

## Statement of Duties

<b>Position Title:</b> Clinical Nurse Consultant - Communicable Diseases	<b>Position Number:</b> Generic	<b>Effective Date:</b> August 2020
<b>Group:</b> Community, Mental Health and Wellbeing – Public Health		
<b>Section:</b> Communicable Disease Prevention Unit	<b>Location:</b> South	
<b>Award:</b> Nurses and Midwives (Tasmanian State Service)	<b>Position Status:</b> Permanent/Fixed-Term	
	<b>Position Type:</b> Full Time/Part Time	
<b>Level:</b> Grade 6	<b>Classification:</b> Registered Nurse	
<b>Reports To:</b> Communicable Diseases Response Manager		
<b>Check Type:</b> Annulled	<b>Check Frequency:</b> Pre-employment	

### Focus of Duties:

This position has a statewide role and functions as an advanced clinical practitioner within the Communicable Diseases Prevention Unit providing expertise and guidance to the Department of Health and other health care providers in the development of systems, policies, procedures and clinical practice protocols in relation to communicable diseases prevention.

Provide management support to the Communicable Diseases Response Manager and the Senior Medical Advisor in relation to the development and implementation of health promotion and other public health programs in communicable diseases, immunisation and infection control as required.

### Duties:

1. Establish and maintain links with key stakeholders in communicable diseases, immunisation and infection control, providing high quality information and advice on communicable disease control to a range of sectors in the community. This includes the provision of advice and mentorship to nurses, general practitioners and others in both clinical and non-clinical settings involved in the public health response to communicable diseases.
2. Coordinate and participate in communicable disease team prevention and control activities such as contact tracing and management, State and National working parties and committees and contribute to enhancement and implementation of infection control strategies, particularly in community settings.
3. Initiate the review, development and implementation of clinical policy and guidelines to support nursing best practice, acting as a leader in practice and research that contributes to high standards of client care resulting in policy documents that will guide and inform evidence-based practices.
4. Facilitate and/or deliver education/training sessions on communicable diseases, immunisation and infection control to key stakeholders, community organisations and the DoH.

5. Assist the Communicable Diseases Response Manager in the surveillance and reporting of a range of communicable diseases and contribute to the planning, implementation and evaluation of communicable diseases and immunisation programs on a statewide basis.
6. Actively seek learning opportunities and professional development to provide advice and support in contemporary nursing practice and promote an environment conducive to organisational learning, innovation and change.
7. Contribute expertise to the preparation of briefing notes, reports, presentations and ministerial correspondence as required.
8. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
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 jobs at this classification level.

### **Scope of Work Performed:**

The Clinical Nurse Consultant – Communicable Diseases will work with limited guidance, supervision and support from the Communicable Diseases Response Manager. The Senior Medical Advisor will provide direction and support for clinical matters. The role will:

- Practice in accordance with the Nursing and Midwifery Board of Australia (NMBA) codes and guidelines for registered nurses/midwives.
- Operate with a high level of professional independence in the delivery of consultancy and clinical services and is required to exercise initiative and professional judgement.
- Lead and manage the development of an effective, efficient and dynamic service delivery framework including actively contributing to business planning and evaluation of services for the Communicable Diseases Unit that will improve clinical outcomes.
- Be responsible and accountable for the provision of clinical education to nursing and as appropriate to other health professionals in the speciality field of communicable diseases, immunisation and infection control which will include community-based health professionals and support groups as required.
- Accept accountability and responsibility for agreed outcomes in the provision of efficient and reflective nursing consultancy services, and for recognising and maintaining own professional development needs as well as contributing to performance development for other nursing staff.
- Conduct investigations under the *Public Health Act 1997*.
- Comply at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

### **Essential Requirements:**

*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 of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.*

- Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse.
- 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.

**Desirable Requirements:**

- Current Driver's Licence.
- Relevant postgraduate tertiary qualification.

**Selection Criteria:**

1. Demonstrated advanced level of clinical nursing expertise in the management of communicable diseases, immunisation and infection control.
2. Well-developed leadership skills with the ability to collaborate within an inter-disciplinary team and to consult, refer, liaise and negotiate on complex professional, clinical service and health systems issues.
3. Demonstrated capacity to undertake research and develop and apply quality improvement principles and strategies in the speciality area, with the ability to coordinate and integrate findings to support decision making, innovative thinking and objective analysis to achieve agreed outcomes.
4. Demonstrated highly developed leadership, communication, interpersonal, problem solving and decision-making skills with the ability to apply these skills within a sensitive setting and to ensure effective partnerships with internal and external stakeholders.
5. Demonstrated experience in the development of policies, protocols and procedures in consultation with key stakeholders.
6. 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.
7. Demonstrated skills in project leadership, including the ability to manage the financial, human and material resources for assigned projects.

**Working Environment:**

- Some inter and intrastate travel is required.
- After hours work or on-call is required, as part of an on call roster or in urgent or emergency situations.
- The Communicable Diseases Prevention Unit (CDPU):

- Provides direct operational public health services in the area of communicable disease control including disease surveillance, contact tracing and case management of affected individuals, management of disease outbreaks, immunisation and needle and syringe exchange programs.
- Holds jurisdictional responsibility for developing, facilitating and implementing both State and National policy initiatives and priorities, including national health reform activities and management of National Partnership Agreements.

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

*State Service Principles and Code of Conduct:* The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

*Fraud Management:* The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Chief People Officer or to the Manager Internal Audit. The DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

*Delegations:* This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. The DoH and THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

*Blood borne viruses and immunisation:* Health Care Workers (as defined by DoH and THS policy) within DoH and THS are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

*Records and Confidentiality:* Officers and employees of the Department are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

*Smoke-free:* DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.