

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Registered Nurse - Alcohol and Other Drugs (AOD)
Position Number:	Generic
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 Alcohol and Drug Services
Position Type:	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
Location:	South, North, North West
Reports to:	Team Leader/Relevant Manager
Effective Date:	October 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:	Completed or working towards post graduate qualifications in AOD Current Driver's Licence

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:

- Delivers a high-quality alcohol and other drug treatment service in accordance with relevant Government Legislation and Regulations, Primary Health Care Principles, Alcohol and Drug Service (ADS) policies, procedures and protocols and relevant professional competencies.
- Provides comprehensive clinical assessments, treatment and case management services to clients (and their families/carers) of ADS utilising evidence-based best practice principles within a collaborative and multidisciplinary framework.
- Provides a comprehensive assessment and treatment service for people and their families/carers with multiple and complex needs, including co-morbid alcohol and other drug and mental health issues, in accordance with discipline specific skills and abilities.
- Acts as a consultant to other agencies with regard to the support and management of clients with alcohol and other drug needs and promotes community awareness in relation to alcohol and other drugs.

Duties:

1. Provide a comprehensive, evidence-based clinical assessment, treatment and assertive case-management service to clients, and families/carers, who have issues with alcohol and/or other drugs.
2. Undertake clinical documentation in line with organisational and professional requirements, including preparation of requested treatment reports.
3. Participate in ongoing quality assurance programs, including approved research and the development and implementation of alcohol and other drug psychosocial treatment programs.
4. Contribute to the effective functioning of the ADS North, North West or South multidisciplinary teams.
5. Consult with professionals and other agencies on the management of clients who have issues with alcohol and/or other drugs.
6. Provide supervision to ADS staff and students.
7. Participate in the formulation and delivery of education programs and health promotion activities for clients, families/carers, health professionals and the broader community to promote awareness of alcohol and/or other drug use.
8. Undertake continuing professional development including completing mandatory training, participation in formal supervision or peer review.
9. 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.
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.

Key Accountabilities and Responsibilities:

The Registered Nurse - AOD will work under the direction of the Team Leader with professional accountability to the Discipline Lead. The occupant will be:

- Accountable for the provision of AOD services and professional standards of care.
- Responsible for recognising and maintaining one's own professional development.
- Responsible for being aware of and working within all Department of Health (DoH) and ADS policies, procedures and protocols and legislation (including WH&S) affecting the duties of this position.
- 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. Comprehensive knowledge of contemporary evidence based practice used in the treatment and prevention of alcohol and other drug dependence, including alcohol and other drug assessment, the harm minimisation framework, interventions and prevention activities.
2. Knowledge of, and the ability to undertake, comprehensive assessments and therapeutic interventions with complex AOD issues.
3. Knowledge of and ability to develop, monitor and implement quality assurance and improvement activities and/or research.
4. Experience and knowledge of liaison and consultation with other services and agencies in the context of providing AOD assessment, advice and training.
5. Well-developed communication skills, both written and verbal, including the ability to provide treatment reports.
6. Demonstrated interpersonal skills in relation to working effectively in a multidisciplinary team and with the broader service system.
7. An understanding of relevant legislation and professional practice standards including Work Health & Safety Legislation, Workplace Diversity Guidelines, the *Alcohol and Drug Dependency Act 1968*, *Mental Health Act 2013* and Discipline Codes of Ethics and Professional Practice.

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 [Consumer and Community Engagement Principles | Tasmanian Department of Health](#).

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*:

https://www.health.tas.gov.au/intranet/ths/hr/employment_training_and_development/grade_4_progression_-_nurses_and_midwives

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 Team Leader in the coordination of patient/client care delivery.
2. Actively participates in clinical education, safety and quality processes, practice development and other clinical leadership activities.
3. Assists the Team Leader 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.