

Statement of Duties

Position Title: Project Nurse - Tasmanian Eliminate Hepatitis C Australian Outreach Project	Position Number: 524807	Effective Date: January 2020
Group: Community, Mental Health and Wellbeing		
Section: Statewide Sexual Health Services	Location: South, North, North West	
Award: Nurses and Midwives (Tasmanian State Service)	Position Status: Fixed-Term	
	Position Type: Full Time	
Level: Grade 6	Classification: Registered Nurse	
Reports To: Statewide Director Sexual Health Service		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

Lead the implementation of the Tasmanian Eliminate Hepatitis C Australian Outreach (TEHCAO) Project which aims to; increase screening, treatment uptake and cure of people living with hepatitis C in priority populations across Tasmania.

Work closely with the Department, Public Health Services (PHS), and other key stakeholders in primary care and community sectors to improve services and service access for people living with hepatitis C.

Provide significant clinical nursing expertise, case coordination, nursing management and education for clients/patients with viral hepatitis and their families specifically patients/clients of Alcohol and Drug Services, Correctional Services, Mental Health Services and patients within the primary health and community care sectors.

Work within established clinical policy, care guidelines, quality improvement and research in accordance with contemporary best practice as required.

Provide authoritative advice and direction to the other clinicians, including other Clinical Nurse Consultants, Nurse Practitioners and Specialists, pertaining to viral hepatitis, specifically hepatitis C, including emerging trends in treatment.

Duties:

1. Consult with key stakeholders in custodial, drug and alcohol and mental health clinical services, primary care and community settings, such as Needle and Syringe Programs and Aboriginal Controlled Health Services, to identify service delivery/consumer needs.
2. Maintain a project plan to identify and sequence the activities needed to successfully complete the TEHCAO Project.
3. Manage the financial and material resources for the TEHCAO Project.
4. Prepare and provide regular reports to the TEHCAO Project Steering Committee and the Burnet Institute as (required by the Burnet Institute Partnership Agreement).

5. Through outreach services in a variety of settings provide high quality health care reflective of highly developed knowledge, skills (including phlebotomy) and experience in assessment, planning, implementation of treatment and evaluation of patients/clients care with hepatitis C.
6. Facilitate hepatitis C treatment and follow-up care in collaboration with the patient's clinicians including GPs, staff specialists or other medical professionals.
7. Provide timely, consistent and appropriate education and support to patients and families relating to hepatitis C, utilising appropriate community resources for ongoing care.
8. Assess and educate patients and families around harm minimisation strategies in relation to BBVs and substance use, particularly in relation to injecting drug use and disease transmission.
9. Provide clinical expertise in contemporary nursing practice, promoting a professional focus and environment leading innovative change in hepatitis C management within the Department, community and primary healthcare settings.
10. Lead and collaborate with key stakeholders in the review, development, implementation and evaluation of evidence-based policies, procedures and protocols related to the management and treatment of hepatitis C.
11. Deliver evidence-based education and training activities to health professionals across acute and community sectors statewide.
12. Ensure the collection of high-quality data required for project evaluation with expert advice and support from the Burnet Institute and TEHCAO Project Steering Committee members.
13. Establish effective, collaborative and professional relationships with clients, the health care team, and other stakeholders to optimise outcomes for patients and their families affected by hepatitis C and establish and maintain referral pathways to relevant support services for clients, across the public and private health sectors.
14. Actively participate in and contribute to the organisation's Work Health & Safety processes, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
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.

Scope of Work Performed:

The Project Nurse - TEHCAO Project will:

- Practice in accordance with the Nursing and Midwifery Board of Australia (NMBA) codes and guidelines for registered nurses/midwives.
- Lead and support the provision of nursing care and education to clients/patients and their families in relation to hepatitis C and provide authoritative advice, motivation and direction to other clinicians.
- Operate at a high level of professional independence within a multidisciplinary team to deliver consultancy of clinical services and education in hepatitis C and is required to exercise initiative and professional judgement, with broad guidance, supervision and support from the Statewide Director Sexual Health Service and the TEHCAO Project steering committee with responsibility and accountability for:

- a) Drawing upon professional competencies to improve outcomes, through evaluation of practice and quality improvement activities.
- b) Efficient and effective management of delegated duties, leading case management with a significant degree of autonomous clinical decision making for patient/ clients with hepatitis C.
- c) Monitor and manage financial expenditure of the project and documenting the expenditure using the allocated cost centre.
- d) The provision of nursing care as specified by the Nursing and Midwifery Board of Australia's registration requirements, educational preparation, relevant legislation, standards and codes, and context of care and required at all times to practice in accordance with all relevant standards codes and guidelines for Registered Nurses.
- e) Own practice within professional guidelines and for intervention in instances of unsafe, illegal or unprofessional conduct in others.
- f) Recognising and maintaining own professional development needs.
- g) 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.
- 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.

Desirable Requirements:

- A minimum of 3 years' experience as a Registered Nurse.
- Relevant experience working with people infected and affected by hepatitis C.
- Current Tasmanian Driver's licence.
- Experience working closely with medical specialists, GP's and primary care providers.
- Experience in project management.

Selection Criteria:

1. Highly developed skills, knowledge and expertise with advanced competence in the delivery of contemporary, personalised, patient-centered high-quality care to individuals affected by hepatitis C, including knowledge and experience with harm minimisation strategies, self-management and behaviour change.
2. Proven well developed leadership and high level interpersonal and communication skills, including the ability to establish and maintain productive relationships with patients, confidently convey ideas, work effectively in a complex multidisciplinary setting and negotiate on behalf of the service and its clients, as well as the ability to provide relevant reports and documents as required.
3. Ability to work independently with minimal supervision and as a contributing member of a multidisciplinary team in an environment subject to pressure and change.
4. Proven knowledge of legal and ethical requirements, and of relevant policies and procedures in the practice setting; demonstrated awareness of professional issues, which impact on service delivery.
5. Demonstrated ability to lead project development and evaluation and review clinical practice policy, procedures and protocols.
6. Proven knowledge in the application of educational principles and the ability to plan, implement and evaluate education sessions in hepatitis C management.

Working Environment:

- Extensive intrastate travel and provision of outreach services 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.