

## DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Clinical Nurse Specialist
<b>Position Number:</b>	Generic
<b>Classification:</b>	Registered Nurse Grade 5
<b>Award/Agreement:</b>	Nurses and Midwives (Tasmanian State Service) Award
<b>Group/Section:</b>	Community Mental Health and Wellbeing – Statewide Mental Health Services
<b>Position Type:</b>	Permanent, Full Time/Part Time
<b>Location:</b>	South, North, North West
<b>Reports to:</b>	Team Leader/ Clinical Nurse Consultant
<b>Effective Date:</b>	October 2012
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>Registered with the Nursing &amp; Midwifery Board of Australia as a Registered Nurse and possess specialist tertiary graduate or post graduate mental health/psychiatric nursing qualification; or completed, prior to the transfer of nurse education to the tertiary sector, an accredited hospital based program that lead to registration as a psychiatric nurse by the relevant nurse regulatory authority within Australia, New Zealand, Canada or the United Kingdom.</p> <p>Current Driver's License</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>
<b>Desirable Requirements:</b>	Extensive, relevant psychiatric nursing experience and/or is credentialed as a Mental Health Nurse by the Australian and New Zealand College of Mental Health Nurses Inc. or equivalent.

Holds, or is working towards, relevant tertiary qualifications.

*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:

As part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Clinical Nurse Specialist:

- Provides expert knowledge utilising an advanced clinical framework in the management of consumers with complex mental health needs within the designated area of practice.
- Develops, implements, coordinates and evaluates relevant activities to improve patient outcomes within the multi-disciplinary team.
- Participates as an active member of the Adult Community Mental Health team in delivering case management, carer education, consultation and collaboration with GP's and significant others in provision of care to a designated number of consumers.

## Duties:

1. Display advanced clinical practice skills and promotes best practices in adult community mental health nursing by acting as a resource person to other staff in the management of complex clinical issues.
2. Undertake the provision of recovery focused specialist mental health assessments and assertive case management, using recognised assessment methods and evidence based interventions, for a designated number of clients within the community setting.
3. As a member of the multi-disciplinary team, participates in the multi-disciplinary team review of clients, including supporting staff to develop, monitor and evaluate clinical outcome measures.
4. Maintain appropriate records of assessments, interventions and specialised reports, and assist in the maintenance of appropriate records systems.
5. Develop and maintain integrated clinical links across the mental health sector, with non-Government Organisations and other Service Providers.
6. Act as an Authorised Officer under the Mental Health Act when required.
7. Accept responsibility as the 'designated nurse responsible' for the coordination of medications within the community service as per legal requirement, policies and procedures.
8. Develop clinical guidelines, policies and procedures relevant to the practice area in conjunction with the Team Leader or Clinical Coordinator.
9. Maintain and promote a safe work environment for staff, consumers and visitors.
10. Develop, implement and evaluate quality improvement activities in consultation with the Team Leader or Clinical Coordinator.
11. In conjunction with the Team Leader, identify professional learning needs of community nursing staff and develop, implement and review strategies to address those needs.
12. Aide the Clinical Nurse Consultant in orientation and supervision of nurses commencing in Mental Health Services.

13. Precept students where required or support other nurses in precepting students.
14. Promote a culture which supports action based research and promotes the application of evidence based research by nurses in the practice setting.
15. 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.
16. 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:

- Accepts accountability and responsibility for own standard of professional practice in accordance with established professional guidelines and legal requirements.
- Acts as clinical resource person, providing guidance and support to Registered Nurses, and other members of the multi-disciplinary team.
- Implementation of the Mental Health Act as an Authorised Officer.
- Responsible for recognising and maintaining one's own professional development.
- Maintains knowledge of contemporary evidence based practice.
- Clinically and administratively responsible to the Team Leader.
- Professional support and supervision from the Nursing Director or the approved delegate.
- 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:

- I. 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. Extensive experience in and comprehensive knowledge of clinical nursing practice in a variety of settings, with at least five years post – graduate clinical nursing experience directly applicable to Mental Health settings.
2. Comprehensive knowledge and understanding of relevant legislation and awards, including the Mental Health Act, Right to Information Act, Work Health and Safety and relevant statutory requirements and departmental procedures and policies.
3. Highly developed interpersonal skills, including written and oral communication, negotiation and conflict resolution skills, and the proven ability to work constructively as part of a multi-disciplinary team at both service and community levels.
4. Demonstrated ability to act as a clinical resource in the clinical setting.
5. Highly developed clinical management and leadership skills with demonstrated ability to act as a multi-disciplinary team member and provide support to the Team Leader.
6. Ability to apply the principles of clinical risk management, quality improvement, nursing research, performance monitoring and evaluation strategies relevant to the clinical area.
7. Demonstrated ability to precept nurses, undergraduate and postgraduate student nurses.

## 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](#).