

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Nurse Manager – Tasmanian Bowel Cancer Prevention Program
<b>Position Number:</b>	524900
<b>Classification:</b>	Registered Nurse Grade 7a
<b>Award/Agreement:</b>	Nurses and Midwives (Tasmanian State Service) Award
<b>Group/Section:</b>	Community, Mental Health and Wellbeing Unit - Population Screening and Cancer Prevention - Tasmanian Bowel Cancer Prevention Program
<b>Position Type:</b>	Permanent, Full Time
<b>Location:</b>	South
<b>Reports to:</b>	Director - Population Screening and Cancer Prevention
<b>Effective Date:</b>	August 2024
<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</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>	Relevant postgraduate qualifications

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 Nurse Manager:

- Provides operational and strategic direction to the Tasmanian Bowel Cancer Prevention Program, statewide.
- Ensures the efficient and effective provision of bowel cancer screening services and participant follow-up, based on clinical standards, best practice principles, and the Australian Population Based Screening Framework, within a collaborative and multidisciplinary framework by coordinating the clinical, management, education, and nursing research functions within the Tasmanian Bowel Cancer Prevention Program.
- Leads and manages the provision of authoritative clinical and program related advice to key stakeholders, including eligible program participants, acute and primary healthcare providers, medical practitioners, and the broader community, to achieve optimum healthcare outcomes in line with the local aims of the Tasmanian Bowel Cancer Prevention Program and broader goals and objectives of the National Bowel Cancer Screening Program (NBCSP).
- Leads the development and implementation of local and national clinical policies, guidelines, and strategic direction to support the high-quality functioning Tasmanian Bowel Cancer Prevention Program and facilitate local operational oversight of the NBCSP.
- Uses evidence-based recommendations, emerging trends and contemporary developments to maximise the benefits of bowel screening for Tasmanian participants.

## Duties:

1. Leads and manages the operational and strategic direction of bowel cancer screening and prevention services and NBCSP participant follow-up for Tasmania in accordance with best practice principles, the Australian Population Based Screening Framework, and within a collaborative multidisciplinary framework.
2. Provide state and national leadership and direction in contemporary nursing practice, including as representative or delegate to the Director – Population Screening and Cancer Prevention on intergovernmental committees, to promote an environment conducive to innovation and strategic change and support the Director in the oversight of the NBCSP in Tasmania.
3. Provide authoritative expertise in relation to bowel cancer screening and identify quality improvement initiatives in care coordination and service accessibility with the aim of maximising the benefits and minimising the harms of the NBCSP.
4. Develop and maximise productive working relationships with relevant general practitioners, medical specialists, nurses, endoscopy liaison coordinators, jurisdictional Follow-Up Officers, Commonwealth Department of Health, register staff, and other key contract or service providers.
5. Lead, coordinate, facilitate and evaluate projects, programs and/or research to improve outcomes from bowel screening for Tasmanian participants.
6. Manage the financial, physical, and human resources of the Tasmanian Bowel Cancer Prevention Program to achieve agreed service outcomes within the allocated budget.
7. Monitor, manage, and report on the Tasmanian Bowel Cancer Prevention Program performance and activity levels.
8. Monitor and manage staff performance and development.

9. Participates actively 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.
10. 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 Nurse Manager – Tasmanian Bowel Cancer Prevention Program works autonomously under the general direction of the Director – Population Screening and Cancer Prevention to lead the implementation of the Tasmanian Bowel Cancer Prevention Program and local oversight of the National Bowel Cancer Screening Program and is responsible and accountable for the following:

- Ensure the standards of the NBCSP for client care within the practice area are in accordance with relevant legislation, clinical standards, evidence-based practice, and the Australian Population Based Screening Framework.
- Ensure the provision of client care and follow-up that meets the care requirements of each client in the Tasmanian Bowel Cancer Prevention Program.
- Manage the physical, financial and human resources effectively, ensuring the practice area objectives are met.
- Work collaboratively to support a learning organisation encouraging and supporting staff to develop further knowledge and skills to enhance the individual and the practice area.
- Provide clear direction to staff, so that all staff have an understanding of their responsibilities and duties.
- Ensure that quality improvement processes are in place and acted upon, resulting in constant evaluation and improvement in the standard of care to patients/clients.
- Act as a role model for staff by actively coaching/mentoring/developing staff.
- Develop collaborative relationships with stakeholders and ensuring mechanisms are in place to support consumer advocacy.
- Actively participate in personal and professional development activities.
- Contribute to the expansion of knowledge and ideas in the relevant field by supporting and participating in research and translating evidence into practice.
- Create and foster an attitude of positivity and teamwork when collaborating with a broad range of peers and colleagues.
- Behave with honesty and with integrity while being mindful of the needs of others and demonstrating care, compassion, and respect within the working environment.
- 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:
  - 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:

### Specific Knowledge:

1. Demonstrated advanced knowledge, skills and experience off/in population screening and prevention policy, and related programs, projects, and services, with advanced competency in the areas of bowel cancer prevention, screening, and early detection.
2. Comprehensive knowledge of and experience in contemporary nursing management practice, including clinical governance; strategic planning; clinical risk management; evidenced based practice; research; clinical standards; ethics; and legislation.
3. Extensive high-level experience in the development of policies, protocols, and procedures in consultation with relevant key stakeholders.
4. Demonstrated high level interpersonal, communication (verbal and written), negotiation and conflict resolution skills including the demonstrated ability to lead and motivate staff, and effectively liaise with a broad range of internal and external stakeholders, including consumers, in the development and implementation of policy.
5. Demonstrated ability to convey ideas and information confidently and clearly, prepare complex documentation including high level correspondence, submissions, briefings, and reports, including by utilising contemporary health information technology and analysing data and information.
6. Well-developed computing skills/practical working knowledge of database software including skills in contemporary computer applications.

### Skills:

1. **Leadership skills** - Individuals will demonstrate capability to promote a shared vision and purpose, and positively influence others (internally and externally) to ensure optimal client outcomes and build a culture of success, commitment and active contribution by all staff within the practice area.

2. **Decision making skills** - Individuals will demonstrate capability to make rational and sound decisions based on a consideration of the facts and alternatives available make quick decisions when required and will commit to definite courses of actions.
3. **Business focus** - Individuals will demonstrate capability to be focused on understanding the business of the organisation; the business unit and the practice area; and delivering the best care outcomes within the available resources.

### Personal Qualities:

1. **Communication** – Individuals will have demonstrated advanced communication, negotiation and conflict resolution skills and an ability to liaise on complex issues.
2. **Initiative** - Individuals will demonstrate capability to be adaptable and respond and adjust easily to change. They are proactive and self-directed and will seize opportunities and act upon them, ensuring improved outcomes for the practice area.
3. **Resilience** - Individuals will demonstrate capability to persevere to achieve goals even in the face of obstacles, cope effectively with disappointments and setbacks and remain calm and in control under pressure.
4. **Builds productive networks** - Individuals will demonstrate capability to establish and maintain relationships and useful partnerships with people at all levels and disciplines across the business unit and group.

### 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](#).