

Statement of Duties

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| Position Title: Director of Nursing | Position Number: 504533, 504588, 507406, 512458 | Effective Date: September 2020 |
| Group and Unit: Hospitals North/North West – Deloraine District Hospital, St Helens District Hospital, St Marys Community Health Centre, Campbell Town Health and Community Service | | |
| Section: Primary Heath Services | Location: North | |
| Award: Nurses and Midwives (Tasmanian State Service) | Position Status: Permanent | |
| | Position Type: Full Time | |
| Level: Grade 8, Level 2 | Classification: Registered Nurse | |
| Reports To: Nursing Director - Primary Health North | | |
| Check Type: Annulled | Check Frequency: Pre-employment and Recurrent | |

Focus of Duties:

Lead and manage a range of inpatient/residential/community based services provided from the relevant rural health facility including the management of resources; and undertake a leadership role in ensuring that clinical and support services/infrastructure meet quality and safety standards and are in accordance with Tasmanian Health Service (THS) performance objectives and community expectations.

Facilitate the development and maintenance of strong communication links within the Agency and with other government and non-government agencies, community health service providers and other key groups and consumers regarding health service priorities.

Duties:

1. Provide leadership and direction in the coordination, planning, development, implementation and evaluation of health service delivery. Monitor, manage and control the allocation of resources including human, financial, physical and system resources of the facility.
2. Liaise with and strengthen coordination of multi-disciplinary teams of health professionals, staff, private providers, government and non-government agencies to enable the provision of an effective balance of care and preventative health services to the community.
3. Ensure the provision of a high standard of service delivery in accordance with agency policies and develop, implement and evaluate ongoing quality improvement and client safety activities in line with the quality improvement frameworks.
4. As part of a senior clinical practice management group, contribute to broader clinical management and service delivery issues, including policy review and the development of strategies to meet current and future service priorities.
5. Actively pursue contemporary professional knowledge and its application to the practice setting through appropriate continuing professional development activities.

6. Work with relevant staff to develop and implement a professional development program for all employees, which includes a Performance Development Agreement review process in line with the *State Service Act 2000* and THS requirements.
7. Represent the rural health facility and THS on working parties, interdepartmental committees and other forums, as required.
8. 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.
9. 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 Director of Nursing works autonomously in the coordination of health services with the Nursing Director - Primary Health North, and Primary Health senior managers, providing management direction and support. Professional clinical support will be provided as required. The occupant will be responsible for:

- Undertaking a leadership role in the development and delivery of quality inpatient/residential/community services within the area of responsibility, including the promotion and maintenance of effective consultative mechanisms with internal and external stakeholders in ensuring services are meeting community needs.
- Managing and monitoring the effective use of human and physical capital resources within the area of responsibility, and for being aware of all policies, procedures and legislation affecting the duties of this position.
- Undertaking a pro-active role in developing, leading and implementing activities and programs, which promotes best practice and ensures compliance with national standards. This includes being responsible for overall professional standards of clinical nursing practice and coordination of professional development opportunities and leading and promoting research activities.
- Providing high level professional advice and support to the Nursing Director - Primary Health North, Assistant Director of Nursing, Area Services Coordinator and Area Business Manager for the development and effective functioning of health services.
- Ensuring that all Work Health and Safety (WH&S) legislation, workplace diversity and codes of practice are available in the workplace and are adhered to. Accountable for WH&S issues at any workplace under their management.
- Complying at all times with 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.

* as required by CHSP, occupants of this role are required to undertake a conviction check assessment every three years.

Desirable Requirements:

- Relevant post graduate qualifications.
- Current Driver's Licence.

Selection Criteria:

1. Holds or is working towards relevant tertiary qualifications, together with demonstrated knowledge and understanding of contemporary nursing issues including the management of nursing practice; and extensive experience in nursing in an acute, residential or community practice setting.
2. Demonstrated commitment to and understanding of, Primary Health Care principles and ability to apply these in practice.
3. Proven high level experience in providing leadership and managing human, financial and physical resources with knowledge of contemporary management practices including change management and operational and strategic planning, implementation and evaluation.
4. Demonstrated understanding of and ability in identifying community needs and developing options to address needs within a primary health care framework. Capacity to represent the Agency in marketing sustainable service delivery options to the community, health service stakeholders and staff.
5. High level written and verbal communication skills, and problem solving skills; including a capacity to consult and negotiate with stakeholders on complex service, political and professional issues.
6. Demonstrated ability to work within a clinical governance framework and the ability to apply quality improvement principles and strategies.
7. Comprehensive knowledge of legislation and regulatory standards relevant to the rural health

facility including clinical, professional, building, hotel services, financial and workplace health and safety requirements.

Working Environment:

The Department of Health (DoH) 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, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

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 has 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 Chief People Officer or to the Manager Internal Audit. The DoH 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. The DoH and 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 DoH and THS policy) within DoH and THS 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 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: DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.