

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Registered Nurse - Data Collection Newborn Services and Childrens Critical Care (NSCCC)
Position Number:	524665
Classification:	Registered Nurse Grade 3-4
Award/Agreement:	Nurses and Midwives (Tasmanian State Service) Award
Group/Section:	Hospital South – Women and Children Services Neonatal Paediatric ICU
Position Type:	Permanent, Part Time
Location:	South
Reports to:	Nursing and Midwifery Director- Women’s, Adolescent and Children’s Services
Effective Date:	August 2024
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse. Current Working with Children Registration <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:	Holds or is working towards relevant post basic / tertiary clinical 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:

The Registered Nurse:

- Strengthens health outcomes through the provision of safe quality, clinically appropriate nursing care in partnership with patients/clients, their families and other health professionals.

Duties:

1. Practice in accordance with the Nursing and Midwifery Board of Australia (NMBA) codes and guidelines for registered nurses when assessing, planning and evaluating patient care
2. Maintain comprehensive clinical data input, including the Australian and New Zealand Paediatric Intensive Care Registry (ANPICR) and Neo-database, ensuring that data integrity and confidentiality is maintained at all times.
3. Undertake projects and provide reports to various stakeholders as required.
4. Work effectively within a multidisciplinary team, contributing to a strong team approach through open communication and a positive supportive approach.
5. Actively contribute to the communication process, including attending and participating in team meetings.
6. Active involvement in maintaining and continually improving the quality of patient care by reviewing and assessing current methodologies and identifying and implementing strategies for service provision. This may include participation in research and evidence-based practice.
7. Participate and contribute to a learning environment, through continuing education, professional development and attendance at conferences and relevant forums.
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, safeguarding practices for vulnerable people, 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 Registered Nurse Data Collection is responsible to and receives guidance and support from the Nurse Unit Manager, Clinical Nurse Consultant (Data Portfolio) and other senior experienced Registered Nurses, and is responsible for:

- Accurate entry and updating of patient information in Neodata and other databases, maintaining organized and compliant records.
- Supporting medical and nursing staff with documentation accuracy, collecting and preparing data for submissions like ANZNN and ANZPICR, and collaborating on data-related issues.
- Participating in quality improvement initiatives, supporting new staff on data entry protocols, and ensuring strict confidentiality standards.
- Exercising reasonable care in the performance of duties consistent with relevant WH&S legislation and for providing labour in an efficient and safe manner.

- Accepting accountability and responsibility for own actions and acting to rectify unsafe nursing practice and / or unprofessional conduct.
- Maintaining own professional development through the regular review of professional nursing health care literature and participating in relevant staff development activities.
- 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.
- Complying 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. Current knowledge of, and the demonstrated ability to apply, nursing principles, procedures and practices in the delivery of patient care in a designated practice area and in line with legal requirements and the Australian Nursing and Midwifery Council (ANMC) national Competency Standards for the Registered Nurse.
2. Demonstrated advanced critical care clinical competence, relevant experience in documentation, data collection skills and database management and an ability to apply the principles of nursing care to data collection activities.
3. Experience in the use of office management software, together with an understanding of clinical information systems and data collection in the clinical setting.

4. Demonstrated advanced written and communication skills including the ability to function effectively in a multidisciplinary team environment.
5. Knowledge of continues quality improvement (safety and quality) and the application of evidence-based practice in the practice 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 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](#).