

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Director of Nursing – Regional Director, Child and Adolescent Mental Health Services
Position Number:	527492
Classification:	Registered Nurse Grade 8 Level 3
Award/Agreement:	Nurses and Midwives (Tasmanian State Service) Award
Group/Section:	Community, Mental Health and Wellbeing – Statewide Mental Health Services Child and Adolescent Mental Health Services
Position Type:	Permanent, Full Time
Location:	South, North, North West
Reports to:	Nursing Director – Group Director - Child and Adolescent Mental Health Services
Effective Date:	October 2022
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse and possess specialist tertiary graduate or post graduate mental health/psychiatric nursing qualification; or completed, prior to the transfer of nurse education to the tertiary sector, an accredited hospital-based program that lead to registration as a psychiatric nurse by the relevant nurse regulatory authority within Australia, New Zealand, Canada or the United Kingdom</p> <p>Current Working with Children Registration</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>
Desirable Requirements:	Relevant post graduate qualifications Current Driver's Licence
Position Features:	Intrastate travel will be required

Note: 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 leadership and high-level advice within Child and Adolescent Mental Health Services (CAMHS).

Provide operational and professional leadership and strategic direction including the effective management of human, financial and physical resources. This may include clinical supervision for relevant professional disciplines, or the facilitation of this clinical supervision.

As part of the CAMHS leadership group and as a senior manager and clinician, actively contribute to overall service development including policy review, the development and implementation of strategies to meet current and future service priorities and change management.

Duties:

1. Manage human, financial and physical resources of CAMHS for this region.
2. Provide clinical leadership and direction in the development, management and evaluation of all facets of the overall service, including strategic direction to continually enhance the provision of safe and quality services which meet the needs of all key stakeholders.
3. Provide high level strategic advice and reports to the Nursing Director - Group Director - CAMHS in relation to overall service delivery and performance on designated business units and the Statewide CAMHS nursing workforce and standards of nursing care.
4. Provide high level advice and support to the Statewide Speciality Director, and Nursing Director - Group Director, CAMHS and relevant senior staff in relation to clinical standards, education and training and the management of significant day to day clinical and service-related issues.
5. Facilitate the development and maintenance of active partnerships with a range of key internal and external stakeholders to optimise overall sector integration and client outcomes within CAMHS.
6. In collaboration with the Nursing Director - Group Director – CAMHS, relevant patient safety and quality staff and senior managers and clinicians, develop and implement ongoing quality improvement and client safety programs.
7. Actively support relevant senior staff within CAMHS to undertake performance management processes and to address significant clinical and workplace issues.
8. Work with the Nursing Director - Group Director - CAMHS and relevant senior clinical administrative and business support staff to develop and actively monitor a set of key performance indicators (KPIs), including taking actions as required to address concerns as and when they arise in this area.
9. Collaborate in the development and implementation of strategies for the effective use of information technology across the service.
10. Provide leadership and clinical support to all managers and senior clinical staff across CAMHS in contemporary nursing practice and ensure relevant legislation, ANMC standards and relevant Department and Tasmanian Health Service policies and competencies are adhered to.
11. Actively network with a range of key internal and external stakeholders including the community sector and private providers to both develop and support the partnership essential to the optimal ongoing operation of the service and the Mental Health Nursing Workforce.

12. Represent CAMHS on national and state working parties, interdepartmental committees and other key groups as required or delegated.
13. Actively pursue contemporary professional knowledge and its application to a range of practice settings through appropriate continuing professional development.
14. 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 Director of Nursing – Regional Director, Child and Adolescent Mental Health Services (CAMHS) is an autonomous role working under the broad direction of the Nursing Director – Group Director - CAMHS and the professional oversight of the CAMHS Clinical Speciality Director and the SMHS Executive Director of Nursing. The incumbent will be responsible for:

- The efficient and effective management of human, financial and physical resources within CAMHS.
- Be responsible and accountable for strategic advice regarding the provision of child and adolescent mental health services, including nursing professional issues and standards of nursing care across Statewide CAMHS.
- The provision of operational and clinical support to all managers and senior clinical staff across the service with a particular focus on the nursing workforce.
- Being aware of all policies, procedures and legislation affecting the overall duties of the position and ensuring they are available and adhered to across the workplace.
- Actively participating in personal and professional development activities as well as recognising and maintaining own professional development needs.
- Deputising for the Nursing Director - Group Director CAMHS as and when required.
- 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.
- Actively participating in and contributing 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.

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. Comprehensive knowledge of and experience in contemporary nursing management practice at a senior level, including; clinical governance; clinical risk management; evidenced based practice; research; clinical standards; ethics; and legislation.
2. Demonstrated understanding of specified specialist practise setting(s) together with an extensive knowledge and understanding of the range of complex management and clinical issues relating to a diverse health care service.
3. Comprehensive understanding of, and experience in, leading and implementing contemporary, integrated, consumer focused care across a number of specified specialist practice settings.
4. Proven high level experience and ability in managing human, financial and material resources including the capacity to measure and monitor outcomes to optimise overall service efficiency and effectiveness.
5. Proven leadership qualities with the capacity to impart vision and demonstrated skills in relation to change management and the development and achievement of strategic long-term service goals.
6. Highly developed interpersonal, communication, collaboration, negotiation and conflict resolution skills, including the capacity to exercise sound judgment and solve problems.
7. Extensive knowledge of and experience in implementation and maintenance of accreditation and quality standards compliance as this relates to the delivery of health services.

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 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](#).