

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Clinical Nurse Consultant - Quarantine Process (TIPCU)
Position Number:	Generic
Classification:	Registered Nurse Grade 6
Award/Agreement:	Nurses and Midwives (Tasmanian State Service) Award
Group/Section:	Community, Mental Health and Wellbeing – Public Health Services Tasmanian Infection Prevention and Control Unit
Position Type:	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
Location:	South, North, North West
Reports to:	Nurse Manager - Communicable Disease Prevention Unit
Effective Date:	September 2021
Check Type:	Annulled
Check Frequency:	Pre-employment
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>Relevant post tertiary qualification</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:

The Clinical Nurse Consultant (CNC) - Quarantine Process (TIPCU) will provide expert infection prevention and control advice, education, training and leadership within the multi-agency and multidisciplinary partners and participants across the end-to-end arrival and quarantine process.

Duties:

1. Support the development and implementation of infection prevention and control (IPC) policies, practices and education and training programs within the end-to-end arrival and quarantine processes in conjunction with and under the direction of the Nurse Manager - Communicable Disease Prevention Unit and other personnel from the Tasmanian Infection Prevention and Control Unit (TIPCU).
2. Coordinates and manages the delivery of the IPC Infection prevention and control program within the domestic quarantine processes in accordance with infection prevention and control principles and the infection prevention and control framework within a collaborative team environment.
3. Provide visible leadership to the coordination of infection prevention and control interventions and strategies within the domestic quarantine process.
4. Initiate the review, development and implementation of policies and guidelines to support best practice, acting as a leader in the setting that contributes to high standards of practice for all staff working within that setting.
5. Use a risk management approach to promote participation in quality improvement activities to ensure high standards of IPC practice within the domestic quarantine setting.
6. Actively participate in and contribute to the organisation's Quality & Safety, Work Health & Safety and COVID 19 Worksafe 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.
7. 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 and related training.
8. 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 CNC - Quarantine Process (TIPCU) works under the direction of the Nurse Manager - Communicable Disease Prevention Unit (TIPCU) and provides infection prevention and control advice, education and recommendations to the multi-agency and multidisciplinary partners and participants across the domestic quarantine process. The occupant of this role maintains a high degree of autonomy, receiving guidance and support from the TIPCU and will:

- Work within a professional independent decision-making framework to deliver the IPC program to support safe evidence-based practice within the domestic quarantine process.
- Plan, implement and evaluate infection prevention and control education and training programs and activities designed specifically for the multi-agency and multidisciplinary partners and participants in collaboration with and under the guidance of the TIPCU team.

- Observe and provide feedback of infection prevention and control practices within facilities and sites participating in the domestic quarantine process to identify and rectify any observed risk of breaches of infection prevention and control practices.
- Practice in accordance with the Nursing and Midwifery Board of Australia's registration requirements, relevant legislation, standards and codes.
- Operate at a high level of professional independence and as part of a team in the delivery of education and advice in IPC, seeking additional advice and support as necessary.
- travel intrastate to perform the allocated duties as and when required.
- 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.

Selection Criteria:

1. Highly developed contemporary knowledge and skills in infection prevention and control with recent clinical experience, or demonstrated interest, in infection prevention and control.
2. Well-developed leadership skills with the ability to collaborate within an inter-disciplinary team and to consult and negotiate on complex clinical issues.
3. Demonstrated highly developed communication, interpersonal, problem solving and decision-making skills with the ability to apply these skills within a sensitive setting and to ensure effective partnerships with internal and external stakeholders.
4. Demonstrated experience in the development of policies, protocols, and procedures in consultation with key stakeholders.
5. Sound knowledge of and experience in the application of educational principles and the ability to plan, implement, deliver and evaluate education and information sessions to internal and external stakeholders.

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](#).