

## DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Nursing Director - Sub Acute and Ambulatory Care Services
<b>Position Number:</b>	520666
<b>Classification:</b>	Registered Nurse Grade 8 Level 3
<b>Award/Agreement:</b>	Nurses and Midwives (Tasmanian State Service) Award
<b>Group/Section:</b>	Hospitals North/North West – Launceston General Hospital Medicine
<b>Position Type:</b>	Permanent, Full Time
<b>Location:</b>	North
<b>Reports to:</b>	Executive Director Operations and Performance
<b>Effective Date:</b>	January 2020
<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 Post Graduate 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:

Provide effective leadership and management of the nursing staff and services and set strategic direction within the Department of Medicine - Sub Acute and Ambulatory Care Service Division of the Launceston General Hospital (LGH) in consultation with the Director - Department of Medicine.

Lead patient care in an interprofessional environment to achieve the defined objectives of the service.

## Duties:

1. In consultation with the Director - Department of Medicine lead the delivery of clinical governance systems to achieve and promote the highest standards of service delivery, quality improvement and risk management strategies.
2. Direct the operational activities of designated clinical services consistent with Agency objectives and provide effective leadership, coordination and direction for the management of the human, financial and material resources to achieve these objectives.
3. Assist in the development and application of clinical management policies, protocols and guidelines that will enable the evaluation of services against best practice standards.
4. Provide leadership and direction in the areas of research/education, continuous quality improvement and innovative redesign.
5. Manage clinical and corporate risk within the established framework while ensuring a safe environment for patients and staff.
6. Support Nurse Unit Managers to facilitate a range of initiatives to enhance the quality of patient care in all areas of responsibility by providing a learning environment through mentoring, team development, individual capability development and managing performance.
7. Promote and facilitate the provision of cost effective and efficient health services to meet the level and quality of services as agreed with the Chief Executive Hospitals North/North West.
8. Monitor and report on clinical, financial and operational KPI's as required within the Agency performance management framework.
9. Maintain performance management and development systems, including performance management of direct reports.
10. 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.
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 positions at this classification level.

## Key Accountabilities and Responsibilities:

The Nursing Director - Sub Acute and Ambulatory Care Services receives limited direction from the Director - Department of Medicine and professional support from the Executive Director of Nursing (EDON). The occupant is required to operate autonomously and is expected to exercise considerable initiative and professional judgement across the range of responsibilities, using judgement when to seek advice or direction. the occupant of this role is responsible for:

- Leading, managing, coordinating and facilitating nursing/non nursing practices within specific clinical areas of responsibility.
- Ensuring operational plans are developed, implemented and evaluated, including the development of key performance indicators/targets and risk management strategies.
- Providing a high level of advice/information to the Director - Department of Medicine and the EDON.
- Deputising for the EDON in his/her absence.
- 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:
  - 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:

1. Specialist knowledge and experience in providing operational program management, strategic policy, planning and research in healthcare.
2. Demonstrated ability in contemporary management, operational planning and critical analysis in a complex environment, including knowledge of national and state health issues and reform agendas.
3. Ability to contribute effectively as a member of a senior management team with proven experience in management of human, physical and financial resources, including the ability to manage performance of staff and mentor both senior/junior nursing/non nursing staff.
4. Demonstrated high level of adaptability and flexibility, including the ability to lead, implement and evaluate change within and across clinical services.
5. Demonstrated high level interpersonal and communication skills, including negotiation and conflict resolution skills while maintaining effective working relationships at an individual and team level.
6. Demonstrated ability to provide leadership in patient centred care and achieve quality and safety outcomes through continuous quality improvement process.

## 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](#).