

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Registered Nurse - Transfusion
Position Number:	520020
Classification:	Registered Nurse Grade 3-4
Award/Agreement:	Nurses and Midwives (Tasmanian State Service) Award
Group/Section:	Tasmanian Health Services (THS) – Clinical Support Pathology
Position Type:	Permanent, Part Time
Location:	South
Reports to:	Clinical Nurse Consultant – Patient Blood Management
Effective Date:	January 2018
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse. <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>
Desirable Requirements:	Experience in the area of Transfusion Medicine.

Note: 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:

Function as a Registered Nurse in the area of blood transfusion and patient blood management and provide support to the Clinical Nurse Consultant (CNC) – Patient Blood Management to ensure best practice principles of haemovigilance and blood management are achieved.

Contribute to workplace activities and work collaboratively in assisting and supporting the CNC - Patient Blood Management in achieving the goals of the service by contributing to workplace activities beyond the immediate responsibility of delivering clinical care to clients.

Duties:

1. Assist in the day to day operation of the blood transfusion office, including providing clinical assistance to medical officers and ward staff and liaising with transfusion laboratory staff.
2. Practice in accordance with the NMBA¹ codes and guidelines for registered nurses/midwives.
3. Participate in the promotion of transfusion best practice to all professional staff, and where relevant, patients of the Royal Hobart Hospital.
4. Assist in the preparation of education material, undertaking audits and incident investigation under the direction of the CNC - Patient Blood Management.
5. Assist the CNC - Patient Blood Management in establishing and maintaining links with nursing staff and other key providers within the hospital and community.
6. 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.
7. 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 Registered Nurse Transfusion is responsible to, and receives guidance and support from, the CNC - Patient Blood Management for initiating, implementing and evaluating quality nursing care.
- Champion a child safe culture that upholds the National Principles for Child Safe Organisations. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- 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.

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:

1. Demonstrated clinical competence in the area of blood product transfusion and patient blood management.
2. Demonstrated ability to provide support to the CNC - Patient Blood Management in all aspects of transfusion and patient blood management.
3. Sound understanding of the NSQHS Standard 7 and ability to support the CNC - Patient Blood Management in satisfying the necessary criteria to meet and maintain this standard.
4. Ability to utilise an advanced level of written, verbal and interpersonal skills in all aspects of the role.
5. Demonstrated ability to apply the legal requirements, relevant policies and procedures to the practice setting.
6. Ability to work autonomously and in a team based environment.

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.

1.

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 of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

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 | Tasmanian Department of Health](#).