

Statement of Duties

Position Title: Registered Nurse - Acute Care Team	Position Number: 525830	Effective Date: June 2021
Group: Community, Mental Health and Wellbeing		
Section: Statewide Mental Health Services	Location: South	
Award: Nurses and Midwives (Tasmanian State Service)	Position Status: Permanent	
	Position Type: Full Time/Part Time	
Level: Grade 3-4	Classification: Registered Nurse	
Reports To: Nursing Director - Acute Care Stream Community Mental Health Service		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

As part of a multidisciplinary team delivering person centred, recovery orientated and trauma informed care, in accordance with National Standards for Mental Health Services, Agency policies and procedures, legal requirements and relevant professional competencies, the Registered Nurse - Acute Care Team will:

- Undertake the delivery of quality care to consumers, families, and carer of the Acute Care Team (ACT) service, based on best practice principles including Recovery Oriented Practice, the Triangle of Care Framework and Trauma Informed Care, within a collaborative and multidisciplinary framework.
- Provide assertive community based mental health care to consumers, their families, and carers.
- Work in collaboration with other staff within Community Mental Health Services, Inpatient Mental Health Services, Alcohol and Drug Services and a range of community service providers, to deliver improved outcomes and experiences for people who are experiencing acute mental health concerns.
- Actively participate in service development, quality improvement and professional development initiatives.

Duties:

1. Provide assertive community-based mental health care to consumers, which includes triage, comprehensive mental health assessments, assertive short-term care coordination, safety planning, and ongoing psychotherapeutic work using a range of modalities and techniques, transfer of care and discharge planning, in collaboration with consumers, families and carers, within a multidisciplinary team.
2. Provide brief targeted interventions, support and psychoeducation, as appropriate, to consumers and their families and carers, and other service providers in the identification of their strengths and needs, formulation of goals and the development and implementation of care plans.

3. Facilitate access to a range of appropriate community and inpatient services, as required, to ensure people receive the right support in the right place and at the right time, including providing comprehensive handovers and quality and safe transfer/discharge processes.
4. Undertake the role of a Mental Health Officer in accordance with relevant provisions of the *Mental Health Act 2013*.
5. Complete all required clinical documentation, including initial assessments, risk assessment, transfer of care, other relevant clinical correspondence, and clinical data collection, within specified timeframes, predominantly via electronic record systems.
6. Ensure ongoing assessment and evaluation of the role and associated guidelines, clinical pathways, protocols, and policies, incorporating evidenced based practice and other regulatory bodies or key stakeholders.
7. Supervise students and less experienced Mental Health Services clinical staff as required.
8. Actively participate in professional development opportunities, including clinical supervision, education opportunities, and research.
9. 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.
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.

Scope of Work Performed:

Responsible to, and receives guidance and support from, the Nursing Director and other senior experienced Registered Nurses. Clinical supervision will be made available to all registered nurses and is negotiated with, and supported by, the Nursing Director and other senior experienced registered nurses within the Unit.

The Registered Nurse - Acute Care Team is responsible for:

- Working within the Nursing and Midwifery Board of Australia's (NMBA) standards for practice, including National Competency Standards and Professional Codes of Conduct and ethics for registered nurses.
- Providing efficient and effective service delivery, optimal use of resources and for initiating, implementing, evaluating, and improving health outcomes in collaboration with the multidisciplinary team.
- Identifying key hospital, community mental health, community sector and primary health stakeholders building effective working relationships as required.
- Maintaining responsibility and accountability for the development of clinical knowledge, further education and working within the scope of practice determined by their experience and skills.
- 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.
- Current Driver's Licence.
- 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
 - e) serious traffic offences
 2. Identification check
 3. Disciplinary action in previous employment check.

Desirable Requirements:

- Possess, or be working towards, a specialist tertiary graduate or postgraduate mental health/psychiatric nursing qualification.

Selection Criteria:

1. Current knowledge and experience in, and the ability to apply nursing principles and procedures in, the delivery of consumer care in acute adult mental health in line with legal requirements and relevant competency standards for the Registered Nurse, including understanding of relevant legislation such as the *Mental Health Act 2013*.
2. Knowledge and understanding of the psychosocial and health needs of consumers and their application to nursing practice in the acute adult mental health setting, including an understanding of the principles of maintaining appropriate therapeutic relationships with consumers.
3. Sound knowledge and understanding of psychotropic drugs, actions, and side effects.
4. Sound interpersonal and communication skills including written skills and the ability to use computer based medical records and function effectively within a multidisciplinary team environment.
5. Knowledge of National Mental Health Standards and continuous quality improvement and the application of evidence based practice in a clinical setting.

Progression to Grade 4 - Formal Capability Assessment:

To advance to Grade 4 the registered nurse must undertake a Formal Capability Assessment and must demonstrate that they meet the required criteria specified in the *Nurses and Midwives Heads of Agreement* and in the *Grade 4 Formal Capability Assessment Guidelines*: http://www.dhhs.tas.gov.au/intranet/scwr/nursing/employment_training_and_development/nurses_and_midwives_enterprise_bargaining_agreement/grade_4_formal_capability_assessment_process

The Grade 4 nurse is a registered nurse who demonstrates competence in advanced nursing practice and is experienced in their chosen area of clinical practice. They contribute to workplace activities beyond their immediate responsibilities of delivering clinical care to their patients or clients. This may include active involvement in clinical education, clinical leadership and management, safety and quality, practice development and managing a clinical portfolio.

Application for advancement from Grade 3 to Grade 4 is a voluntary decision by the registered nurse after they have determined they have the necessary skills and attributes required of this Grade, meet the eligibility criteria, and are committed to providing clinical leadership and excellence in the practice setting.

To be eligible to apply for a Grade 4 classification the Grade 3 nurse must:

1. Have met a minimum of four years' experience after gaining their initial qualification as a registered nurse and apply for progression in accordance with the terms and conditions stipulated in the Nurses Agreement.
2. Meet the assessment criteria outlined in the Grade 4 Formal Capability Assessment Guidelines relating to:
 - a. Clinical knowledge and skills
 - b. Education of self and others
 - c. Clinical leadership and management
3. Be committed to providing clinical leadership and excellence in the practice setting and contributing to workplace activities including active involvement in clinical education, clinical leadership and management, safety and quality, practice development and managing a clinical portfolio.

Duties/Responsibilities:

1. Supports the Nurse Unit Manager and/or Clinical Coordinator in the coordination of patient/client care delivery on a shift by shift basis through the effective allocation and prioritising of nursing resources.
2. Actively participates in clinical education, safety and quality processes, practice development and other clinical leadership activities.
3. Assists the Nurse Unit Manager in supporting and guiding staff performance and development.
4. Manages a clinical portfolio and contributes to research and other practice development activities within the practice area.

Note: The Grade 4 registered nurse is required to consistently undertake these duties/responsibilities however the Grade 3 registered nurse may also be required to undertake these duties/responsibilities from time to time.

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.