

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Nurse Coordinator - Quarantine Hotels & Community Case Management Facility
Position Number:	525392
Classification:	Registered Nurse Grade 5
Award/Agreement:	Nurses and Midwives (Tasmanian State Service) Award
Group/Section:	Hospitals South – Specialist Nursing
Position Type:	Permanent, Full Time/Part Time
Location:	South
Reports to:	Nursing Director - Pandemic Response
Effective Date:	November 2020
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>Relevant post grad qualifications</p> <p>Previous experience in a similar role in a pandemic context</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 Nurse Coordinator - Quarantine Hotels & Community Case Management Facility (QH & CCMF):

- Provide a key communication link to enhance the flow of information between the client, Hospital Staff and other providers to support and assist the clinical management of clients in the QH & CCMF.
- Supports the efficient and effective provision of client care by monitoring and coordinating clinical care as outlined in the Nurse Led Model of care for Community Case Management Facility using a defined referral process and standard operating processes.
- Work under the broad guidance of the Nursing Director and in line with current local and state-wide COVID-19 policies around the processes and management of clients in QH & CCMF.

Duties:

1. Effectively coordinate the allocation of resources as required to ensure safe care across the QH & CCMF in Southern Tasmania.
2. Liaise with internal and external staff including Social Workers, Community Nursing, Royal Hobart Hospital (RHH) staff, RHH COVID-19 Emergency Response Team, COVID-19 Emergency Coordination Centre and other agencies including Communities Tasmania, G.P Assist, Ambulance Tasmania and Tasmania Police to assist in the managing the clinical requirements of Quarantine Hotel & Community Case Management Facility clients.
3. Act as a clinical resource for staff working in the QH & CCMF.
4. Through effective triage and referral; coordinate clients clinical needs at the Quarantine Hotels & Community Case Management Facility providing timely care that is safe and appropriate for clients.
5. Assist and support Government Liaison Officers, Social Workers and other staff in developing a strong professional environment with consideration to the complexities of working in an off-site campus.
6. Support the clients, Department and staff of the QH & CCMF in the effective planning and utilisation of human and material resources.
7. Provide leadership in contemporary nursing practice and promote an environment conducive to innovation and change.
8. Promote a culture of learning and professional development by identifying areas of need to develop, implement and evaluate strategies to address them.
9. 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 Nurse Coordinator - QH & CCMF provides leadership and direction for the clinical care provided by nursing staff in the QH & CCMF.

Working autonomously under the direction of the Nursing Director, the incumbent is expected to:

- Provide high quality care to patients whilst practicing in accordance with the Nursing and Midwifery Board of Australia (NMBA) codes and guidelines for registered nurses/midwives.
- Work mainly autonomously with broad direction and support from the Nursing Director.
- Provide leadership and clear direction to staff so that all have a clear understanding of their responsibilities and duties in relation to their patients and colleagues to the Quarantine Hotels & Community Case Management Facility.
- Participate in an on-call roster providing after hours support at both the QH & CCMF.
- Ensure the provision of nursing care that meets the requirements of the client's clinical needs.
- Work collaboratively to support the provision of care at the QH & CCMF. Promote individual and team learning and support the development of relevant knowledge and skills.
- Act as a role model to other staff members and proactively provide encouragement and support to achieve best outcomes.
- Actively participate in personal and professional development and ensure kept up to date with the most current information relating to COVID-19.
- 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.
- 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.

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 high level clinical expertise and skills in the coordination of patient care.
2. Demonstrated ability to lead and/or work effectively with an inter-professional team in the planning and coordination of clinical care for patients requiring specialist care using problem solving skills at an advanced level.
3. Demonstrated advanced interpersonal skills including written and verbal communication together with a proven ability to develop and maintain effective working relationships as well as the ability to prevent and manage conflict.
4. Knowledge and understanding of Safety and Quality and its application within the clinical setting with a demonstrated understanding of Work Health and Safety legislation including practical application.
5. Demonstrated ability to contribute to the evaluation and development of services and the review of clinical practice policy, procedure and protocols.

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](#).