

Statement of Duties

Position Title: Clinical Nurse Specialist - ACAT Assessor	Position Number: Generic	Effective Date: January 2014
Group and Unit: Tasmanian Health Service (THS) – Complex, Chronic and Community Service		
Section: Assessment and Case Management South	Location: South	
Award: Nurses and Midwives (Tasmanian State Service)	Position Status: Permanent/Fixed-Term/Casual	
	Position Type: Full Time/Part Time/Casual	
Level: Grade 5	Classification: Registered Nurse	
Reports To: Manager - Assessment & Case Management Services		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

Within a primary health care framework:

- The Clinical Nurse Specialist (CNS) Aged Care Assessment Team (ACAT) Assessor provides discipline specific expertise, support and advice within the multi-disciplinary ACAT Service, acute and rural hospitals and other services both within and outside of the Tasmanian Health Service.
- Assesses and identifies the needs of older persons and appropriate younger people with disabilities and their carers and facilitate access to appropriate community and residential Commonwealth Government Subsidised services, through a multi-disciplinary team approach.

Duties:

1. Provide expert clinical consultancy and leadership on all nursing issues within the ACAT and aged care clinical practice settings.
2. Utilise a significant degree of independent clinical judgement while applying advanced clinical nursing expertise in the area of aged care assessment.
3. Conduct comprehensive assessments of the restorative, physical, medical, psychological, cultural and social needs of people referred to the ACAT, which includes liaising and consulting with clients, other ACAT members, medical personnel, carers/family and appropriate service providers to identify appropriate care options.
4. Provide needs based information, support and advocacy to clients and carers throughout the assessment, referring to appropriate personnel as necessary. Ensure that clients understand and are able to exercise their rights, including confidentiality and privacy.

5. Participate in Aged Care Assessment Program (ACAP) data collection processes, for evaluation and research purposes.
6. Ensure that all policies and procedures relating to the ACAP are implemented utilising best clinical practice and with a comprehensive knowledge of the *Aged Care Act 1997*.
7. Undertake the Duty Officer role, screening incoming referrals and determine appropriateness for ACAT, prioritising according to National codes.
8. Collaborate with, and advise key clinicians/personnel in the acute setting including discharge planning staff providing information and guidance.
9. Assist in the development of relevant risk management strategies, in accordance with best practice and client focused outcomes and contribute to the implementation of clinical service policies and clinical pathways to assist in meeting service objectives.
10. May be required to act as a Delegate to the Secretary of the Department of Social Services, determining eligibility for Australian Government subsidised Aged Care Services, including residential aged care and community packaged services.
11. Lead nursing research and quality improvement activities that will contribute to the formulation and evaluation of state wide ACAP policies including participating in ACAP data collection processes for evaluation and research purposes.
12. Identify and participate in staff training and development activities, including all relevant ACAT mandatory training, providing education and supervision to students attached to the ACAT.
13. Assist the Manager - Assessment & Case Management Services as required with performance review and development within the team and identify and participate in all staff training and development activities including all relevant ACAT eLearning training modules.
14. Promote the role of ACAT, providing community education and increased awareness of services available to assist target groups.
15. 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.
16. 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:

- Works under the limited direction of the Manager - Assessment & Case Management Services and/or Service Manager of ACAT.
- Maintains productive relationships with internal and external stakeholders by promoting ACAT services and provide community awareness of ACATs role and services available to assist target groups.
- In accordance with Agency policies and legal requirements, practice as a member of a multi-disciplinary team.

- The occupant may be required to act as delegate to the Secretary of the Department of Social Services, determining eligibility for Australian Government subsidised Aged Care Services, including residential aged care, and packaged services. Undertake delegation training as required.
- May function as a single practitioner working with a significant degree of independent decision making to develop service delivery options and provide authoritative expertise in intervention and assessment.
- Able to access professional support from experienced ACAT staff.
- Comply at all times with THS 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 Drivers 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.

Selection Criteria:

1. Highly developed knowledge, skills and expertise with advanced competence in evidence-based nursing and a highly developed understanding of the interaction of nursing and other professions in a multidisciplinary setting.
2. Proven competence in a relevant professional field and a commitment to and understanding of the principles of Primary Health Care, with the ability to incorporate these principles into practice.

3. Ability to function instructively as a member of an interdisciplinary team with the capacity to act in a leadership role, set realistic goals, evaluate work performance and provide own self-care.
4. Expertise, formal training and/or experience in assessment and management of clients with dementia, with the ability to develop, implement and evaluate comprehensive care plans.
5. Well-developed written and verbal communication skills, together with the capacity to liaise effectively with individuals and agencies in the provision of ACAT services and knowledge of the availability of services for elderly persons and/or younger disabled.
6. Knowledge of ethico-legal boundaries and injury prevention and management requirements related to practice within ACAT.
7. Knowledge of the principles of quality improvement and their practical application in the provision of ACAT services.
8. Demonstrated Information Technology (IT) competence, including data entry, keyboarding, and/or a willingness to undergo training to obtain these skills.

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 and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

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 of Health and Tasmanian Health Service have 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 Director HR Management and Strategy 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) with the Department of Health and Tasmanian Health Service 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 of Health and the Tasmanian Health Service 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: The Department of Health and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.