

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Registered Nurse - Aged Services Team (AST)
Position Number:	516484
Classification:	Registered Nurse Grade 3-4
Award/Agreement:	Nurses and Midwives (Tasmanian State Service) Award
Group/Section:	Hospitals South - Primary Health Services Aged Services Team
Position Type:	Permanent, Full Time/Part Time
Location:	South
Reports to:	Nurse Unit Manager (NUM) - Aged Services Southern Area Team
Effective Date:	September 2020
Check Type:	Annulled
Check Frequency:	Pre-employment and Recurrent
Essential Requirements:	<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>
Desirable Requirements:	<p>Current Driver's Licence</p> <p>Proven experience in the comprehensive assessment and management of clients with aged care related issues</p> <p>Experience with managing clients with delirium and/or dementia</p>

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:

In association with the hospital home teams and Aged Services, assist in ensuring the provision of integrated care between acute and sub/non-acute sectors by:

- Undertaking comprehensive geriatric assessment, identifying early discharge issues to enable the early implementation of discharge planning processes for complex patients and referral to appropriate disciplines to assist as required.
- Acting as resource for clinical staff in relation to community and residential based care options.
- Undertaking specific program activities for AST to ensure quality and safe clinical care processes of elderly patients, under broad direction of the Nurse Unit Manager.

Duties:

1. Receive and respond to referrals in a timely manner, in association with members of AST.
2. Monitor, review and participate in the case management of allocated patients, in collaboration with the hospital ward units, speciality units, Residential Aged Care Facilities (RACF), families/carers and the community sector, to develop goal orientated care plans and appropriate discharge destinations.
3. Undertake holistic geriatric assessments, including Aged Care Assessment Team (ACAT) and the Transitional Care Program (TCP) assessments as and when required, with minimal supervision.
4. Act as a clinical resource for the Ward and Allied Health staff by providing information and advice on the scope and level of community and residential options.
5. Participate and contribute to a supportive learning environment through continuing education and professional development of self and others.
6. Act as a patient advocate to enable seamless navigation through the continuum of care for Aged Service referred patients, ensuring patient and families/carers are involved and educated as required and appropriate.
7. Provide support and follow up to subacute units and RACF's for patients who transfer from the Royal Hobart Hospital (RHH) following an acute event.
8. Ensure risk identification and discharge planning requirements are completed for all patients referred to the service and contribute to timely, coordinated offsite transfers.
9. Under direction from the Nurse Unit Manager, participate in projects as required, to promote safe and quality care for the target group of the RHH.
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 Registered Nurse - AST receives direction from the Nurse Unit Manager and is expected to maintain a working understanding with the Department Managers of all Medical, Nursing and Allied Health Areas. The occupant is responsible for:

- Practicing within the Australian Nursing and Midwifery Accreditation Council (ANMAC) Professional Code of Conduct, Code of Ethics, the Nursing Act and the Nursing Board of Australia's policies and procedures, including statements of consumer rights and responsibilities adopted by the Service along with any legislation which has an overarching effect on the Service, including areas of Equal Employment Opportunity and Anti-Discrimination.
- Exercising reasonable care in the performance of duties consistent with relevant Work Health and Safety legislation and for undertaking duties in an efficient and safe manner.
- Maintaining own professional development through the regular review of professional nursing health care literature, participating in relevant staff development activities and performance reviews and taking initiative in self-education and development.
- Champion 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, exercise 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.
- Comply 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.

* as required by the *Aged Care Act 1997*, occupants of this role are required to undertake a conviction check assessment every three years.

Selection Criteria:

1. Demonstrated experience in clinical aged and dementia care service delivery including the provision of client centred care, comprehensive assessment, care coordination and discharge planning.
2. Current knowledge of, and the ability to, apply nursing principles, procedures and practices in the delivery of patient care in aged care and in line with legal requirements and the ANMAC National Competency Standards for the Registered Nurse.
3. Knowledge of continuous quality improvement (safety and quality) and the application of evidence-based practice, methodologies and processes in the practice setting.
4. Sound interpersonal and communication skills, including written and verbal skills, and the ability to function effectively in a multidisciplinary team environment.
5. Sound knowledge of Work Health and Safety legislation and codes of practice, implementation of Work Health and Safety requirements and basic accident investigation and hazard controls.
6. Ability to undertake client education in the practice setting, involving key stakeholders together with a commitment to participate in ongoing professional development.

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](#).

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*:

https://www.health.tas.gov.au/intranet/thslhr/employment_training_and_development/grade_4_progression_-_nurses_and_midwives

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 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](#).