HealthHR

Tasmanian Government

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Registered Nurse - Community
Position Number:	Generic
Classification:	Registered Nurse Grade 3-4
Award/Agreement:	Nurses and Midwives (Tasmanian State Service) Award
Group/Section:	Hospitals North/North West and Hospitals South
Position Type:	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
Location:	South, North, North West
Reports to:	Nurse Unit Manager (NUM)/Team Leader
Effective Date:	February 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 Current Driver's Licence **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.*

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 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 evaluate patient/client care.

b) Practice in accordance with the Nursing and Midwifery Board of Australia (NMBA) 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.

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) Progression through relevant areas of the Community Nursing Clinical Skills Pathway.

e) Maintain knowledge of innovations in clinical practice and research.

f) Support the development of others through participation in orientation and preceptoring nurses and other members of the health team.

5. 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:

- 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.
- 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
    e. serious traffic offences
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. 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 Registered Nurse - Community

1. The Grade 4 Registered Nurse - Community 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.
2. 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.

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.

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:*
https://www.health.tas.gov.au/intranet/ths/hr/employment_training_and_development/grade_4_progression_-_nurses_and_midwives

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 met a minimum of four years' experience after gaining their initial qualification as a registered nurse and apply for progression in accordance with the terms and conditions stipulated in the Nurses Agreement.
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 prioritising 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.