

Statement of Duties

Position Title: Registered Nurse – Community	Position Number: Generic	Effective Date: October 2020
Group: Hospitals North/North West – Primary Health North		
Section: Primary Health Services	Location: North	
Award: Nurses and Midwives (Tasmanian State Service)	Position Status: Permanent/Fixed-Term/Casual	
	Position Type: Full Time/Part Time/Casual	
Level: Grade 4	Classification: Registered Nurse	
Reports To: Nurse Unit Manager/Team Leader		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

The Registered Nurse – Community:

- Strengthens health outcomes through the provision of safe, quality, clinically appropriate general and/or specialist nursing knowledge and skills to provide effective nursing care in partnership with patients/clients, their families, and other health professionals within the defined community practice area.
- Contributes to workplace activities and works collaboratively in assisting and supporting the Nurse Unit Manager/Team Leader and/or Clinical Coordinator/Clinical Nurse Consultant/Clinical Nurse Specialist in achieving the goals of the service by contributing to workplace activities beyond the immediate responsibility of delivering clinical care to clients. This may include active involvement in clinical education, clinical leadership and management, safety and quality, practice development and managing a clinical portfolio.

Duties:

I. Nursing Care

- a) In collaboration with members of the healthcare team plan, implement and evaluates patient/client care
- b) Undertake community needs assessments and the development and implementation of health education/promotion programs in collaboration with the Nurse Unit Manager/Team Leader and/or Clinical Coordinator/Clinical Nurse Consultant/Clinical Nurse Specialist.
- c) Initiate self-management approaches to patients/clients and actively contribute to early intervention and management of chronic diseases.
- d) Involve patients/clients and families/significant others in the planning and implementation of care.
- e) Contribute to the maintenance and promotion of a safe work environment.

- f) Understand and adhere to relevant legislation, policies and procedures.
- g) Maintain accurate and objective documentation.
- h) Practice in accordance with the NMBA¹ codes and guidelines for registered nurses and midwives.

2. Teamwork

- a) Interact effectively with patients/clients' families and other healthcare team members to facilitate the provision of optimum patient/client care.
- b) Work with the Nurse Unit Manager/Team Leader and/or Clinical Coordinator/Clinical Nurse Consultant/Clinical Nurse Specialist to provide leadership within the healthcare team, contributing to a strong team approach through open communication and a positive supportive approach.
- c) Act to resolve local and/or immediate nursing care or service delivery problems.
- d) Support agreed change management processes.
- e) Actively contribute to the communication process, including attending and participating in team meetings.

3. Excellence in Practice

- a) Active involvement in maintaining and continually improving the quality of patient/client care. This may include participation in research and evidence based practice.
- b) Contribute to the review and development of policies, procedures and best practice related to patient/client care.
- c) Evaluate the effectiveness of nursing strategies towards meeting anticipated patient/client outcomes and make recommendations of alternative approaches to the Nurse Unit Manager/Team Leader and/or Clinical Coordinator/Clinical Nurse Consultant/Clinical Nurse Specialist.
- d) In partnership with the patient/client, plan care to provide agreed patient/client outcomes.

4. Learning Culture

- a) Identify, develop, implement, evaluate and recommend teaching plans for patients/clients that meet their learning needs and facilitate informed decision making.
- b) Participate and contribute to a learning environment, through continuing education, professional development and attendance at conferences and relevant fora.
- c) Maintain knowledge of innovations in clinical practice and research.
- d) Support and work collaboratively with less experienced members of the healthcare team participating in orientation, preceptoring, clinical teaching, overseeing learning experiences, and goal setting for students, new staff and staff with less experience.

5. Providing Leadership

- a) Support the Nurse Unit Manager/Team Leader and/or Clinical Coordinator/Clinical Nurse Consultant/Clinical Nurse Specialist in the coordination of patient/client care delivery through the effective allocation and prioritising of nursing resources.

¹ Nursing and Midwifery Board of Australia

- b) Actively participate in clinical education, safety and quality processes, practice development and other clinical leadership activities.
 - c) Assist the Nurse Unit Manager/Team Leader and/or Clinical Coordinator/Clinical Nurse Consultant/Clinical Nurse Specialist in supporting and guiding staff performance and development.
 - d) Manage a clinical portfolio and contribute to research and other practice development activities within the practice area.
6. 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.
 7. 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 Registered Nurse – Community works in collaboration with and under the general direction and guidance of the Nurse Unit Manager/Team Leader and/or Clinical Coordinator/Clinical Nurse Consultant/Clinical Nurse Specialist and is accountable for providing a high standard of professional nursing care to clients and their families or carers and working as a member of a team. The occupant of this role:

- Accepts accountability and responsibility for agreed outcomes in the provision of efficient and effective nursing care.
- Acts as a clinical resource, providing guidance and support to other members of the health care team.
- Complies at all times with 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:
 - 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. Demonstrated advanced competence in the relevant area of nursing practice.
2. Demonstrated ability to provide high quality contemporary, evidence-based expert nursing and health care to patients/clients.
3. Demonstrated ability to take a lead role to assist in the development of students and less experienced staff.
4. Demonstrated commitment to own professional development.
5. Demonstrated ability to provide clinical leadership to support the nursing management team and to work effectively as a member of a multidisciplinary team.
6. Demonstrated ability to participate in workplace activities, evidenced based practice, research and/or projects or programs.
7. Well-developed interpersonal skills, including demonstrated effective written and verbal communication skills.

Pathway to a Grade 4 appointment in Community Settings:

In community settings registered nurses may advance to Grade 4 through:

- 1) a merit based selection process in accordance with the *State Service Act 2000*; or
- 2) a Formal Capability Assessment.

Irrespective of the pathway to a Grade 4 appointment, the duties and responsibilities are as per this Statement of Duties.

Working Environment:

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, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

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 has 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 Chief People Officer 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) within DoH and THS 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 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: DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.