

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Registered Nurse - Mental Health
<b>Position Number:</b>	Generic
<b>Classification:</b>	Registered Nurse Grade 3-4
<b>Award/Agreement:</b>	Nurses and Midwives (Tasmanian State Service) Award
<b>Group/Section:</b>	Community, Mental Health and Wellbeing – Statewide Mental Health Services
<b>Position Type:</b>	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
<b>Location:</b>	South, North, North West
<b>Reports to:</b>	Nurse Unit Manager/Team Leader and/or Clinical Lead/Clinical Nurse Consultant/Clinical Nurse Specialist
<b>Effective Date:</b>	October 2019
<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>Working with Children Registration (where applicable and as determined by individual position requirements)</p> <p>Current Driver's Licence (only applicable where the occupant is required to provide services to community-based clients)</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>	Possess or be working towards a specialist tertiary graduate or post graduate mental health/psychiatric nursing qualification, or completed prior to the transfer of nurse education to the tertiary sector, a hospital-based training program that resulted in previous registration as a psychiatric nurse by the relevant nurse registration authority within Australia

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:

As part of a multidisciplinary team delivering high quality mental health services in accordance with the Statewide Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Registered Nurse will:

- Undertake the delivery of nursing care to consumers based on best practice principles, person centred, recovery orientated and trauma informed care, within a collaborative and multidisciplinary framework.
- Provide care to all consumers of the service, which includes comprehensive biopsychosocial assessments, active, therapeutic engagement, monitoring and review of mental state and response to treatments, ongoing psychotherapeutic work using arrange of modalities and techniques, within a Multi-Disciplinary Team (MDT).
- Participate in the development and revision of organisational documentation and policies and procedures relating to nursing based best practice and the model of care.

## Duties:

1. With a focus on engagement, work in collaboration with the consumers, their family, or carers, to plan, implement and evaluate nursing care that is evidence based, person centred, and trauma informed.
2. Function as an active member of the MDT to provide care to all consumers of the service, which includes biopsychosocial assessments, active, therapeutic engagement, monitoring and review of mental state and response to treatments, and updates to the care plan in consultation with the individual consumer, their carers and the MDT.
3. As a member of the service, evaluate the effectiveness of nursing strategies in meeting anticipated patient outcomes and participate in the development and revision of organisational documentation, policies and procedures relating to nursing based best practice and the model of care for the service.
4. Complete all required clinical documentation, including assessments, risk assessment, transfer of care, relevant clinical correspondence, and clinical data collection, within specified timeframes, predominantly via electronic consumer records systems.
5. Under general direction, actively participate in research and quality improvement activities that are expected to advance the practice of nursing, including the use of the National Standards for Mental Health Services.
6. Contribute to a strong team approach through open communication by participating in team meetings and committees that enhance the function of the Unit, consumer care and teamwork.
7. Act as a Mental Health Officer/Approved Nurse when required and adhere to all relevant legislation.
8. Promote community awareness in relation to mental health and provide information to other agencies with regard to support and management of consumers with mental health needs.
9. Participate and contribute to a learning environment, through continuing education and training and professional development. Maintain knowledge of the innovations in clinical practice and research.
10. Support the development of others through participation in orientation and preceptoring nurses and other members of the health team.
11. 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.

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:

Accountable to and works under the general direction and guidance of the Nurse Unit Manager/Team Leader and/or Clinical Lead/Clinical Nurse Consultant/Clinical Nurse Specialist and receives guidance and support from other senior experienced Registered Nurses and health professionals for initiating, implementing and evaluating quality nursing care.

The Registered Nurse - Mental Health is responsible for:

- Practicing within the Nursing and Midwifery Board of Australia Standards for Practice and Professional codes of conduct and ethics for Registered nurses.
- Efficient and effective service delivery, optimal use of resources and for initiating, implementing, evaluating and improving health outcomes in collaboration with the MDT.
- Identifying key hospital, community mental health, community sector and primary health stakeholders building effective working relationships as required.
- 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:
  - a. crimes of violence
  - b. sex related offences
  - c. serious drug offences
  - d. crimes involving dishonesty
  - e. serious traffic offences (only applicable if a current driver's licence is an Essential Requirement)
2. Identification check
3. Disciplinary action in previous employment check.

## Selection Criteria:

1. Current knowledge and experience in and the ability to apply nursing principles and procedures in the delivery of consumer care in acute adult mental health in line with legal requirements and the Australian Nursing and Midwifery Council competency standards for Registered Nurses.
2. Knowledge and understanding of the psychosocial and health needs of individuals and their application to nursing practice in the acute adult mental health setting, including an understanding of the principles of maintaining appropriate therapeutic relationships with consumers.
3. Sound knowledge of psychotropic drugs, actions and side effects.
4. Relevant experience in an acute Mental Health setting with demonstrated knowledge of relevant legislation including the *Mental Health Act 2013*.
5. Sound interpersonal and communication skills including written skills and use of computer based medical records and the ability to function effectively in a multidisciplinary team environment.
6. Knowledge of National Mental Health Standards and continuous quality improvement and the application of evidence-based practice in a clinical setting.

## 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](#).

## Progression to Grade 4 - Formal Capability Assessment:

To advance to Grade 4 the Registered Nurse must undertake a Formal Capability Assessment and must demonstrate that they meet the required criteria specified in the *Nurses and Midwives Heads of Agreement* and in the *Grade 4 Formal Capability Assessment Guidelines*:

[https://www.health.tas.gov.au/intranet/thsh/hr/employment\\_training\\_and\\_development/grade\\_4\\_progression\\_-\\_nurses\\_and\\_midwives](https://www.health.tas.gov.au/intranet/thsh/hr/employment_training_and_development/grade_4_progression_-_nurses_and_midwives)

The Grade 4 nurse is a registered nurse who demonstrates competence in advanced nursing practice and is experienced in their chosen area of clinical practice. They contribute to workplace activities beyond their immediate responsibilities of delivering clinical care to their patients or clients. This may include active involvement in clinical education, clinical leadership and management, safety and quality, practice development and managing a clinical portfolio.

Application for advancement from Grade 3 to Grade 4 is a voluntary decision by the registered nurse after they have determined they have the necessary skills and attributes required of this Grade, meet the eligibility criteria, and are committed to providing clinical leadership and excellence in the practice setting.

To be eligible to apply for a Grade 4 classification the Grade 3 nurse must:

1. Have met a minimum of four years' experience after gaining their initial qualification as a registered nurse, and apply for progression in accordance with the terms and conditions stipulated in the Nurses Agreement.
2. Meet the assessment criteria outlined in the Grade 4 Formal Capability Assessment Guidelines relating to:
  - a. Clinical knowledge and skills
  - b. Education of self and others
  - c. Clinical leadership and management
3. Be committed to providing clinical leadership and excellence in the practice setting and contributing to workplace activities including active involvement in clinical education, clinical leadership and management, safety and quality, practice development and managing a clinical portfolio.

### Duties/Responsibilities:

1. Supports the Nurse Unit Manager and/or Clinical Coordinator in the coordination of patient/client care delivery on a shift by shift basis through the effective allocation and prioritising of nursing resources.
2. Actively participates in clinical education, safety and quality processes, practice development and other clinical leadership activities.
3. Assists the Nurse Unit Manager in supporting and guiding staff performance and development.
4. Manages a clinical portfolio and contributes to research and other practice development activities within the practice area.

**Note:** The Grade 4 Registered Nurse is required to consistently undertake these duties/responsibilities however the Grade 3 registered nurse may also be required to undertake these duties/responsibilities from time to time.