

Statement of Duties

Position Title: Nurse Practitioner – Emergency Department	Position Number: 520638	Effective Date: October 2014
Group and Unit: Tasmanian Health Service (THS) - Mersey Community Hospital		
Section: Department of Emergency Medicine	Location: North West	
Award: Nurses and Midwives (Tasmanian State Service)	Position Status: Permanent	
	Position Type: Full Time	
Level: Grade 8, Level 3	Classification: Registered Nurse	
Reports To: Co-Director of Nursing – Mersey Community Hospital		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

Within a THS - North West Framework, and in accordance with Organisational Policy and Procedures, the Nurse Practitioner (NP) is responsible, within the defined scope of practice, for the development, provision and evaluation of Emergency care that ensures optimal patient/client outcomes. The NP draws upon their professional competencies to improve clinical service outcomes through effective research and quality improvement activities and will actively participate statewide and nationally in research, publication and education in the specialty of Emergency Nursing. The NP is responsible as a leader, advisor and mentor for other senior nurses practicing in the field of Emergency Nursing.

Duties:

1. Provide health care reflective of advanced and extended nursing skills, experience and knowledge in assessment, point of care testing and interpretation, diagnosis, planning, implementation and evaluation of care.
2. Utilise clinical guidelines based on best practice principles, within a collaborative and multidisciplinary framework and in accordance with national standards, organisational directions, policies, legal requirements and professional competencies.
3. Undertake expert decision making within the specialty in relation to clients, their families and the service area, across stable or unpredictable and/or complex care situations.
4. Apply evidence based knowledge to the care and education of clients, their families and the service area.
5. Establish therapeutic links with clients, their families and communities that recognise and respect cultural identity and lifestyle choices.
6. Participate in ongoing learning and development through a professional portfolio, and participate in relevant ongoing education and in review processes.

7. Establish effective, collaborative and professional relationships with clients, medical practitioners, and other members of the multidisciplinary health team and stakeholders to optimise outcomes for clients, their families and the service area.
8. Contribute to the development of professional practice by participating in relevant professional organisations at a local, state and national level.
9. Contribute to policy development at all levels to enhance the NP role within the service area.
10. Contribute to research that leads to improvements in health and healthcare delivery, and foster a culture of inquiry, innovation, and quality that leads to improvements in health and healthcare delivery, and minimises clinical risk.
11. 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.
12. 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:

The NP – Emergency Department is responsible to the Co-Director of Nursing – Mersey Community Hospital for professional nursing functions and the Staff Specialist – Emergency Department for clinical functions. Operational line management is provided by the Nurse Unit Manager (NUM) Department of Emergency Medicine. The NP – Emergency Department:

- Practices autonomously with a high level of individual responsibility and must, at all times, practice in accordance with all relevant standards for Registered Nurses as prescribed by the Nursing and Midwifery Board of Australia.
- Demonstrates advanced and extended practice skills in the assessment, diagnosis, planning, implementation and evaluation of the care of clients within their individual scope of practice and in accordance with the Nursing and Midwifery Board of Australia Nurse Practitioner Standards for Practice.
- Complies with the relevant Code of Ethics and Code of Professional Conduct (ANMC) for Registered Nurses.
- Comply at all times with THS policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Professional Accountability:

The Nurse Practitioner:

- Is accountable for nursing practice as regulated by the Nursing and Midwifery Board of Australia.
- Complies with the relevant legislation and standards applicable to the Nurse Practitioner role.
- Works within THS - North West policies.

- Demonstrates commitment to clinical quality and safety through:
 - a) Maintenance of their professional portfolio
 - b) Continual learning and development
 - c) Application of evidence based practice and research
 - d) Participation in peer review processes
 - e) Collegial links and partnerships with other nurse practitioners.

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 and endorsed to practice as a Nurse Practitioner.
- 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. Extensive experience as a registered nurse with advanced competence in evidence-based nursing practice in Emergency Nursing with an awareness and understanding of the internal and external service needs.
2. Demonstrated broad understanding of the legal and ethical framework and the political, social and organisational environment impacting on health service delivery in Tasmania, with the ability to apply this understanding within the NP context.
3. Demonstrated expert capacity: to undertake education; research; develop, contribute to and apply quality improvement principles and strategies; and contribute to collaborative initiatives, within a multidisciplinary practice model.
4. Demonstrated high level interpersonal communication skills, both written and verbal, with education, mediation and conflict resolution skills and a proven ability to be influential and credible to a range of professional people and consumers.

5. Demonstrated ability to work in collaboration with a range of stakeholders in a multidisciplinary team and to consult, liaise and negotiate on complex professional, clinical service and health systems issues, together with demonstrated ability to develop communication linkages that facilitate collaboration, trust and rapport with the multidisciplinary professionals and developed networks within the specialty.
6. Well developed and strong leadership skills with a proven track record of introducing change and positively influencing culture and attitudes in challenging clinical and/or community settings.
7. Demonstrated high level problem solving, conceptual and analytical skills with the ability to make sound, independent and collaborative judgments.

Working Environment:

The Department of Health and Human Services (DHHS) 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 and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

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: The Department of Health and Human Services and Tasmanian Health Service 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 Director HR Management and Strategy or to the Manager Internal Audit. DHHS 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. DHHS and the 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 DHHS and THS policy) with the Department of Health and Human Services and Tasmanian Health Service 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: Officers and employees of the Department of Health and Human Services and the Tasmanian Health Service 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: The Department of Health and Human Services and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.