DEPARTMENT OF HEALTH

Statement of Duties

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| **Position Title:** | Clinical Nurse Consultant – ADS Consultation and Liaison |
| **Position Number:** | 519526, 527426 |
| **Classification:** | Grade 6 |
| **Award/Agreement:** | Nurses and Midwives (Tasmanian State Service) Award |
| **Group/Section:** | Community, Mental Health and Wellbeing – Statewide Mental Health Services, Alcohol and Drug Service |
| **Position Type:** | Permanent, Full Time |
| **Location:** | South, North |
| **Reports to:** | Relevant Team Leader |
| **Effective Date:** | January 2024 |
| **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 relevant tertiary qualifications  Post graduate clinical experience in the context of an alcohol and other drug service  Current Driver’s Licence  Current Working with Vulnerable People Registration |
| **Position Features:** | Employees may be required to work at various locations within the region |

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:

As part of a multidisciplinary team delivering high quality AOD services in accordance with Agency policy, legal requirements, and relevant professional competencies to clients, carers, support people, families and other professionals within the Alcohol and Drug Service (ADS) Consultation and Liaison Service, the Clinical Nurse Consultant (CNC) will:

* Provide professional and clinical leadership and direction in the strategic development and implementation of a comprehensive multidisciplinary state-wide alcohol and other drug consultation liaison service.
* Provide a range of specialist assessments and interventions service for clients of the ADS Consultation and Liaison Service in accordance with discipline specific scope of practise and across a range of settings.
* Act as a consultant to the broader department and linked services regarding the support and management of clients with alcohol and other drug issues and promote community awareness in relation to alcohol and other drugs.

### Duties:

1. Provide a comprehensive, evidence-based clinical assessment, treatment, referral and brief intervention service to clients and relevant stakeholders (including families/carers when applicable) of a designated portfolio area within the ADS Consultation and Liaison Service.
2. Actively contribute to the clinical leadership and management of a consultation and liaison AOD service to ensure the provision of a high quality, comprehensive specialist ATOD service in accordance with the principles and goals specified in the Agency Strategic Plan, the associated statewide mode of care and relevant service policies, procedures, and guidelines.
3. Support the Team Leader/Nurse Manager by assuming a lead role in the oversight of designated clinical processes associated with the optimal operation of an AOD consultation and liaison service.
4. Promote compliance with the complete and timely collection of clinical data and designated Key Activity and Performance Indicators to accurately reflect service performance.
5. Undertake clinical documentation in line with organisational and professional requirements.
6. Work with relevant service staff (including RHH Emergency Department, secure facilities, housing services and ADS staff) to establish appropriate admission and discharge pathways for service clients including referrals to specialist AOD services when indicated.
7. Promote compliance with the complete and timely collection of clinical data and designated Key Activity and Performance Indicators to accurately reflect service performance.
8. Participate in the ongoing development, implementation and evaluation of relevant policies and procedures, including ensuring the active involvement of and consultation with key local stakeholders.
9. Lead and coordinate projects, program and/or research that improve health care services.
10. Undertake a pro-active role in developing effective partnerships with a broad range of relevant internal and external stakeholders including carer and consumer groups, local government bodies, community sector organisations and primary health service providers.
11. 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.
12. 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:

Under the overall line and operational management of the Nurse Manager/Team Leader and with professional guidance from relevant senior nursing staff as required, the CNC ADS Consultation and Liaison is accountable for the optimal provision of a broad range of designated clinical functions within the service. It is anticipated that these functions will be undertaken in accordance with all l relevant agency plans and documents including the ADS Consultation and Liaison Services Model of Care and that the occupant will maintain responsibility for:

* Being aware of and working within the department’s policies, procedures and legislation affecting the duties of the position and for addressing inconsistences between practice and policy.
* Being aware of and abiding by all Director’s Standing Orders (DSOs), Standard Operating Procedures (SOPs), policies, procedures, and legislation affecting the facilities (Correctional Primary Health Services, Tasmania Prison Service, Ashley Youth Detention Centre and Wilfred Lopes Centre) in which the Secure Facilities Consultation and Liaison is required to work (as and pending the occupants allocated portfolio).
* Maintaining one’s own professional development and supporting the professional development of others as required.
* Working without direct supervision and exercising considerable initiative and professional judgement with autonomy in matters relating to both the clinical and day to day coordination of the ADS Consultation and Liaison Service.
* Providing advice and recommendations to the Team Leader/Nurse Manager in relation to the effectiveness of clinical service delivery and health care outcomes for the AOD Consultation and Liaison Service South.
* Championing 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, exercising 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.
* Complying 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:
2. crimes of violence
3. sex related offences
4. serious drug offences
5. crimes involving dishonesty
6. Identification check
7. Disciplinary action in previous employment check.

South Position Only

A person nominated for the position of Secure Facilities Consultation and Liaison must also satisfy a further criminal history check in accordance with the Director of Prison’s Standing Orders established under the *Correction Act 1997*.

* Standing Order – Identification (ID) Cards and Visitor Passes 5.02 and
* Standing Operating Procedure – Tasmanian Prison Service Identification (ID) Cards MH5.02.1

A nominated person cannot be employed in this position if excluded from entry to Tasmanian Prison Services under the *Corrections Act 1997*.

### Selection Criteria:

1. Comprehensive knowledge of contemporary evidence-based practice used in the treatment and prevention of alcohol and/or other drug dependence, including alcohol and/or other drug assessment, the harm minimisation framework, and intervention and prevention actives in the provision of a consultation and liaison service.
2. Demonstrated capacity to effectively undertake a coordination/leadership role within a multidisciplinary community alcohol and other drug service setting, including providing supervision and support to other staff as required.
3. Proven ability to actively and effectively contribute to quality and safety processes at the individual service level.
4. Proven high level interpersonal skills including oral and written communication, negotiation, conflict resolution and decision making, together with the ability to develop comprehensive oral and written reports.
5. Proven capacity to develop and maintain partnerships with a broad range of key local stakeholders within the acute sector, specialist ATOD staff, the community sector, and general practitioners.
6. Demonstrated knowledge of THS policies and procedures and associated legislation relevant to a multidisciplinary team or the capacity to effectively acquire the same, including knowledge of relevant professional competencies and standards of practice, current Work, Health and Safety, and Anti- Discrimination legislation and the principles of Workplace Diversity.

### 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](http://gormpr-cm01/pandp/showdoc.aspx?recnum=P19/000365).