

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Clinical Nurse Specialist - ACAT Assessor
Position Number:	Generic
Classification:	Registered Nurse Grade 5
Award/Agreement:	Nurses and Midwives (Tasmanian State Service) Award
Group/Section:	Hospitals South and Hospitals North/North West - Primary Health Services Assessment and Case Management
Position Type:	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
Location:	South, North, North West
Reports to:	Relevant Manager
Effective Date:	October 2019
Check Type:	Annulled
Check Frequency:	Pre-employment and Recurrent
Essential Requirements:	<p>Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse</p> <p>Current Driver's Licence</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>
Desirable Requirements:	Postgraduate qualifications or proven experience in the assessment and management of clients with dementia

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:

Within a primary health care framework:

- The Clinical Nurse Specialist (CNS) - Aged Care Assessment Team (ACAT) Assessor provides discipline specific expertise, support, and advice within the multi-disciplinary ACAT Service, acute and rural hospitals, and other services both within and outside of the regional Tasmanian Health Service.
- Assesses and identifies the needs of older persons and appropriate younger people with disabilities and their carers' and facilitate access to appropriate community and residential Commonwealth Government Subsidised services, through a multi-disciplinary team approach.

Duties:

1. Provide expert clinical consultancy and leadership on all nursing issues within the ACAT and aged care clinical practice settings.
2. Utilise a significant degree of independent clinical judgement while applying advanced clinical nursing expertise in the area of aged care assessment.
3. Conduct comprehensive assessments of the restorative, physical, medical, psychological, cultural, and social needs of people referred to the ACAT, which includes liaising and consulting with clients, other ACAT members, medical personnel, carers/family and appropriate service providers to identify appropriate care options.
4. Provide needs based information, support and advocacy to clients and carers throughout the assessment, referring to appropriate personnel as necessary. Ensuring that clients understand and are able to exercise their rights, including confidentiality and privacy.
5. Participate in Aged Care Assessment Program (ACAP) data collection processes, for evaluation and research purposes.
6. Ensure that all policies and procedures relating to the ACAP are implemented utilising best clinical practice and with a comprehensive knowledge of the *Aged Care Act 1997*.
7. Undertake the Duty Officer role, screening incoming referrals and determine appropriateness for ACAT, prioritising according to National codes.
8. Collaborate with, and advise, key clinicians/personnel in the acute setting including discharge planning staff providing information and guidance.
9. Assist in the development of relevant risk management strategies, in accordance with best practice and client focused outcomes and contribute to the implementation of clinical service policies and clinical pathways to assist in meeting service objectives.
10. May be required to act as a Delegate to the Secretary of the Department of Social Services, determining eligibility for Australian Government subsidised Aged Care Services, including residential aged care and community packaged services.
11. Lead nursing research and quality improvement activities that will contribute to the formulation and evaluation of statewide ACAP policies including participating in ACAP data collection processes for evaluation and research purposes.
12. Identify and participate in staff training and development activities, including all relevant ACAT mandatory training, providing education and supervision to students attached to the Aged Care Assessment Team.

13. Assist the ACAT Nurse Unit / Service Manager as required with performance review and development within the team and identify and participate in all staff training and development activities including all relevant ACAT eLearning training modules.
14. Promote the role of ACAT, providing community education and increased awareness of services available to assist target groups.
15. 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:

The CNS - ACAT Assessor works under the limited direction of the relevant Manager and is responsible for:

- Maintaining productive relationships with internal and external stakeholders by promoting ACAT services and provide community awareness of ACATs role and services available to assist target groups.
- Working in accordance with Agency policies and legal requirements, practice as a member of a multi-disciplinary team.
- The occupant may be required to act as delegate to the Secretary of the Department of Social Services, determining eligibility for Australian Government subsidised Aged Care Services, including residential aged care, and packaged services. Undertake delegation training as required.
- May function as a single practitioner working with a significant degree of independent decision making to develop service delivery options and provide authoritative expertise in intervention and assessment.
- Able to access professional support from experienced ACAT staff.
- 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.
- 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.

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.

*As required by the Aged Care Act, occupants of this role are required to undertake a conviction check assessment every three years.

Selection Criteria:

1. Highly developed knowledge, skills and expertise with advanced competence in evidence-based nursing and a highly developed understanding of the interaction of nursing and other professions in a multidisciplinary setting.
2. Proven competence in a relevant professional field and a commitment to and understanding of the principles of Primary Health Care, with the ability to incorporate these principles into practice.
3. Ability to function instructively as a member of an interdisciplinary team with the capacity to act in a leadership role, set realistic goals, evaluate work performance, and provide own self-care.
4. Expertise, formal training and/or experience in assessment and management of clients with dementia, with the ability to develop, implement and evaluate comprehensive care plans.
5. Well-developed written and verbal communication skills, together with the capacity to liaise effectively with individuals and agencies in the provision of ACAT services and knowledge of the availability of services for elderly persons and/or younger disabled.
6. Knowledge of ethico-legal boundaries and injury prevention and management requirements related to practice within ACAT.
7. Knowledge of the principles of quality improvement and their practical application in the provision of ACAT services.
8. Demonstrated Information Technology (IT) competence, including data entry, keyboarding, and/or a willingness to undergo training to obtain these skills.

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](#).