

Statement of Duties

Position Title: Registered Nurse - Discharge Planning	Position Number: 502796	Effective Date: November 2012
Group and Unit: Tasmanian Health Service (THS) – Mental Health North West		
Section: Spencer Clinic Inpatient Unit	Location: North West	
Award: Nurses and Midwives (Tasmanian State Service)	Position Status: Permanent	
	Position Type: Full Time	
Level: Grade 3-4	Classification: Registered Nurse	
Reports To: Nurse Unit Manager		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

- The Registered Nurse – Discharge Planning's role is to facilitate, plan and educate those patients with complex needs and their families and link them to appropriate external service providers upon discharge from the acute psychiatric inpatient unit.
- Maintains working relationships with the multidisciplinary team to identify those clients who require a comprehensive plan for discharge, and facilitate an effective discharge in a safe and timely manner.
- Liaise with the multidisciplinary team to provide the best practice outcomes, promoting continuity of care into the primary health sector.

Duties:

1. Establish and maintain an environment to allow effective consultation between patients, carers and hospital and community health personnel.
2. Provide education to patients and their families regarding their mental health physical conditions.
3. Utilise available community resources to ensure continuity of care for patients from hospital back out into the community.
4. Liaise with referring health professionals and community agencies regarding patient management.
5. Liaise with various members of the multidisciplinary team at Spencer Clinic to ensure all involved are aware of all aspects of the discharge plan at any given stage.
6. Be aware of all appropriate policies/protocols and relevant legislation pertaining to discharge planning.
7. Participate in relevant committees and working parties, including multidisciplinary care discussions.

8. Maintain caring and effective interpersonal relationships with patients, carers and the multidisciplinary staff.
9. Facilitate the development of a post discharge management plan for patients with ongoing mental and physical health care needs.
10. Participate in the development and revision of nursing philosophy, objectives, policies, programs and procedures, as well as continuing education and professional development. Evaluate the service on a regular basis.
11. Maintain accurate records for the maintenance of a database.
12. Participate in research and development of a quality improvement program relevant to discharge planning and patient education. Utilise findings to maintain a high standard nursing practice.
13. Maintain accurate records of statistics relevant to discharge in order to provide quality improvement. Examples include admission and discharge rates, readmission within 28 days and number of referrals made.
14. Participate in and contribute to continuous quality improvement activities.
15. 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.
16. 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 jobs at this classification level.

Scope of Work Performed:

- Works collaboratively and receives general guidance and support from the Nurse Unit Manager and the treating team at the Spencer Clinic.
- Comply 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:

- Possesses specialist tertiary graduate or postgraduate mental health/psychiatric nursing qualification.

Selection Criteria:

1. Demonstrated experience and expertise in the clinical management of patients with complex discharge needs including the ability to liaise effectively with carers and other service providers involved in their care.
2. Demonstrated knowledge and understanding of contemporary issues relating to the acute psychiatric inpatient unit and the impact on the knowledge and skill requirements of the health professional workforce.
3. Demonstrated high level conceptual and analytical skills including the ability to understand political, social and organisational environment.
4. Demonstrated leadership skills and proven ability to undertake case management within a multidisciplinary environment.
5. Demonstrated high level communication and interpersonal skills and the ability to adapt and achieve results in a dynamic, multidisciplinary environment.
6. Demonstrated ability to apply quality improvement principles, research and ongoing professional development.
7. Demonstrated ability to apply the legal requirements and work health and safety legislation relevant policies and procedures.

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

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:

- Employees may be required to work at various service sites within Mental Health Services North West.

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.