

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Registered Nurse - Acute Care Team
Position Number:	525830
Classification:	Registered Nurse Grade 3-4
Award/Agreement:	Nurses and Midwives (Tasmanian State Service) Award
Group/Section:	Community, Mental Health and Wellbeing - Statewide Mental Health Services
Position Type:	Permanent, Full Time/Part Time
Location:	South
Reports to:	Nursing Director - Acute Care Stream Community Mental Health Service
Effective Date:	June 2021
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>Current Driver's Licence</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:	Possess, or be working towards, a specialist tertiary graduate or postgraduate mental health/psychiatric nursing qualification

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:

As part of a multidisciplinary team delivering person centred, recovery orientated and trauma informed care, in accordance with National Standards for Mental Health Services, Agency policies and procedures, legal requirements and relevant professional competencies, the Registered Nurse - Acute Care Team will:

- Undertake the delivery of quality care to consumers, families, and carer of the Acute Care Team (ACT) service, based on best practice principles including Recovery Oriented Practice, the Triangle of Care Framework and Trauma Informed Care, within a collaborative and multidisciplinary framework.
- Provide assertive community based mental health care to consumers, their families, and carers.
- Work in collaboration with other staff within Community Mental Health Services, Inpatient Mental Health Services, Alcohol and Drug Services and a range of community service providers, to deliver improved outcomes and experiences for people who are experiencing acute mental health concerns.
- Actively participate in service development, quality improvement and professional development initiatives.

Duties:

1. Provide assertive community-based mental health care to consumers, which includes triage, comprehensive mental health assessments, assertive short-term care coordination, safety planning, and ongoing psychotherapeutic work using a range of modalities and techniques, transfer of care and discharge planning, in collaboration with consumers, families and carers, within a multidisciplinary team.
2. Provide brief targeted interventions, support and psychoeducation, as appropriate, to consumers and their families and carers, and other service providers in the identification of their strengths and needs, formulation of goals and the development and implementation of care plans.
3. Facilitate access to a range of appropriate community and inpatient services, as required, to ensure people receive the right support in the right place and at the right time, including providing comprehensive handovers and quality and safe transfer/discharge processes.
4. Undertake the role of a Mental Health Officer in accordance with relevant provisions of the *Mental Health Act 2013*.
5. Complete all required clinical documentation, including initial assessments, risk assessment, transfer of care, other relevant clinical correspondence, and clinical data collection, within specified timeframes, predominantly via electronic record systems.
6. Ensure ongoing assessment and evaluation of the role and associated guidelines, clinical pathways, protocols, and policies, incorporating evidenced based practice and other regulatory bodies or key stakeholders.
7. Supervise students and less experienced Mental Health Services clinical staff as required.
8. Actively participate in professional development opportunities, including clinical supervision, education opportunities, and research.
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:

Responsible to, and receives guidance and support from, the Nursing Director and other senior experienced Registered Nurses. Clinical supervision will be made available to all registered nurses and is negotiated with, and supported by, the Nursing Director and other senior experienced registered nurses within the Unit.

The Registered Nurse - Acute Care Team is responsible for:

- Working within the Nursing and Midwifery Board of Australia's (NMBA) standards for practice, including National Competency Standards and Professional Codes of Conduct and ethics for registered nurses.
- Providing efficient and effective service delivery, optimal use of resources and for initiating, implementing, evaluating, and improving health outcomes in collaboration with the multidisciplinary team.
- Identifying key hospital, community mental health, community sector and primary health stakeholders building effective working relationships as required.
- Maintaining responsibility and accountability for the development of clinical knowledge, further education and working within the scope of practice determined by their experience and skills.
- 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.

Selection Criteria:

1. Current knowledge and experience in, and the ability to apply nursing principles and procedures in, the delivery of consumer care in acute adult mental health in line with legal requirements and relevant competency standards for the Registered Nurse, including understanding of relevant legislation such as the *Mental Health Act 2013*.
2. Knowledge and understanding of the psychosocial and health needs of consumers and their application to nursing practice in the acute adult mental health setting, including an understanding of the principles of maintaining appropriate therapeutic relationships with consumers.
3. Sound knowledge and understanding of psychotropic drugs, actions, and side effects.
4. Sound interpersonal and communication skills including written skills and the ability to use computer based medical records and function effectively within a multidisciplinary team environment.
5. Knowledge of National Mental Health Standards and continuous quality improvement and the application of evidence based practice in a clinical setting.

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*:

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 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.