

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Registered Nurse
Position Number:	Generic
Classification:	Registered Nurse Grade 3-4
Award/Agreement:	Nurses and Midwives (Tasmanian State Service) Award
Group/Section:	Community, Mental Health and Wellbeing – Statewide Mental Health Services Wilfred Lopes Centre
Position Type:	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
Location:	South
Reports to:	Nurse Unit Manager (NUM) - Wilfred Lopes Centre
Effective Date:	July 2013
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:	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, New Zealand, Canada or the United Kingdom

Position Features:

This position is located in a forensic setting at the Secure Mental Health Unit

The occupant will have regular daily contact with patients in an environment that requires all staff to be alert to any matter concerning the security and safety of patients, staff and the Wilfred Lopes Centre

The occupant will also be required to comply with all security practices and procedures of the Wilfred Lopes Centre including biometric identification

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 the primary care health team, provide direct and indirect nursing care based on best practice principles and within a collaborative and multidisciplinary team.

Participate in the development and revision of organisational documentation and policies and procedures relating to nursing based best practice.

Participate in and contribute to a learning environment, through continuing education and training, professional development and attendance at conferences and relevant forums.

Duties:

1. In collaboration with patients, carers/significant others and members of the healthcare team plan, implement and evaluate patient care. This includes:
2. As a member of the health care team, evaluate the effectiveness of nursing strategies towards meeting anticipated patient outcomes. As required participate in the development and revision of organisational documentation and policies and procedures relating to nursing based best practice
3. 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.
4. Contribute to the communication process by participating in team meetings and committees that enhance the function of the Wilfred Lopes Centre, patient care and teamwork.
5. Participate and contribute to a learning environment, through continuing education and training, professional development and attendance at conferences and relevant forums. Maintain knowledge of innovations in clinical practice and research.
6. 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 and related training.
7. 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 Registered Nurse will be required to practice within the Australian Nursing and Midwifery Council Professional Codes of Conduct and Ethics and competencies for registered nurses and in accordance with legislation and common law affecting nursing practice.
- Clinical supervision and support will be provided by higher level Registered Nurses within the Unit. In addition, Registered Nurses are encouraged to utilise preceptor, Clinical Nurse Educator and peers to reflect on practice and ethics.
- It is expected that a level of independent professional judgement, commensurate with educational preparation and experience, will be exercised when required, particularly in recognising and solving nursing problems and managing issues in direct patient care. Higher level Registered Nurses based in the Unit will provide ongoing team and clinical support and assistance.
- Complies with security policies and procedures in the delivery of nursing care.
- Exercises reasonable care in the performance of duties consistent with the Work, Health and Safety Legislation by providing a safe physical and emotional environment.
- Where applicable, exercises 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.
- Complies 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. Current knowledge of, and the ability to apply nursing principles, procedures and practices in the delivery of patient/client care in a designated area and in line with legal requirements and the Australian Nursing and Midwifery Council National Competency Standards for the Registered Nurse.
2. Knowledge and understanding of the psycho-social and health needs of individuals and their application to nursing practice in a forensic setting, including an understanding of the principles of maintaining appropriate therapeutic relationships with patients. A sound knowledge of psychotropic drugs, actions and side effects.
3. Relevant experience in a mental health area and/or experience in a forensic health setting and/or a secure, acute mental health facility. Knowledge of relevant legislation.
4. Sound interpersonal and communication skills, including written skills and the ability to function effectively in a multidisciplinary team environment.
5. Knowledge of continuous quality improvement and the application of evidence based practice in the clinical setting.
6. Physical capacity to participate in patient behaviour management, including control and restraint, in line with authorised practices of the Secure Mental Health Unit and Agency guidelines

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](#).

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/thsl/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 prioritizing 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.