

Statement of Duties

Position Title: Nurse Manager - Nursing and Midwifery Excellence	Position Number: 525183	Effective Date: August 2020
Group and Unit: Hospitals South – Office of the Executive Director of Nursing, Royal Hobart Hospital		
Section: Southern Hospitals	Location: South	
Award: Nurses and Midwives (Tasmanian State Service)	Position Status: Permanent	
	Position Type: Full Time	
Level: Grade 7a	Classification: Registered Nurse	
Reports To: Nursing Director – Nursing and Midwifery Excellence (Magnet)		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

The Tasmanian Health Service is moving to pursue the American Nurses Credentialing Centre (ANCC) Magnet Recognition® and Pathway to Excellence® programs and implement them in identified facilities and services across the state. This is in response to the long-standing recognition that Magnet® and Pathway® designated organisations provide superior nursing and midwifery processes and quality patient care which lead to the highest levels of safety, quality and patient and staff satisfaction.

Under the broad direction of, and in conjunction with, the Nursing Director – Nursing and Midwifery Excellence (NME) The Nurse Manager – NME:

- Provides leadership and manages the coordination and implementation of the ANCC Pathway to Excellence® and Magnet Recognition® programs within an identified health service/facility including operational changes required as part of the process towards accreditation.
- Supports the efficient and effective provision of care, based on clinical standards and best practice principles within a collaborative and multidisciplinary framework by coordinating the clinical, management, education and nursing research functions for the ANCC Pathway to Excellence® and Magnet Recognition® programs within a health service/facility.
- Works closely with staff across all disciplines and facilities/services to ensure key program components are delivered and milestones and priority areas are met.
- Leads and supports clinical and service leaders to apply new ideas that produce better outcomes for patients, families and staff.

Duties:

1. Coordinate the delivery of ANCC Pathway to Excellence® and Magnet Recognition® programs within an identified health service/facility in accordance with best practice principles and within a collaborative multidisciplinary framework.

2. Provide expert advice and recommendations to the Nursing Director and relevant committees/forums in relation to ANCC Pathway to Excellence® and Magnet Recognition® programs practices, policies and procedures.
3. Provide expert advice on ANCC Pathway to Excellence® and Magnet Recognition® programs issues, policies and practices to members of the health care teams and develop and deliver educational activities for staff and the community in relation to ANCC Pathway to Excellence® and Magnet Recognition® programs.
4. Provide regular progress reports on the ANCC Pathway to Excellence® and Magnet Recognition® programs activities to the Nursing Director and other committees/forums and attend meetings as and when required.
5. Provide, model and promote leadership in contemporary nursing and midwifery practice and promote an environment conducive to innovation and change.
6. Manage the financial, physical and human resources of the ANCC Pathway to Excellence® and Magnet Recognition® programs to achieve agreed service outcomes within the allocated budget.
7. Support the Nursing Director in preparing project scoping, planning and implementation documents to support successful ANCC Pathway to Excellence® and Magnet® accreditation applications.
8. Establish, lead and facilitate teams that will actively collaborate to achieve ANCC Pathway to Excellence® and Magnet® designation, including assisting in the development of action plans to drive initiatives required for successful designation, in consultation with the Nursing Director.
9. Liaise with key internal and external stakeholders across policy, service and research domains to identify and develop collaborative relationships and partnerships to ensure the effective progression of key activities and priorities.
10. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
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 jobs at this classification level.

Scope of Work Performed:

The Nurse Manager – NME works autonomously providing direction and leadership to the ANCC Pathway to Excellence® and Magnet Recognition® programs and reports directly to the Nursing Director – NME (Magnet) and is responsible for the following:

- Ensuring the ANCC Pathway to Excellence® and Magnet Recognition® programs are managed in accordance with legislation, national standards and guidelines and organisational policy.
- Managing physical, financial and human resources effectively, ensuring ANCC Pathway to Excellence® and Magnet Recognition® programs objectives are met.

- Supporting the Nursing Director in coordinating, planning, developing and implementing a strategic approach towards implementing the ANCC Pathway to Excellence® and Magnet® accreditation programs.
- Communicating effectively with senior managers and staff at all levels, ensuring the timely dissemination and communication of relevant information to engage key stakeholders and enhance ANCC Pathway to Excellence® and Magnet® effectiveness.
- Through the Nursing Director, proactively identifying and communicating issues to senior executive in relation to issues that may impact on the outcomes, timeframes or function requirements of regional projects.
- Encouraging and supporting staff to develop further knowledge and skills.
- Providing leadership and clear direction to staff, so that all staff have an understanding of their responsibilities and duties in relation to ANCC Pathway to Excellence® and Magnet Recognition® programs.
- Ensuring that quality improvement processes are in place and acted upon, resulting in constant evaluation and improvement in the standard of care.
- Acting as a role model and mentor for staff.
- Actively participating in personal and professional development activities.
- Contributing to the expansion of knowledge and ideas in the relevant field by supporting and participating in research.
- Complying 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:

- Relevant post graduate qualifications.

Selection Criteria:

Specific Knowledge:

1. Demonstrated advanced knowledge, skills and experience in relation to Practice Development principles, change management and project management methodologies.
2. Comprehensive knowledge of and experience in contemporary nursing management practice, including clinical governance, clinical risk management, evidenced based best practice, research, clinical standards and ethics.
3. Demonstrated ability to utilise contemporary health information technology, analyse information and provide reports and recommendations.
4. Demonstrated knowledge of current legislation and guidelines relevant to the management of the area/program.

Skills:

1. **Leadership skills** – Individuals will demonstrate capability to provide the team with a clear direction, inspire a positive attitude and a desire to succeed in staff members at all levels, and will persuade others and influence outcomes (internally and externally).
2. **Decision making skills** – Individuals will demonstrate capability to make rational and sound decisions based on a consideration of the facts and alternatives available to 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, ANCC Pathway to Excellence® and Magnet Recognition® programs and delivering the best outcomes within the available resources.

Personal Qualities:

1. **Communication** – Individuals will demonstrate advanced communication, negotiation and conflict resolution skills and an ability to liaise on complex issues.
2. **Initiative** – Individuals will demonstrate capacity 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 ANCC Pathway to Excellence® and Magnet Recognition® programs.
3. **Resilience** – Individuals will demonstrate capacity 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 capacity to establish and maintain relationships and useful partnerships with people at all levels and disciplines across health service/facility.

Working Environment:

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.