

## DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Registered Nurse/Midwife - Clinical Coach
<b>Position Number:</b>	Generic
<b>Classification:</b>	Registered Nurse Grade 4
<b>Award/Agreement:</b>	Nurses and Midwives (Tasmanian State Service) Award
<b>Group/Section:</b>	Hospitals South and Hospitals North/North West
<b>Position Type:</b>	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
<b>Location:</b>	South, North, North West
<b>Reports to:</b>	Relevant Nurse Unit Manager
<b>Effective Date:</b>	September 2020
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse and/or a Registered Midwife (for midwifery settings only)</p> <p><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></p>
<b>Desirable Requirements:</b>	<p>A minimum of three years' experience within the setting</p> <p>Possess or working towards relevant post graduate qualifications appropriate to clinical area</p> <p>Membership with the relevant professional organisation (e.g. Australian College of Nursing, ACM, ACORN, ACCCN)</p>

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/ Midwife – Clinical Coach:

- Contributes to workplace activities and works collaboratively in assisting and supporting the Nurse/Midwife Unit Manager in achieving the goals of the service by contributing to workplace activities beyond the immediate responsibility of delivering clinical care to clients. This will include the Clinical Coach Portfolio, with active involvement in clinical education; clinical leadership and management; safety and quality; and practice development.
- Contributes to positive client outcomes by facilitating the competence and confidence of novice clinicians via clinical coaching.

## Duties:

### 1. Nursing/Midwifery Care

- a) Plan and participate in the clinical management of patient care within the clinical area; identifying, anticipating and prioritising needs, and working with the interdisciplinary team to achieve individualised patient and unit goals within required timeframes.
- b) Practice in accordance with the NMBA<sup>1</sup> codes and guidelines for registered nurses/midwives.
- c) Involve patients/clients and their families/significant others in the planning and implementation of care.
- d) Maintain and promote a safe work environment.
- e) Maintain accurate and objective documentation.
- f) Understand and adhere to relevant legislation, policies and procedures.

### 2. Teamwork

- a) Work with Nurse/Midwifery Unit Managers/Clinical Nurse/Midwife Consultants and Clinical Nurse/Midwife Educators to provide leadership within the multi-disciplinary healthcare team, working effectively and contributing to strong team cohesion through open communication and a positive supportive approach.
- b) Think critically and act to resolve local and/or immediate nursing / midwifery care or service delivery problems.
- c) Interact effectively with patients/clients' families and other healthcare team members to facilitate the provision of optimum patient/client care.
- d) Support and assist in implementation of agreed change management processes.
- e) Actively contribute to effective communication, including attending and participating in team meetings and actively relaying key messages to all staff where required
- f) Promote co-operation, teamwork and understanding in undertaking nursing / midwifery practices for effective health care outcomes.

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<sup>1</sup> Nursing and Midwifery Board of Australia

### 3. Excellence in Practice

- a) Active involvement in maintaining and continually improving the quality of patient/client care. This may include participation in research to enhance evidence-based practice to improve standards of contemporary health care and/or implementation of evidence-based practice that results from research findings.
- b) Maintain currency of knowledge appropriate to the service including but not limited to related to National Safety & Quality Health Service Standards (NSQHSS) and profession specific standards which might apply
- c) Contribute to the review and development of policies, procedures and best practice related to patient/client care.
- d) Evaluate the effectiveness of nursing / midwifery strategies towards meeting anticipated patient/client outcomes and make recommendations of alternative approaches to the Clinical Nurse/Midwifery Leaders.

### 4. Learning Culture

- a) Lead, support and promote a learning culture by encouraging reflection and professional development; and assist others to maintain professional portfolios.
- b) Utilise evidence-based practice, clinical innovation and available research to develop, plan and implement improvements to the delivery of complex service delivery.
- c) Participate and contribute to a learning environment, through continuing education and professional development.
- d) Maintain knowledge of innovations in clinical practice and research.
- e) Participates in an integrated interactive teaching model.
- f) Support and work collaboratively with less experienced members of the healthcare team and participate in orientation, precepting, clinical teaching, overseeing learning experiences, and goal setting for students, new staff and staff with less experience.
- g) Assist and provide feedback to the Nurse/Midwife Unit Manager, relating to the performance development of less qualified or experienced members of the team.

### 5. Providing Leadership

- a) Support the Nurse/Midwife Unit Manager in the coordination of patient/client care delivery through the effective allocation and prioritising of nursing resources.
  - b) Assist in supporting and guiding staff performance.
  - c) Actively participate in clinical education, practice development and other clinical leadership activities.
  - d) Manage the clinical portfolio and contribute to research and other practice activities within the relevant service.
  - e) Contribute to research and other practice activities within the practice area.
6. 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 and related training.
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.

## Key Accountabilities and Responsibilities:

- Works in collaboration with and under the general direction and guidance of the Nurse/ Midwifery Unit Manager and is accountable for providing a high standard of professional nursing/midwifery care to clients and their families or carers, working as a member of a team.
- Responsible for the ongoing management and the delivery of agreed outcomes pertaining to the clinical coach portfolio as agreed in collaboration with the Clinical Nurse/Midwife Leaders.
- Accountable and responsible for agreed outcomes in the provision of efficient and effective nursing/midwifery care.
- Act as a clinical resource, providing guidance and support to other members of the health care team.
- 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. Current knowledge of, and the ability to apply nursing / midwifery principles, procedures and evidence-based practices in the delivery of patient/client care in a relevant clinical setting and in line with legal requirements, the Nursing Midwifery Board Australia (NMBA), Registered Nurse / Midwife Standards for Practice and other relevant professional standards.
2. Proven ability to assess, plan, implement and evaluate clinical education at the clinical unit level.
3. Demonstrated ability to take a lead role to assist in the professional and clinical development of less experienced staff with a demonstrated commitment to own professional development.

4. Demonstrated ability to provide clinical leadership to support the nursing / midwifery management team and to work effectively as a member of a multidisciplinary team.
5. Demonstrated ability to participate in workplace activities, research, projects and/or programs and the ability to apply evidence to practice, to improve standards of contemporary health care.
6. Proven ability to utilise an advanced level of written, verbal and non-verbal communication and interpersonal skills.

#### **Pathway to a Grade 4 appointment:**

Registered nurses / midwives 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 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 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](#).