

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Nurse Manager - Clinical Informatics
Position Number:	525183
Classification:	Registered Nurse Grade 7a
Award/Agreement:	Nurses and Midwives (Tasmanian State Service) Award
Group/Section:	Hospitals South - Office of the Executive Director of Nursing and Midwifery Workforce Unit
Position Type:	Permanent, Full Time
Location:	South
Reports to:	Executive Director of Nursing and Midwifery
Effective Date:	April 2022
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse</p> <p><i>*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.</i></p>
Desirable Requirements:	Relevant postgraduate qualifications

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 Nurse Manager - Clinical Informatics is an integral member of the Office of the Executive Director of Nursing and Midwifery (EDNM) and will:

- Provide leadership and manage the coordination of the integration of data, information and knowledge to Office of the EDNM and other senior management within a health service/facility. This support is accomplished through using information structures, information processes and information technology.
- Provide advanced clinical and technical advice, critical thinking, problem solving, data analysis and reporting in relation to, but not limited to, workforce issues and workforce models, clinical nurse indicators and education.

Duties:

1. Oversee the preparation and distribution of reports relating to a range of clinical and non-clinical key performance indicators (KPI) for Hospitals South from various software sources, including data analysis and data integrity.
2. Provide expert advice and recommendations to the health service/facility Executive and relevant committees/forums in relation to Clinical Informatics, associated reports, practices, policies and procedures.
3. Provide expert advice on nursing and clinical informatics' and associated issues, policies and practices to members of the health care teams and develop and deliver educational activities for staff and patients in relation to nursing and Clinical Informatics.
4. Work collaboratively with Business Systems and other Liaison Officers in relation to system requirements, testing and implementation of new applications, versions, modules and maintenance releases, to ensure the databases maintain functionality and integrity, as required, for service suitability and statewide consistency.
5. Build effective relationships with managers, clinicians, quality and patient safety teams, and other key stakeholders, and provide leadership, facilitation and coordination of Clinical Informatics initiatives to drive quality improvements in clinical areas.
6. Provide leadership in contemporary nursing practice and promote an environment conducive to innovation and change.
7. Manage the financial, physical and human resources of the Clinical Informatics positions to achieve agreed service outcomes within the allocated budget.
8. 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 and related training.
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.

Key Accountabilities and Responsibilities:

The Nurse Manager - Clinical Informatics will work autonomously and receives broad direction and advice from the EDNM, and other Assistant Directors of Nursing within the Office of the EDNM and will:

- Work within all Agency policies, procedures and legislation affecting the duties of the position and for addressing inconsistencies between practice and policy.
- Be responsible and accountable for high quality evidence-based project outputs which rely on the application of creativity, innovation and a highly developed understanding of business process methodology, informatics and the health sector.
- Ensure Clinical Informatics is managed in accordance with legislation, national standards and guidelines, and organisational policy.
- Manage physical, financial and human resources effectively, ensuring that nursing and Clinical Informatics objectives are met.
- Provide leadership and clear direction to staff, so that all staff have an understanding of their responsibilities and duties in relation to nursing and clinical informatics and contribute to the management, leadership, and overall direction of the Office of the EDNM.
- Maintain and establish professional consultative links with key stakeholders, internally and externally.
- Through the EDNM, proactively identify and communicate issues to senior executive in relation to issues that may impact on the outcomes, timeframes or function requirements of regional projects.
- Encourage and support staff to develop further knowledge and skills.
- Actively participate in personal and professional development activities.
- Contribute to the expansion of knowledge and ideas in the relevant field by supporting and participating in research.
- 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; and
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

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
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

Specific Knowledge:

1. Demonstrated advanced knowledge, skills and experience in relation to the principles of Nursing Informatics, change management, project management methodologies and national and international trends relating to nursing informatics and business process mapping.
2. Demonstrated knowledge of electronic information systems in a health environment and how they are used to support both the business of the Department of Health and the business of Hospitals South, together with a high-level understanding of health information management issues and principles.
3. Comprehensive knowledge of, and experience in, contemporary nursing management practice including clinical governance, clinical risk management, evidenced based best practice, research, clinical standards and ethics.
4. Demonstrated ability to utilise contemporary health information technology, analyse information and provide reports and recommendations.
5. Demonstrated knowledge of current legislation and guidelines relevant to the management of the area/program.
6. High-level analytical, conceptual, strategic, research and creative skills and the ability to apply these to clinical process development within both a politically sensitive and organisational healthcare environment.

Skills:

1. **Leadership skills** - Individuals will demonstrate a capability to promote a shared vision and purpose, provide the team with a clear direction, inspire a positive attitude and a desire to succeed in staff members at all levels, and will persuade others and influence outcomes (internally and externally).
2. **Decision making skills** - Individuals will demonstrate a capability to make rational and sound decisions based on a consideration of the facts and alternatives available to make quick decisions, when required, and will commit to definite courses of actions.
3. **Business focus** - Individuals will demonstrate a capability to be focused on understanding the business of the organisation, the Office of the EDNM and delivering the best outcomes within the available resources.

Personal Qualities:

1. **Communication** - Individuals will demonstrate advanced communication, negotiation and conflict resolution skills and an ability to liaise on complex issues.
2. **Initiative** - Individuals will demonstrate a capacity to be able to set and organise own work priorities and adapt them as they change frequently.
3. **Resilience** - Individuals will demonstrate a capacity to work concurrently on a variety of tasks/projects in an environment that may be stressful with individuals having diverse personalities and work styles.
4. **Builds productive networks** - Individuals will demonstrate a capacity to establish and maintain relationships and useful partnerships with people at all levels and disciplines across the health service/facility.

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](#).