

## Statement of Duties

<b>Position Title:</b> Nurse Practitioner - Community Rapid Response	<b>Position Number:</b> 524286	<b>Effective Date:</b> November 2018
<b>Group and Unit:</b> Tasmanian Health Service (THS)		
<b>Section:</b> Primary Health North West	<b>Location:</b> North West	
<b>Award:</b> Nurses and Midwives (Tasmanian State Service)	<b>Position Status:</b> Permanent	
	<b>Position Type:</b> Full Time/Part Time	
<b>Level:</b> Grade 8, Level 3	<b>Classification:</b> Registered Nurse	
<b>Reports To:</b> Director of Nursing – Chronic, Complex and Community Services		
<b>Check Type:</b> Annulled	<b>Check Frequency:</b> Pre-employment	

### Focus of Duties:

Within a primary health care framework and in accordance with Agency policy and procedures the Nurse Practitioner (NP) is responsible, within the defined scope of practice, for high level clinical leadership in the development, provision and evaluation of the Community Rapid Response Service (ComRRS) within Community Health Nursing Service North West that ensures optimal patient/client/family and community outcomes.

The NP is responsible for evaluating and implementing changes to clinical practice, initiating research and quality improvement activities and will act as a leader, advisor and mentor for other nurses and clinicians to ensure high level clinical excellence in the field of chronic, complex care.

### Duties

#### I. Clinical Leadership:

Within a primary health care practice model:

- Provide health care reflective of advanced and extended nursing skills, experience and knowledge in comprehensive assessment, diagnosis, planning, coordination and implementation and evaluation of care in a service delivering rapid and intensive response for people in the community with acute illness, injury or exacerbation of pre-existing complex and/or chronic conditions in the community.
- Act as the prime source of authority in current management of the care and education of clients, their families, communities and service areas using evidence based practice.
- Utilise contemporary and best available evidence and clinical guidelines within a collaborative and inter-professional framework and in accordance with national standards, Agency directions, policies, legal requirements and professional competencies.

- Establish effective collaborative and professional relationships with clients, General Practitioners (GPs), community pharmacists, inter-professional team members, and other stakeholders to optimise outcomes for people in the community with acute illness, injury or exacerbation of pre-existing complex and/or chronic conditions in the community.
- Make independent clinical decisions and initiate investigations, care/treatments and technological interventions according to patients/service needs and within the Nurse Practitioner scope of practice and clinical practice guidelines.
- Promote a high standard of clinical practice within ComRRS by utilising best practice principles to regularly evaluate clinical practice and interventions.
- Practice within a community health framework and establish therapeutic links with patients/families and communities that recognise and respect cultural identity and lifestyle choices.
- Review clinical documentation and promote clinically effective, accurate notation that conforms to legal requirements.
- Participate in and promote the value of research that contributes to the development of evidence based nursing practice and improved standards of care.

## 2. Clinical Governance:

- In collaboration with clinical management ensure that current statutory obligations, professional standards and practices are met through regular audits and other quality measures to demonstrate compliance.
- Review clinical guidelines regularly in order to further develop and progress the NP role. In cooperation with clinical managers ensure incidents are documented and followed up with appropriate action where necessary.
- Represent and contribute to the development of the NP discipline in appropriate clinical governance and reference groups, professional organisations at local, state and national level.

## 3. Education:

- Develop and implement appropriate education and professional development activities.
- Identify training and development needs in the care of clients and initiate strategies to meet those needs.
- Maintain the learning environment through role modelling and mentoring. Develop education packages and training strategies for discipline related training.

## 4. 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.

5. 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 Nurse Practitioner – ComRRS reports operationally to the Director of Nursing – Chronic, Complex and Community Services and professionally to the Nursing Director – Primary Health North West with additional clinical input from the Director of Medicine and will:

- Be accountable for nursing practice as regulated by the Nursing and Midwifery Board of Australia (NMB A) and complies with the relevant Code of Ethics and Code of Professional Conduct (ANMC) for Registered Nurses.
- Maintains NMB A requirements for ongoing endorsement as a NP.

The Nurse Practitioner – ComRRS works within Agency policies, practicing autonomously with a high level of clinical practice management responsibility including:

- Integrating contemporary information and evidence with experience to support the decision making, innovative thinking and objective analysis that are expected at this level.
- Applying and sharing expert clinical knowledge to improve client care.
- Comprehensively assessing health status including history and physical examination.
- Initiating and interpreting diagnostic pathology and/or radiology.
- Initiating interventional therapies, medications and use of health appliances or equipment.
- Clinically managing clients either directly or by delegation, including discharging from clinic settings.
- Communicating and developing client management plans in collaboration with all relevant members of the health care team, and in particular GPs.
- Contribute clinical expertise to learning environments, which may include individual/team capability development and/or post registration clinical teaching.
- 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 and endorsed to practice as a Nurse Practitioner.
- 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:
  1. 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. As an endorsed Nurse Practitioner, demonstrate extensive clinical experience and advanced clinical competencies, together with extensive experience working in a senior capacity delivering services in a primary health care practice environment.
2. Demonstrated advanced holistic nursing expertise in clinical judgement by applying principles of pathophysiology and the range of human sciences integral to designated area of nursing practice.
3. Well developed and strong leadership skills with the ability to collaborate, educate/guide within inter-professional teams and the ability to consult, refer, liaise and negotiate on complex professional clinical services and health systems issues.
4. Demonstrated high level interpersonal communication skills, both written and verbal, and a proven ability to educate and be influential and credible to a wide range of health professionals and consumers, including General Practitioners, Specialists and Community Pharmacists.
5. Demonstrated capacity to undertake and utilise research to develop, contribute and apply quality improvement principles and strategies to a community based hospital avoidance service requiring rapid assessment and intervention.
6. Demonstrated problem solving, conceptual and analytical skills with the ability to make independent or collaborative judgments.

### **Working Environment:**

- Primary work base is a shared office at the Devonport Community Health & Services Centre however the role services the urban North West region with responsibility for clients over the two major urban Community Health Nursing (CHN) sites. A hot desk will be provided within Hellyer CHN service, or other sites, as required.

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.