

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Project Nurse
Position Number:	528088
Classification:	Registered Nurse Grade 6
Award/Agreement:	Nurses and Midwives (Tasmanian State Service) Award
Group/Section:	Hospitals North, Office of the Executive Director of Nursing and Midwifery Pathway to Excellence and Magnet Unit
Position Type:	Permanent, Part Time
Location:	North,
Reports to:	Nursing Director Pathway to Excellence and Magnet
Effective Date:	April 2024
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse or Midwife <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>
Desirable Requirements:	Holds, or is working towards, a relevant postgraduate qualification

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 Project Nurse works autonomously and receives broad direction and advice from the Nursing Director Pathway to Excellence and Magnet, or delegate, and will:

- Manage and coordinate relevant nursing and midwifery projects and programs.
- Provide professional leadership to model and promote a learning culture that strives to achieve high standards in nursing and midwifery.
- Utilise a highly developed knowledge of the legislative and regulatory requirements of the nursing and midwifery professions and its application to clinical practice in a complex and diverse multidisciplinary environment.

Duties:

1. Manage allocated workforce planning and development projects and programs within a project management framework and work collaboratively with relevant staff to achieve strategic objectives and outcomes, including developing and delivering information and education in relation to the projects and programs.
2. Provide highly effective project management to a range of projects within a strategic program to improve nursing and midwifery workforce capability and sustainability.
3. Establish and maintain consultative links internally and externally with the Nursing and Midwifery Unit - Clinical Quality, Regulation and Accreditation (CQRA), community and professional organisations and industry representatives to achieve agreed objectives.
4. Provide secretariat services, management and support to committees and working groups associated with the office of the Executive Director of Nursing and Nursing Directors of Hospitals North operational divisions.
5. Research, consult and provide high level advice on legislative and Australian Health Practitioner Regulation Agency (AHPRA) regulatory requirements and standards in relation to the implementation of expanded scope of practice, new roles, and new models of nursing/midwifery practice into clinical settings.
6. Negotiate with relevant external education providers, the Nursing and Midwifery Unit - CQRA and the Hospitals North, Nursing and Midwifery Education and Training Units to develop options for training that support the implementation of new nursing and midwifery roles and expanded scopes of practice.
7. Prepare and manage project documentation to a professional high level including project plans and costings, risk analysis and mitigation plans, milestones, briefs, evaluation reports and committee documents.
8. Collaboratively review and revise, within allocated portfolios, operational policies and guidelines and develop modifications and/or new policies and guidelines to support workforce reform and nursing and midwifery practice improvements.
9. Work effectively with a broad range of stakeholders, including Human Resources and service managers, to collaboratively determine appropriate milestones, priorities and processes required for implementation and evaluation of workforce and/or clinical system improvement projects.
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 Project Nurse is a member of the Hospitals North, nursing and midwifery leadership team and will:

- Provide effective leadership by managing and coordinating nursing and midwifery projects and programs in:
 - Workforce planning and development.
 - Clinical governance and practice improvement.
- Other projects and portfolios aligned to the strategic goals of Hospitals North, Provide a secretariat service for, and high-level support to, committees and working groups chaired by the Nursing Director or other senior nursing leaders to develop and implement clinical systems improvements within a clinical governance framework, to achieve quality standards and enhanced patient/client outcomes.
- 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
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Demonstrated contemporary knowledge and understanding of, and commitment to, the discipline of nursing, including nursing practice, research, and health information principles.
2. Broad and demonstrated understanding of the current healthcare system, together with demonstrated knowledge of national and international trends relating to nursing and midwifery, workforce development and service delivery.
2. Well-developed understanding of clinical governance systems that underpin the development of improvement initiatives to achieve standards and enhanced patient/client outcomes.
3. Highly developed analytical skills and the ability to provide written reports and briefs, including providing specialist advice on legislative, regulatory and policy requirements related to nursing and midwifery practice and reform initiatives.
4. High level interpersonal skills, including demonstrated effective written and verbal communication skills, with the ability to consult, collaborate and negotiate with stakeholders, both internal and external, to achieve organisational objectives and outcomes.
5. Demonstrated high level knowledge and skills regarding project management and research methodologies, together with strategic, conceptual, and problem-solving skills, with the ability to plan, document and manage strategic projects and prioritise competing demands to ensure deliverables and outcomes are achieved.

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](#).