b>	510935m
<b>Classification:</b>	Registered Nurse Grade 7b
<b>Award/Agreement:</b>	Nurses and Midwives (Tasmanian State Service) Award
<b>Group/Section:</b>	Community, Mental Health and Wellbeing - Statewide Mental Health Services
<b>Position Type:</b>	Permanent, Full Time
<b>Location:</b>	South
<b>Reports to:</b>	Allied Health Director - Statewide Mental Health Services
<b>Effective Date:</b>	July 2022
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse</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>
<b>Desirable Requirements:</b>	Relevant qualifications in Mental Health

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 Nurse Unit Manager (Team Leader) - Continuing Care, as part of a multidisciplinary team delivering high quality mental health services in accordance with the Mental Health Services (MHS) National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, will provide leadership and direction in the strategic development and management of a comprehensive multidisciplinary community continuing care team (CCT).

As a member of the MHS South Group Management Committee work effectively in the implementation of strategic direction, review and evaluation of services, development of policies and improvement of business practices across the Southern area.

## Duties:

1. Provide strategic leadership and management of a MHS multidisciplinary community CCT to ensure the provision of high quality, comprehensive, specialist mental health service within a specified regional area in accordance with the Continuing Care Stream Operational Service Model and related documentation. This includes leading and managing the coordination of overall patient care within the designated service.
2. Provide effective management of allocated human, physical and financial resources. This also includes planning, organisation, preparation and analysis of budgets, service resources and staff appointments.
3. Provide leadership and change management to facilitate the implementation of the new model of care as specified in the Continuing Care Stream Operational Service Model and related documentation and optimise outcomes for service consumers and their families/carers.
4. Ensure appropriate resources are met for intake, crisis response, assertive case management and regional group program requirements through the implementation and management of designated case allocation tools and evidence based best practice.
5. Ensure the multidisciplinary team works as a cohesive unit within a family sensitive philosophy that is inclusive, understanding and respectful of both the consumer and their families/carers.
6. Ensure compliance with completing timely clinical data collection that supports MHS National Data Sets and Key Activity and Performance Indicators accurately, and that information reflects the performance of the designated CCT. Utilise this information to improve practice standards and to guide clinical care and manage caseloads within the CCT.
7. As part of the MHS South Group Management Committee, participate in the ongoing development, implementation and evaluation of mental health policy and strategic direction and ensure the active involvement and consultation of all stakeholders including staff and consumers.
8. Undertake a proactive role in developing effective partnerships with a broad range of internal and external stakeholders including consumer and carer groups, local government bodies, non-government organisations and primary health service providers.
9. Provide leadership and direction into the development and implementation of MHS safety, clinical risk and quality programs consistent with a whole of service approach.
10. Develop and maintain appropriate and effective relationships with a broad range of internal and external stakeholders, consumer and carer groups and Community Sector Organisations to promote a fully integrated, recovery focused continuing care service.

11. Develop, coordinate and facilitate appropriate training, development and professional support for all disciplines, including ensuring all staff has current professional development plans that are aligned with the National Mental Health Workforce standards and developed in conjunction with the respective discipline senior and the workforce development unit.
12. Undertake portfolio and clinical responsibilities, as required, including resolving complex enquiries, the preparation of required correspondence and reports, and complaint and incident management in accordance with Agency and Mental Health policies.
13. Act as an Authorised Officer under the Tasmanian Mental Health Act.
14. 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 Allied Health Director - Statewide Mental Health Services will provide day to day management and overall direction and support with the incumbent expected to work primarily without direct supervision and will exercise considerable initiative and professional judgment with autonomy in matters relating to both the clinical and administrative management of a designated multidisciplinary community CCT.

The occupant of this role receives professional support and guidance from the Heads of Discipline, as appropriate, and is responsible to the Group Director - MHS South for the overall management of assigned human, physical and financial resources. Responsibilities include:

- Being accountable for the delivery of a quality comprehensive, integrated multidisciplinary community CCT in accordance with Agency policy, relevant service models and key agency and national policy documents.
- Ensuring the clinical services within a designated team are delivered within the legislative requirements including Work Health and Safety (WH&S), Privacy, Anti-Discrimination, Mental Health Act, Guardianship & Administration Act, Tasmanian Family Violence Act and Children, Young Persons and Their Families Act.
- Embed a team culture and philosophy consistent with the Continuing Care Stream Operational Service Model and related documentation.
- 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. Demonstrated knowledge of contemporary evidence based mental health service provision and extensive postgraduate clinical service delivery experience in the context of a multidisciplinary community mental health team.
2. Significant management experience in a community mental health setting and the capacity to provide leadership and vision to instil the principles and goals of the Tasmanian Mental Health Reform Program and key documents specific to the Continuing Care Stream.
3. An understanding of, and capacity to implement, change management processes and strategies to assist in the transition to, and the ongoing operation of, the model of care specified in the operational service model and associated reform documents.
4. Demonstrated ability to manage human, financial and physical resources, and the ability to develop and implement strategies that monitor service quality, effectiveness and efficiency which are consistent with service standards and key performance indicators.
5. Highly developed interpersonal, communication, decision-making, conflict resolution and negotiation skills, together with the proven ability to deliver comprehensive oral and written reports.
6. Proven liaison and consultation experience and the ability to develop and maintain partnerships with a broad range of internal and external stakeholders to ensure the development and maintenance of an integrated recovery-focused mental health sector.
7. Demonstrated strategic, conceptual, analytical and creative skills together with the ability to provide high level advice, contribute to policy and planning processes and implement strategic service delivery initiatives.
8. Understanding of contemporary management principles including WH&S, workplace diversity, ongoing quality improvement together with knowledge of the current statutory requirements and Agency procedures or the capacity to acquire such knowledge.

## 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](#).