DEPARTMENT OF HEALTH

Statement of Duties

|  |  |
| --- | --- |
| **Position Title:**  | Clinical Nurse Consultant - Medication Safety |
| **Position Number:** | Generic |
| **Classification:**  | Registered Nurse Grade 6 |
| **Award/Agreement:**  | Nurses and Midwives (Tasmanian State Service) Award |
| **Group/Section:** | Community, Mental Health and Wellbeing – Statewide Hospital Pharmacy  |
| **Position Type:**  | Permanent/Fixed-Term, Full Time/Part Time |
| **Location:**  | South, North, North West |
| **Reports to:**  | Nursing Director - Safe Medication Practice  |
| **Effective Date:** | October 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, relevant postgraduate qualificationsCurrent Driver’s Licence |

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:

#### Under the direction of the Nursing Director - Safe Medication Practice Unit the Clinical Nurse Consultant (CNC) - Medication Safety will take a lead role in the development and promotion of safe medication practices, working as a key team member of the Safe Medication Practice Unit team to improve the safety and efficiency of patient care. The CNC - Medication Safety will:

Promote and facilitate the advancement of evidenced-based practice in relation to medication safety within the clinical setting

Support hospital-wide and statewide multidisciplinary activities and programs that improve medication safety.

Develop and implement clinical policy and guidelines with regards to National guidelines, legislated governance and National Clinical Standards and best practice in relation to medication safety.

Provide high-level medication safety practice development, education and strategies in collaboration with the clinical workforce to achieve best health care outcomes.

Work as part of a statewide multidisciplinary team that supports the advancement of Safe Medication Practices.

### Duties:

1. Ensure the principles of contemporary evidence based medication safety practice are integrated into clinical practice through the development, coordination, implementation and evaluation of programs in order to improve patient outcomes.
2. Actively participate in and contribute to the organisation’s medication safety processes, including the development and implementation of safety systems, improvement initiatives and related training/education requirements.
3. Coordinate and facilitate the use of the safety event monitoring program, including review and reporting of medication safety events and providing assistance and high-level advice on the investigation and management of recommendations and outcomes.
4. Promote a medication patient safety approach by working with clinicians and service areas to ensure that clinical practice improvement processes are put in place for prevention and minimisation, and respond to identified problems and opportunities for improvement.
5. Provide clinical leadership in the ongoing review, development and management of medication safety practice, policies, guidelines, ensuring principles of evidenced based practice are applied.
6. Promote and participate in quality improvement and research activities specific to medication safety, to facilitate ongoing professional development and inform best practice.
7. Working as a key team member of the statewide multidisciplinary Safe Medication Practice Unit, this position will represent nursing as part of the local team, helping to implement statewide initiatives and providing advice on behalf of the region to inform the statewide work program.
8. Work collaboratively with clinical staff at the regional and statewide service level, with particular focus on forming partnerships with key internal stakeholders inclusive of service based clinical nurse/midwife educators, CNC’s and Nurse Unit Managers; Statewide Hospital Pharmacy and the Patient Safety Service.
9. Be a key resource person for the relevant Hospital’s accreditation under the NSQHS Standards (particularly Standard 4, Medication Safety) by maintaining a portfolio of practice improvement initiatives, policies, audits, and projects that relate to the standard.
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 CNC - Medication Safety will work with a significant degree of autonomy under the broad direction provided by the Nursing Director - Safe Medication Practice. The occupant will work in the Safe Medication Practice Unit, a subunit of the Statewide Hospital Pharmacy service; however they will be expected to maintain very close relationships with the other regional based Medication Safety CNC’s, forming part of the greater statewide team. The line manager is within the Safe Medication Practice Unit (for operational reporting); however it is expected that a reasonable degree of professional supervision may be provided by the region’s Executive Director of Nursing.

#### The CNC - Medication Safety is responsible for:

Developing, implementing, maintaining and evaluating clinical protocols and guidelines to support best practice medication safety.

Exercising a significant level of responsibility, initiative and professional judgement in the leadership and coordination of work associated with the Safe Medication Practice Unit.

Providing high-level consultancy and support to clinicians in relation to medication safety, inclusive of developing collegial partnerships and promotion of a team approach to medication safety.

* Championing 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, 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.

### Key Behaviours:

The incumbent should endeavour to make the Safe Medication Practice Unit workplace a positive environment for all colleagues by:

1. Creating and fostering an attitude of positivity and teamwork.
2. Coaching others when needed in a supportive fashion.
3. Collaborating with a broad range of peers and colleagues.
4. Demonstrating the commitment and capability of the Safe Medication Practice Unit service to improve patient outcomes.
5. Taking every opportunity to improve the Safe Medication Practice Unit workplace and the working lives of other team members.
6. Being mindful of the needs of others and demonstrating care, compassion, and respect.

### 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 high-level clinical expertise and competence in medication safety, with an understanding of the related safety principles that ensures optimal health service outcomes.
2. Demonstrated ability to work as part of a multidisciplinary team in the development, implementation and evaluation of quality improvement and clinical risk management activities.
3. Demonstrated track record of success in implementing multidisciplinary medication safety initiatives.
4. Highly developed interpersonal, communication and negotiation skills and proven ability to educate, influence and be credible to a range of health care clinicians and consumers.
5. Demonstrated ability to apply acquired knowledge and utilisation of research/evidence in the practice environment to achieve quality patient outcomes.
6. Highly developed organisational skills, and the ability to balance autonomy and teamwork to achieve good outcomes.

### 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).