

## DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Clinical Coordinator - Renal Transplant
<b>Position Number:</b>	522639, 525888
<b>Classification:</b>	Registered Nurse Grade 5
<b>Award/Agreement:</b>	Nurses and Midwives (Tasmanian State Service) Award
<b>Group/Section:</b>	Hospitals North – North West Renal Satellite Unit
<b>Position Type:</b>	Permanent, Full Time/Part Time
<b>Location:</b>	North West
<b>Reports to:</b>	Nurse Unit Manager (NUM) - North West Renal Satellite Unit
<b>Effective Date:</b>	October 2021
<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>	Holds or is working towards a relevant post graduate qualification
<b>Position Features:</b>	Rotational “on-call” is a requirement of this position

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 clinical leadership, expertise, and coordination, for Renal Transplantation in a multidisciplinary team located at the North West Renal Satellite Unit.

The Clinical Coordinator - Renal Transplant focuses on the continual education and coordination of recipient and donor work up programs and long term follow up. This includes:

- Working in partnership with Consultant Nephrologists, Nurse Unit Manager, Chronic Kidney Disease, Haemodialysis and Peritoneal Dialysis Nurses and the multidisciplinary team, to ensure timely preparation and follow up of renal transplant recipients and donors.
- Coordination of deceased donor recipient workups for patients with chronic kidney/ end stage kidney disease, who are eligible for consideration for a renal transplant or a combined renal and pancreas transplant, and live kidney donor workups including related, non-related, blood group incompatible donation or paired exchanges. Liaising with transplant centers to work up patients and post-transplant/donation follow up according to protocols.
- Receiving referrals, coordinating education, workup of donors and recipients, organizing investigations, clinical reviews and assessment. Formulating plan for transplant and follow up. Training and access to Organ Match to access tissue-typing, matching and ability to update status on transplant list in real-time.
- Organising clinics for external transplant teams for patient assessment. Room bookings, patient registration, referrals, work ups in preparation for these clinics and follow up correspondence and recommendations.
- Ongoing follow up, treatment and annual review of donors and recipients. Review blood results, medication levels, follow up annual checks then liaise with medical staff and give feedback to patients creating a collaborative supportive environment.
- Acting as a point of contact for donor families to supply updates on recipient's health and wellbeing post transplantation from the deceased donor list, including creating a central point of referral and coordination for transplantation.
- Assisting in planning, managing, and implementing treatment of episodes of rejection according to hospital protocols.

## Duties:

1. Coordinate the flow of client care delivery to transplant recipients and donors, including education, assessments, and appropriate clinical protocols.
2. Lead case management and coordinate nursing members and transplant activities for the renal health care team to achieve continuity and quality of recipient and donor care, in conjunction with renal team members and the broader health care team, using specialist expertise and knowledge.
3. Coordinate referrals for transplantation/donor workups from local Nephrologists, interstate transplant centres and coordinate workup protocols and assessments according to the transplanting hospital protocols.
4. Develop and maintain a coaching approach to patient education, providing timely, consistent, and appropriate education and support to patients and families undergoing renal transplantation or donation and follow up/education post donation/transplant.

5. Assist and support the NUM and Clinical Nurse Consultant (CNC) in developing a strong professional environment utilising contemporary leadership and management skills.
6. Contribute to service development by assisting and supporting the NUM and CNC with policy review and the development of strategies to meet current and future service priorities.
7. Establish and maintain effective communication channels with local renal units and other internal and external stakeholders.
8. Identify improvements in care coordination and service accessibility, utilising quality improvement activities and research within a nursing practice framework, to improve health care outcomes.
9. Collaborate with the Nurse Unit Manager and multidisciplinary team in the development, implementation, monitoring and evaluation of best practice guidelines, for the management of renal transplant and donor patients.
10. Participate in data collection and research projects, in collaboration with members of the renal team, providing reports and evaluations as required (ANZDATA, ANZOD, KPIs).
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 occupant of this position works with a high level of autonomy in coordinating the transplant service, including the provision of safe and effective recipient and donor work-up programs and receives general guidance and support from the Nurse Unit Manager. The Clinical Coordinator is responsible for:

- Ensuring that clinical practice complies with ANMC Competencies, professional Code of Conduct and Code of Ethics for Registered Nurses, ensuring the delivery of a high standard of nursing care to patients being worked up for renal transplantation or donation and post follow up care.
- Initiating, planning, implementing and evaluating quality patient care and for developing and maintaining effective relationships with clients, their families and carers within a multidisciplinary team.
- Providing expert clinical advice and education regarding renal transplantation to patients, family members, carers and staff within a multidisciplinary team.
- Promoting a positive transplantation experience for donors and recipients through thoughtful and well-timed information and education.
- Working collaboratively with the multidisciplinary team and other health care providers including intra and interstate to provide advice and support for renal transplantation care and care coordination issues as required.
- Participating in the development, implementation and evaluation of quality practices, policy and procedure development, in order to improve the body of nursing related to renal transplantation.
- Ensuring efficient and effective renal transplant service delivery, optimal use of resources and maintaining and improving health care outcomes in collaboration with the NUM.
- Monitoring and ensuring renal transplant service delivery, including addressing inconsistencies between practice and policy.

- Promoting and maintaining a learning environment through team development and a positive work culture.
- Accepting accountability for own practice standards and for delegating activities to others
- Assisting the NUM and CNC to maintain a learning culture by encouraging reflection, professional development preceptorship and assisting others to maintain portfolios
- 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. Highly developed contemporary knowledge and skills in Chronic Kidney Disease and Renal Transplantation, with recent clinical experience in renal transplantation and donation processes.
2. Demonstrated advanced interpersonal skills, including written and verbal communication skills, with the demonstrated ability to develop and maintain productive relationships with people undertaking the renal transplantation or donation process.
3. Demonstrated highly developed leaderships skills and understanding in managing and coordinating a health care service.
4. Demonstrated ability to contribute effectively to the development and evaluation of renal transplant services provided and the review of clinical practice policy, procedures and guidelines.

5. Demonstrated knowledge and experience in the application of educational principles and practice, with the ability to plan, implement, deliver and evaluate education sessions related to renal transplantation and donation.
6. Demonstrated effective organisational skills, with the ability to problem solve and apply principles of clinical risk management and quality improvement to the clinical setting.
7. Demonstrated high level skills in the clinical coordination of renal transplantation and donation processes, patient flow principles and data collection related to work undertaken.

## 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](#).