

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Registered Nurse - Correctional Primary Health Services
Position Number:	512523
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 Correctional Primary Health Services
Position Type:	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
Location:	South
Reports to:	Assistant Director of Nursing (ADON)
Effective Date:	July 2020
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse

**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.*

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:

The Registered Nurse - Correctional Primary Health Services:

- 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:

Nursing Care

1. In collaboration with members of the healthcare team plan, implement and evaluate patient/client care.
2. Practice in accordance with the NMBA¹ codes and guidelines for registered nurses/midwives.
3. Involve patients/clients and their families/significant others in the planning and implementation of care.
4. Maintain and promote a safe work environment.
5. Understand and adhere to relevant legislation, policies, procedures and guidelines.
6. Maintain accurate objective, succinct and timely documentation.
7. As directed or required by the Assistant Director of Nursing (ADON) may take charge of a shift.

Teamwork

1. Interact effectively and appropriately with patients'/clients' families and other health team members to facilitate the provision of optimum patient/client care.
2. Work effectively within a multidisciplinary team, contributing to a strong team approach through open communication and a positive supportive approach.
3. Actively contribute to the communication process, including attending and participating in team meetings.

Excellence in Practice

1. Active involvement in maintaining and continually improving the quality of patient/client care. This may include participation in research and evidence based practice.
2. Contribute to the review and development of innovative procedures, policies and best practice related to patient/client care.
3. Participate in the development and revision of organisational documentation relating to nursing based best practice.
4. Evaluate the effectiveness of nursing strategies towards meeting anticipated patient/client outcomes.

Learning Culture

1. Identify and meet educational needs of patients'/clients' and their families/significant others.
2. Develop, implement and evaluate teaching plans for patients/clients that meet their learning needs and facilitate informed decision making.
3. Participate and contribute to a learning environment, through continuing education and professional development.
4. Maintain knowledge of innovations in clinical practice and research.
5. Support the development of others through participation in orientation and preceptoring nurses, students and other members of the health team.

¹ Nursing and Midwifery Board of Australia

Other

1. 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.
2. 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:

- Responsible to and receives guidance and support from the ADON and other senior experienced Registered Nurses for initiating, implementing and evaluating quality nursing care.
- 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.

*A person nominated for this position must also satisfy a further criminal history check in accordance with the Director of Prison's Standing Orders established under the *Corrections Act 1997*.

- Standing Order – *Identification (ID) Cards and Visitor Passes 5.02* and
- Standard Operating Procedure – *Tasmanian Prison Service Identification (ID) Cards MH5.02.1*.

A nominated person cannot be employed within Correctional Primary Health Services if excluded from entry to Tasmanian Prison Services under the *Corrections Act 1997*.

Selection Criteria:

1. Current knowledge of, and the ability to apply nursing principles, procedures and practices in the delivery of patient/client 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. Sound interpersonal and communication skills, including written skills and the ability to function effectively in a multidisciplinary team environment.
3. Knowledge of continuous quality improvement (safety and quality) and the application of evidence based practice in the practice setting.
4. Ability to undertake client education in the practice setting, together with a commitment to participate in ongoing professional development.

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](#)..

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 Assistant Director of Nursing and/or Clinical Nurse Consultants in the coordination of patient/client care delivery on a shift by shift basis through the effective allocation and prioritising of nursing resources.
2. Actively participates in clinical education, safety and quality processes, practice development and other clinical leadership activities.
3. Assists the Assistant Director of Nursing and Clinical Nurse Consultants 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.