

## Statement of Duties

<b>Position Title:</b> Clinical Coordinator – Community Health Nursing West Coast	<b>Position Number:</b> 502621	<b>Effective Date:</b> October 2018
<b>Group and Unit:</b> Tasmanian Health Service (THS) - Primary Health North West		
<b>Section:</b> Healthwest – Rosebery Community Health Centre	<b>Location:</b> North West	
<b>Award:</b> Nurses and Midwives (Tasmanian State Service)	<b>Position Status:</b> Permanent	
	<b>Position Type:</b> Full Time	
<b>Level:</b> Grade 5	<b>Classification:</b> Registered Nurse	
<b>Reports To:</b> Nurse Unit Manager		
<b>Check Type:</b> Annulled	<b>Check Frequency:</b> Pre-employment	

### Focus of Duties:

In accordance with Agency policies, primary health care principles, legal requirements and professional competencies, the Clinical Coordinator – Community Health Nursing West Coast (Clinical Coordinator) coordinates the provision of high quality community health nursing and ancillary services to clients on the West Coast. The Clinical Coordinator:

- Provides clinical leadership and supports the efficient and effective coordination of client care based on national standards and best practice using a collaborative and multidisciplinary framework.
- Provides support, encouragement and actively participates in the professional development of nursing staff.
- Contributes to service development by assisting the Nurse Unit Manager (NUM) to achieve best practice outcomes and service delivery improvements.

### Duties:

1. Provide clinical leadership and coordinate the nursing team in the provision of individualised client care in accordance with best practice principles for assessment, provision of treatment, therapeutic management and education within a collaborative, multidisciplinary environment.
2. Coordinate and co-manage ancillary services (i.e. Home Care in conjunction with the Community / Home Care Coordinator) with allocating clients, rostering staff and undertaking other human resource functions.
3. Interpret and implement clinical policies, legislation, and guidelines to achieve positive outcomes and be responsible for dissemination of all required information to all staff.

4. Lead on boarding of clinical staff and new employees, and provide preceptorship and mentoring for undergraduate students and graduate nurses.
5. Promote a culture of learning and professional development by identifying areas of need and develop, implement and evaluate strategies to address any issues.
6. Maintain cooperative and productive working relationships with all members of the multidisciplinary health care team and other stakeholders.
7. In conjunction with the NUM develop, implement and evaluate clinical risk management whilst leading creative and innovative quality improvement activities. Contribute to research within a nursing practice framework ensuring safe practice and quality health care delivery.
8. Support the NUM/DON in requirements of facilities management to support the day to day operations of the Rosebery Community Health Centre.
9. 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.
10. 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 Clinical Coordinator provides leadership and direction for clinical care provided by nursing staff, and is responsible and accountable for:

- Working with a high level of autonomy whilst receiving guidance and support from the NUM.
- Deputising at a higher level as required
- The outcomes of nursing practices in the practice setting, for addressing inconsistencies with practice and protocol; and for developing team performance and a positive culture in ensuring the provision of high quality nursing and health care to clients and patients
- Ensuring optimal use of resources
- Providing leadership and clear direction to staff so that all have a clear understanding of their roles, responsibilities and duties in relation to their clients and coworkers
- Encouraging and supporting staff to develop, maintain and enhance their skills and knowledge. And for planning, implementing and evaluating of a range of educational and professional development programs and activities for staff in collaboration with the Clinical Nurse Education Primary Health
- Actively participating in personal and professional development activities
- Practising in accordance with the Nursing and Midwifery Board of Australia (NMBA) codes and guidelines for Registered Nurses / Midwives
- Maintaining and promoting a safe work environment in the performance of duties consistent with Work, Health and Safety legislation and guidelines, and

- Complying at all times with THS 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.
- Current Driver's Licence.
- 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.

### **Desirable Requirements:**

- Holds or is working towards appropriate post-graduate qualifications.

### **Selection Criteria:**

1. Demonstrated experience in the coordination of nursing practice together with a demonstrated commitment to the understanding of primary health care principles and practice and the ability to apply these requirements in a leadership role within a community health care setting.
2. Demonstrated leadership attributes with highly developed communication and interpersonal skills, with a proven ability to function effectively within a multidisciplinary environment and engage a broad range of service providers and other stakeholders.
3. Comprehensive knowledge of and experience in contemporary nursing management practice, including clinical governance, clinical risk management, evidenced based practice, clinical standards, ethics and legislation.
4. **Leadership:** Demonstrated capacity to provide the nursing team with clear direction in clinical decision making and care to provide consistent quality outcomes for clients.
5. **Decision Making Skills:** Demonstrated capacity to make informed, quick, rational and sound decisions based on presenting information with awareness of appropriate alternatives.

6. **Communication:** demonstrated advanced communication, negotiation and conflict resolution skills with the ability to liaise with colleagues around complex care or relevant business activities.
7. **Initiative & Resilience:** Demonstrated capacity to be adaptable, responsive and assertive in advocating for clients and their families/carers, to be proactive and self directed in the pursuit of positive health outcomes for clients, and the management of a positive reputation for the service. To persevere in achieving goals and to overcome obstacles, have a high level of emotional intelligence and remain calm under pressure

### **Working Environment:**

- This position is based at Rosebery Community Health Centre with a requirement to travel to different locations across the West Coast, and less frequently across the North West Region of Tasmania.

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 and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

*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 of Health and Tasmanian Health Service have 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 Director HR Management and Strategy 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) with the Department of Health and Tasmanian Health Service 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 of Health and the Tasmanian Health Service 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:* The Department of Health and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.