DEPARTMENT OF HEALTH

Statement of Duties

|  |  |
| --- | --- |
| **Position Title:**  | Project Nurse - Strategic Support and Innovation  |
| **Position Number:** | 511961 |
| **Classification:**  | Registered Nurse Grade 6 |
| **Award/Agreement:**  | Nurses and Midwives (Tasmanian State Service) Award |
| **Group/Section:** | Hospitals North/North West – North West Regional Hospital Administration  |
| **Position Type:**  | Permanent, Full Time |
| **Location:**  | North West |
| **Reports to:**  | Nursing Director ­– Excellence in Care and Culture  |
| **Effective Date:** | August 2018 |
| **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, a relevant tertiary qualification |

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 leadership and coordination of projects, programs, innovation and research activities designed to improve nursing engagement and performance and standards of patient/client care in the North West region of Tasmania.

Provide support and assistance to the Executive Director of Nursing/Midwifery - North West (EDONM) and the North West Nursing Midwifery Executive in the review and development of North West Nursing Division strategic direction, policies and protocols.

Work collaboratively and innovatively with the Nursing Director – Excellence in Care and Culture (ND ECC) to build on workforce reputation, engagement, recognition and service innovation.

Identify emerging trends and development opportunities within practice areas.

### Duties:

1. Provide high level support to the EDONM and ND ECC to progress the strategic direction/priorities of the Nursing Division of the North West.
2. Provide high level support to the EDONM, ND ECC and the Nursing Midwifery Executive in the development, progress and review of Nursing Division Strategic/Business Plans and strategic priorities.
3. Work collaboratively with the Nursing Workforce team to translate data into action
4. Evaluate, and provide advice as required regarding, current nursing practice/policies against contemporary nursing practice and models of care in line with the strategic priorities of the Nursing Division for evidence based nursing practice.
5. Provide support to the EDONM to review and progress implementation of Nursing Division wide initiatives relevant to national and professional standards e.g. National Safety & Quality Standards, ACHS EQuIP Standards, Aged Care Quality Standards, NDIS Standards and ANMC.
6. Assist the EDONM and Nursing Midwifery Executive in the development and review of North West Nursing Division policies and protocols.
7. Provide authoritative advice and recommendations to the EDONM and ND ECC, based on the review of nursing practice and related literature, in relation to Care Reform, Models of Care, performance monitoring and the effectiveness of clinical practice and health care outcomes, and identify gaps and opportunities for innovation.
8. Lead and coordinate projects, programs and/or research activities (including education and training activities) designed to improve patient/client care, as delegated by the EDONM.
9. Lead and coordinate projects, programs and/or research activities (including education and training activities) to build on workforce reputation, engagement, recognition and service innovation.
10. Liaise, consult and collaborate with internal and external stakeholders to inform policy development and project management.
11. Work in partnership with tertiary institutions to develop a body of knowledge that supports clinical practice.
12. 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.
13. 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:

* Works with a high level of autonomy, receiving advice and direction from the EDONM and ND ECC.
* Responsible for ensuring the principles of contemporary research are integrated into nursing practice through the development, coordination, implementation and evaluation of nursing research, projects and programs.
* Research, develop, implement and evaluate quality improvement initiatives that impact positively on workforce reputation, engagement, recognition and service innovation.
* Work collaboratively to deliver workplace reform that aligns with organisational values and strategic workforce engagement activities.
* Maximise productive working relationships and manage conflict to promote cooperation and teamwork.
* 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:
	1. crimes of violence
	2. sex related offences
	3. serious drug offences
	4. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

### Selection Criteria:

1. Demonstrated contemporary knowledge and experience regarding standards of patient/client care and related national safety and quality principles and practices.
2. Contemporary knowledge regarding nursing leadership issues, nursing theories and management practices, and Care Reform, including knowledge of nursing in acute, primary health and aged care settings.
3. Demonstrated knowledge and skills regarding project and change management and research methodologies, together with strategic, conceptual, analytical and problem solving skills and the ability to develop and deliver educational programs including demonstrated knowledge of adult learning principles.
4. High level written and verbal communication skills, with the ability to consult and collaborate with stakeholders, both internal and external, and clearly articulate highly complex and difficult nursing and health issues in terms that are understandable to the audience.
5. Demonstrated knowledge and skills regarding group dynamics and change management to maximise productive working relationships and manage conflict to promote cooperation and teamwork.

### 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 | Tasmanian Department of Health](https://www.health.tas.gov.au/consumer-and-community-engagement-principles).