DEPARTMENT OF HEALTH

Statement of Duties

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| **Position Title:** | Clinical Nurse Consultant – Neurology Liaison |
| **Position Number:** | 523240 |
| **Classification:** | Registered Nurse Grade 6 |
| **Award/Agreement:** | Nurses and Midwives (Tasmanian State Service) Award |
| **Group/Section:** | Hospital South- MCS - Neurology/Stroke Unit - Nursing |
| **Position Type:** | Permanent, Full Time |
| **Location:** | South |
| **Reports to:** | Assistant Director of Nursing (ADON)-Acute Medical Services |
| **Effective Date:** | June 2017 |
| **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.* |
| **Desirable Requirements:** | Holds or is working towards a relevant post-graduate tertiary qualification. |
| **Position Features:** | The occupant may be required to cover the roles of another CNC on leave with an analogous role for other neurological patients (eg. working with epilepsy patients as opposed to MS or neuroimmunology patients). |

Note: 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 Clinical Nurse Consultant (CNC) – Neurology Liaison provides clinical leadership and direction to improve the quality and continuity of care and support provided to a defined set of neurological patients (such as those with multiple sclerosis or other neuroimmunological conditions, epilepsy, stroke and/or neuromuscular conditions) within the Royal Hobart Hospital and other THS hospitals.
* The CNC – Neurology Liaison provides a pivotal contact point for continuity of care for this defined set of THS Neurology Patients. The position provides authoritative expert clinical advice and supports and coordinates the patient’s care from diagnosis through treatment, particularly in the community and ambulatory care settings, and is an integral part of the interdisciplinary team throughout the patient’s journey.
* The CNC – Neurology Liaison adapts practice, providing advice, appropriate clinical interventions and consumer advocacy according to the specific and changing needs of individuals, taking into account their multiple health concerns and preferences for care.
* The CNC – Neurology Liaison facilitates continuity of care between different phases of the patient journey, care settings, care plans and providers.
* The CNC – Neurology Liaison works through the Director of Neurology and Department of Neurology staff specialists to:

a) Provide a significant degree of autonomy and independent decision making to develop the service

b) Provide authoritative advice at team meetings to support patient care specific to neurology.

### Duties:

1. Plan, coordinate and provide advanced neurology care management, following medical referral, across the continuum of care for a defined set of neurological patients, from the point of diagnosis, through treatment and rehabilitation, in accordance with recognised clinical practice guidelines This includes working with Neurology medical staff to provide education of newly diagnosed patients, coordination of complication screening, clinic and ambulatory care bookings, safety monitoring and follow-up, phone advice, database entry for monitored patients and counselling and support roles for patients.
2. Provide clinical leadership in nursing and to other specialist professionals to ensure the effective functioning of a mutually supportive health care team for the patient journey. This can include liaison with medical staff, general practitioners, patient carers, community organisations and allied health professionals.
3. Provide authoritative expertise in neurology care coordination and identify improvements in care coordination and service accessibility.
4. Communicate effectively with other members of the health care team to facilitate efficient, timely and comprehensive assessment, including identification of current and potential emotional, psychological, physical and practical needs of neurological patients and their families and/or carers, and collaborate with other health disciplines where appropriate.
5. In collaboration with other nursing, medical and allied health professionals, develop, implement and evaluate quality improvement policy and practice activities and provide authoritative advice and recommendations in relation to the effectiveness of nursing service activities and health outcomes.
6. Provide a direct source of contact for patients and primary care physicians accessing acute services, establishing effective and professional relationships with clients, medical practitioners and other members of the inter-professional health team and stakeholders to optimise outcomes for patients/clients and their families across health sectors.
7. Conduct and participate in quality improvement and clinical research activities and initiate strategies for change in nursing practice, fostering a climate of critical thinking, research and quality improvement to continually develop and implement best practice.
8. Utilise, develop and implement clinical guidelines based on best practice principles, within a collaborative and inter-professional framework and in accordance with national standards, THS directions, policies, legal requirements and professional competencies.
9. Support medical and nursing staff by contributing to policy review and strategy development to meet current and future service priorities and quality improvement and safety programs.
10. 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.
11. 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:

* In accordance with Agency policy and legal requirements, the CNC – Neurology Liaison practices autonomously and is responsible to the Director of Neurology and Assistant Director of Nursing for the delivery of contemporary evidence-based specialist care nursing practices, demonstrating advanced and extended practice skills in the assessment, diagnosis, planning, implementation and evaluation of care to clients. The CNC – Neurology Liaison will:
* Provide expert clinical advice and clinical leadership for a defined set of neurological patients, their family members, carers and staff within a multidisciplinary team.
* Develop and maintain effective relationships with internal and external service providers to achieve positive heath care outcomes for acute and community-based patients/clients and their families/carers.
* Develop and deliver educational programs which promote neurology care standards and principles to support the professional development of staff and improve health care service delivery.
* Lead the development, implementation and evaluation of quality practices, policy and procedure development and research activities in order to improve the body of nursing and neurological care knowledge.
* Practice within the Australian Nursing and Midwifery Council (ANMC) Professional Code of Conduct, Code of Ethics and competencies for Registered Nurses.
* Work in collaboration with other nurses and health disciplines where required.
* 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:
   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.

### Selection Criteria:

1. Demonstrated specialist clinical knowledge in defined neurological conditions including multiple sclerosis and neuroimmunology, epilepsy or neuromuscular conditions, and the ability to apply this knowledge in screening, management, safety monitoring, phone advice, education and support of patients with such conditions.
2. Demonstrated high level interpersonal, communication, both written and verbal, mediation and conflict resolution skills, and a proven ability to educate, influence and be credible to a range of health professionals and consumers.
3. Well developed and strong leadership skills with the ability to collaborate within an inter-disciplinary team and to consult, refer, liaise and negotiate on complex professional, clinical service and health systems issues.
4. Demonstrated high level problem solving, conceptual and analytical skills with the ability to make independent and collaborative judgments.
5. Demonstrated commitment to undertake professional development, quality improvement, audit, database entry and collation, and research activities as required, and effectively initiate and implement change in practice based on results of such activities or new information.
6. Demonstrated experience in the development of policies, protocols and procedures in consultation with key stakeholders.

### 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](https://www.health.tas.gov.au/consumer-and-community-engagement-principles).