

Statement of Duties

Position Title: Registered Nurse – Community	Position Number: Generic	Effective Date: August 2013
Group and Unit: Tasmanian Health Service (THS) – Primary Health North		
Section: Various	Location: North	
Award: Nurses and Midwives (Tasmanian State Service)	Position Status: Permanent/Fixed-Term/Casual	
	Position Type: Full Time/Part Time/Casual	
Level: Grade 3-4	Classification: Registered Nurse	
Reports To: Nurse Unit Manager (NUM)/Team Leader		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

The Registered Nurse – Community:

- Consistent with ongoing experience strengthens health outcomes through the provision of safe quality, clinically appropriate nursing care in partnership with patients/clients, their families and other health professionals within the defined community practice area.

Duties:

1. Nursing Care

- a) In collaboration with members of the healthcare team plan, implement and evaluates patient/client care.
- b) Practice in accordance with the NMBA¹ codes and guidelines for registered nurses and midwives.
- c) Involve patients/clients and their families/significant others in the planning and implementation of care.
- d) Contribute to the maintenance and promotion of a safe work environment.
- e) Understand and adhere to relevant legislation, policies and procedures.
- f) Maintain accurate and objective documentation.

2. Teamwork

- a) Interact effectively with patients'/clients' families and other health team members to facilitate the provision of optimum patient/client care.
- b) Work effectively within a multidisciplinary team, contributing to a strong team approach through open communication and a positive supportive approach.
- c) Actively contribute to the communication process, including attending and participating in team meetings.

¹ Nursing and Midwifery Board of Australia

3. Excellence in Practice

- a) Active involvement in maintaining and continually improving the quality of patient/client care. This may include participation in research and evidence based practice.
- b) Contribute to the review and development of innovative procedures, policies and best practice related to patient/client care.
- c) Participate in the development and revision of documentation relating to nursing based best practice in the defined practice area.
- d) In partnership with the patient/client, plan care to provide agreed patient/client outcomes.
- e) Evaluate the effectiveness of nursing strategies towards meeting anticipated patient/client outcomes.

4. Learning Culture

- a) Identify and meet educational needs of patients/clients and their families/significant others.
 - b) Develop, implement and evaluate teaching plans for patients/clients that meet their learning needs and facilitate informed decision making.
 - c) Participate and contribute to a learning environment, through continuing education, professional development and attendance at conferences and relevant fora.
 - d) Maintain knowledge of innovations in clinical practice and research.
 - e) Support the development of others through participation in orientation and preceptoring nurses and other members of the health team.
- 5.** 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.
- 6.** 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:

- Accountable to and works under the general direction and guidance of the Nurse Unit Manager/Team Leader and/or Clinical Coordinator/Clinical Nurse Consultant/Clinical Nurse Specialist and receives guidance and support from other senior experienced Registered Nurses and health professionals for initiating, implementing and evaluating quality nursing care.
- 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.
- Current Driver's Licence.
- 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
 - e) serious traffic offences
 2. Identification check
 3. Disciplinary action in previous employment check.

Selection Criteria:

1. Current knowledge of, and the ability to apply nursing principles, procedures and practices in the delivery of patient/client care in a designated practice area and in line with legal requirements and the Australian Nursing and Midwifery Board (ANMB) National Competency Standards for the Registered Nurse.
2. Sound interpersonal and communication skills, including written skills and the ability to function effectively in a multidisciplinary team environment.
3. Knowledge of continuous quality improvement (safety and quality) and the application of evidence based practice in the practice setting.
4. Ability to undertake patient/client education in the practice setting, together with a commitment to participate in ongoing professional development.

Grade 4 Community Nurse

The Grade 4 community 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.

In community settings registered nurses may advance to Grade 4 through:

- 1) a merit based selection process² in accordance with the *State Service Act 2000*; or
- 2) a Formal Capability Assessment.

Progression to Grade 4 through a Formal Capability Assessment

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 (as specified in the *Nurses and Midwives Heads of Agreement* and in the *Grade 4 Formal Capability Assessment Guidelines*: [click here](#)), 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:

In community settings registered nurses may advance to Grade 4 through:

- 1) a merit based selection process in accordance with the *State Service Act 2000*; or
- 2) a Formal Capability Assessment (refer to page 4).

Irrespective of the pathway to a Grade 4 appointment the duties and responsibilities are in accordance with the *Grade 4 Registered Nurse-Community Statement of Duties*.

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.

² Appointment to Grade 4 through a merit based selection process is an interim arrangement for the term of the current *Nurses and Midwives Heads of Agreement 2010*.

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.