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| Department of Health  **Statement of Duties** | 2011-03-07 - 2010_TAS_Gov_Logo |

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| **Position Title:** Project Nurse - eCHaPS | **Position Number:**  523350 | **Effective Date:**  February 2021 |
| **Group:** Community Mental Health & Wellbeing – Child Health and Parenting Service | | |
| **Section*:*** Statewide Services | **Location:** North, North West, South | |
| **Award:** Nurses and Midwives  (Tasmanian State Service) | **Position Status:** Permanent | |
| **Position Type:** Full Time | |
| **Level:** Grade 6 | **Classification:** Registered Nurse | |
| **Reports To:** ADON CHaPS Programme Support and Informatics | | |
| **Check Type:** Annulled | **Check Frequency:** Pre-employment | |

# Focus of Duties:

As a member of the Child Health and Parenting Service (CHaPS), the Project Nurse – eCHaPS will:

* Lead and coordinate eCHaPS operational projects that contribute to the strategic objective of CHaPS.
* Develop capacity for and utilise relevant business process knowledge to implement robust operational business process procedures and policies with a local, and national Nursing Informatics focus to inform the requirements of CHaPS and inform broader policy and projects.

# Duties:

1. Develop robust project plans for a wide range of issues that are required across the targeted areas in the CHaPS that consider and incorporate the current political, social, and professional environment locally, nationally, and internationally. Project plans include:

* Preparation, coordination, and implementation of eCHaPS business process updates and subsequent actions.
* Sound governance arrangements.
* Development of project milestones.
* Risk identification and mitigation strategies.
* Effective communication strategies.

1. Develop and review eCHaPS policy and procedures that will influence best practice and clinical innovation within CHaPS.
2. Undertake robust rapid improvement activities that contribute to the CHaPS policy or projects.
3. Liaise, consult, and collaborate with internal and external stakeholders to lead, facilitate, inform, and evaluate eCHaPS business processes.
4. Lead, coordinate, and support project-related committees associated with the functions of eCHaPS business process initiatives.
5. Work with the CHaPS Clinical Nurse Educator to develop education resources and provide training to CHaPS staff as required to support the implementation of eCHaPS business processes.
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, and 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 jobs at this classification level.

# Scope of Work Performed:

Under the direction of the ADON CHaPS Programme Support and Informatics, the Project Nurse – eCHaPS is responsible for contributing to the management, leadership, and overall direction of the CHaPS Electronic Medical Record eCHaPS. This role is expected to:

* Contribute to and be an active integral member of CHaPS.
* Be responsible and accountable for high quality evidence-based project outputs which rely on the application of creativity, innovation and a highly developed understanding of business process methodology and the child health sector.
* Establish and maintain professional consultative links with key stakeholders, internally and externally.
* Contribute to the management, leadership, and overall direction of eCHaPS.
* Receive mentoring and support from the ADON CHaPS Programme Support and Informatics whilst demonstrating a high level of professional autonomy in the day-to-day prioritisation and development of work plans.
* Comply 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 Tasmanian Working with Children Registration.
* 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:
   1. crimes of violence
   2. sex related offences
   3. serious drug offences
   4. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

# Desirable Requirements:

* Clinical and/or managerial work experience in child health.
* Relevant tertiary qualifications.
* Current Driver’s Licence.

# Selection Criteria:

1. Demonstrated understanding of the current health care system and knowledge of national and international trends relating to electronic medical records and business process mapping.
2. High-level analytical, conceptual, strategic, research and creative skills and the ability to apply these to clinical process development within both a politically sensitive and organisational healthcare environment.
3. Proven ability to apply project management methodology in managing a broad range of activities, including demonstrated experience in change management processes.
4. High-level written and interpersonal communication skills and a demonstrated capacity to problem solve, consult, and collaborate with key stakeholder on complex service, political and professional issues, within a risk management framework.
5. Proven ability to work constructively as a member of a high performing team, including an ability to be adaptable, flexible, and resilient to achieve results in a dynamic and changing environment.

# 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.