

## DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Nursing Director - Outpatient Services
<b>Position Number:</b>	527637
<b>Classification:</b>	Registered Nurse Grade 8, Level 2
<b>Award/Agreement:</b>	Nurses and Midwives (Tasmanian State Service) Award
<b>Group/Section:</b>	Hospitals and Primary Care
<b>Position Type:</b>	Fixed-Term, Full Time
<b>Location:</b>	South, North, or North West
<b>Reports to:</b>	Deputy Secretary Hospitals and Primary Care
<b>Effective Date:</b>	December 2022
<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><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>	<p>Relevant postgraduate qualifications</p> <p>Current Driver's Licence</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 Nursing Director - Outpatient Services provides a high level of senior leadership and management for Outpatients services across the state, including strategic and operational challenges.

Provides the Deputy Secretary, Hospitals and Primary Care, Chief Executive Hospitals South, North and North West with high level advice and support on issues relating to the successful delivery of Outpatient Services across the state.

## Duties:

1. Provide collaborative leadership and support for implementation of strategic and operational recommendations aimed at improvement of service delivery, process and practice and culture and behaviour.
2. Provide feedback and advice to the Deputy Secretary Hospitals and Primary Care on matters relating to outpatient transformation, operational effectiveness and reporting.
3. Work collaboratively with all Outpatient Clinics and services, on clinical and business aspects and Human Resources to innovate processes aimed at ensuring and improving staff safety and effectiveness and achieving positive patient/client outcomes.
4. Work collaboratively with the safety and quality unit to actively promote and ensure safe environments for patients and staff. This includes efficient use of public resources, and development and review of processes, data, policies and procedures and systems to monitor and manage clinical and corporate risk associated with a pandemic response within the Agency.
5. Assist with coordination of, and provide input and support for, processes associated with capital infrastructure and other activities required to ensure the delivery of outpatient services across the state.
6. Deliver and monitor key transformational activities required to deliver the Outpatient Strategy 2022-2026.
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:

Under the guidance and support of, and in collaboration with the Deputy Secretary Hospitals and Primary Care and the Chief Executive Hospitals (South, North and North West), the occupant is required to function autonomously and is expected to exercise considerable initiative and professional judgement across the spectrum of responsibilities.

The Nursing Director - Outpatient Services receives professional guidance and direction from the Executive Director of Nursing and is responsible for:

- Leading, coordinating and facilitating nursing/non-nursing practices within areas related to outpatient services.
- Providing advice and assistance in overseeing policies, protocols and procedures related to delivery of outpatient services and related organisational change and improvements.

- Where applicable, exercising 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.
- Complying at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participating in and contributing 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.

Additionally, as a member of the Hospitals and Primary Care team, the Nursing Director - Outpatient Services will work collaboratively to:

- Provide leadership in the continuing management of pandemic related initiatives and reforms across the Agency.
- Form effective internal and external partnerships, regional and statewide networks, to develop and refine innovative service delivery mechanisms in response to emerging pandemic associated health care challenges.

## 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 ability to provide contemporary nursing/health services leadership in a complex and rapidly changing environment, with knowledge of national and state related health issues and reform agendas.
2. Demonstrated knowledge and experience in the analysis of care delivery systems and processes, including the development of strategy, planning, implementation, and evaluation of reform initiatives within health care environments.
3. Proven high-level professional leadership skills, with ability to demonstrate and impart vision and a contemporary approach to program and change management, achieving effective change in clinical practice environments.

4. Highly developed written and oral communication skills, together with interpersonal, conflict resolution and negotiation skills, and the ability to build and maintain beneficial partnerships and networks, both internal and external.
5. Demonstrated high-level problem-solving skills, including the ability to identify, negotiate, implement, and evaluate workable solutions to problems within a complex stakeholder environment.

## 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](#).