

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Clinical Nurse Specialist - Communicable Diseases
Position Number:	Generic
Classification:	Registered Nurse Grade 5
Award/Agreement:	Nurses and Midwives (Tasmanian State Service) Award
Group/Section:	Community, Mental Health and Wellbeing – Public Health Services Communicable Diseases Prevention Unit
Position Type:	Permanent/Fixed-Term, Full Time/Part Time
Location:	South
Reports to:	Nurse Manager - Public Health Response and Infection Prevention and Control
Effective Date:	February 2023
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>Current Working with Children Registration (where applicable and as determined by individual position requirements)</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:	Holds or is working towards relevant post graduate qualifications

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 Specialist (CNS) - Communicable Diseases provides specialist communicable diseases advice, support and expertise to Communicable Diseases Prevention Unit (CPDU) on the delivery of public health nursing services through assessment, advice, and management of all aspects of notifiable disease.

Duties:

1. Assist the NM and CNCs with the day-to-day management and coordination of resources to ensure timely and effective case and outbreak response.
2. Coordinate and deliver high-quality public health care and provides advice and education to members of the Tasmanian community in relation to notifiable diseases consistent with Department of Health (DoH) policies, procedures, and standards of practice.
3. Provide dedicated specialist advice, direction and support as required to ensure the safe public health response to cases and/or contacts of notifiable diseases according to current public health legislation and guidelines.
4. Practice within legal requirements around documentation, recording and reporting.
5. Maintain effective communication channels with internal and external stakeholders to ensure a timely and effective notifiable disease response.
6. Provide a high level of situational and operational knowledge and skill in relation to notifiable disease case and outbreak response to promote a client focused operational model of care according to current public health guidelines and operational procedures.
7. Assist and support the NM and CNCs in the development and maintenance of a strong, collaborative professional team environment which promotes a positive culture and contemporary nursing leadership.
8. Working collaboratively with the NM, CNC and other senior Public Health staff, to provide an efficient and effective response to notifiable diseases based on National and local legislation and guidelines.
9. Contributes to service development by assisting and supporting the NM and CNCs with the development and review of protocols and guidelines, the development of strategies to meet current priorities, and promotion of an environment conducive to innovation and change, to meet future service needs.
10. Assist the NM, CNCs and other members of the CDPU team, to review, interpret and implement relevant legislation, regulations policies, and guidelines to ensure the provision of effective and efficient client and stakeholder advice and support
11. Identify and report operational risks and, in conjunction with the NM, and CNCs and other relevant team members, assist in supporting the development, implementation and evaluation of mitigation strategies.
12. 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 CNS - CD is accountable for own practice standards and acts as a role model and mentor for all staff and encourages and supports staff to develop their skills and knowledge.

The CNS - CD works collaboratively with the NM and CNCs and other senior members within PHS, and is responsible for assisting the CDPU NM and CNCs with:

- Coordinating and conducting the day-to-day public health response activities.
- Undertaking appropriate management and response consistent with legislation, national guidelines, organisational policies and procedures and legal requirements.
- Providing efficient and effective service delivery which will maintain and improve public health response and ensure optimal use of resources.
- Identifying and reporting risks and initiating timely strategies to mitigate these.
- Maintaining and coordinating effective communication channels with internal and external colleagues and stakeholders.
- Identifying, defining, developing, and supporting the development of new operational guidelines or public health responses and monitoring and evaluating public health outcome measures in collaboration with other members of the CDPU team.
- Providing leadership and clear direction to staff so that all have a clear understanding of their responsibilities and duties in relation to clients and colleagues.
- 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.
- 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. Demonstrated experience in notifiable disease prevention, with demonstrated experience in leadership, exercise of professional judgement and initiative.
2. Demonstrated ability to work with minimal supervision.
3. Proven experience of working collaboratively and effectively within a multidisciplinary team with evidence of advanced interpersonal skills, including written and verbal communication, and the ability to manage conflict.
4. Demonstrated time management and organisational skills, including the ability to prioritise clinical and administrative tasks within a busy environment subject to work pressure and change.
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.
6. Demonstrated ability to contribute to the evaluation, innovation and development of services provided by the CDPU and the review of clinical practice policy, procedures and protocols.
7. Demonstrated advanced understanding of clinical risk and its implications for practice, including the application of quality improvement and research activities.

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](#).