

Statement of Duties

Position Title: Clinical Nurse Consultant - Navigator, Mental Health	Position Number: 525124	Effective Date: July 2020
Group: Community, Mental Health and Wellbeing		
Section: Statewide Mental Health Services	Location: South	
Award: Nurses and Midwives (Tasmanian State Service)	Position Status: Permanent	
	Position Type: Full Time	
Level: Grade 6	Classification: Registered Nurse	
Reports To: Nurse Unit Manager - Mental Health Inpatient Unit		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

As part of a multidisciplinary team delivering high quality mental health services in accordance with the primary health care principles, Departmental policy and direction, legal requirements, and relevant professional competencies, the Clinical Nurse Consultant - Navigator:

Undertakes a lead role in the coordination of patient flow across all inpatient units within the Mental Health Department (MHD) and links directly to broader patient flow for the hospital through the Royal Hobart Hospital (RHH) Integration Operations Centre.

Provides expert advice and leadership within multidisciplinary teams providing pathway development, patient assessment, care coordination and implementation of planned transfers of care from the Emergency Department (ED), Mental Health Inpatient Unit, Mental Health Short Stay Unit, Mental Health Hospital in the Home, Mistral Place, and services external to RHH, that enables the right care in the right time and in the most appropriate clinical setting.

Undertakes a broad consultative role by initiating building and maintaining networks with clinical service providers including ED, all inpatient and community based Mental Health Services, Alcohol and Drug Services, Forensic Mental Health service, Community Service Providers and private and primary care providers.

Develops implements and evaluates evidence-based practices that promote safe efficient and effective provision of patient centred care.

Duties:

1. Provide an advanced level of professional clinical expertise to assess, secure and coordinate appropriate clinical services for mental health consumers accessing acute beds within the MHD at RHH.
2. In collaboration with the MHD multidisciplinary teams and the Integrated Operations Centre identify and manage consumers at risk of potential and avoidable delays in timely transition of care across settings.

3. Provide advice and support to other members of the MHD multidisciplinary team to ensure continuity of care for clients with complex care coordination needs.
4. Support the MHD NUMs and the multidisciplinary team in the optimisation of Patient Flow, including developing and maintaining strong communication links with health care professionals within the THS as well as external health care providers, community support services, consumers their families and carers to meet consumer needs.
5. Provide leadership in contemporary nursing practice and promote a culture of respect, professional practice, learning, innovation and change.
6. Utilise evidence-based practice in the development, implementation and evaluation of models of care and key performance indicators in relation to patient flow, including the use of electronic patient management and reporting systems.
7. Undertake reviews of clinical safety events to identify contributing factors, evaluate system issues, provide feedback to staff and minimise risk of reoccurrence.
8. Lead the implementation of National Safety and Quality Health Services Standards evaluating care and reporting on outcomes to the MHD.
9. In consultation with the health care team develop implement and evaluate clinical policy and procedures and guidelines to ensure best practice.
10. Identify and develop educational programs to facilitate the implementation of newly developed care pathways and clinical processes and orientate and support new staff to these.
11. 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.
12. 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.

Scope of Work Performed:

Under the general direction of the Nurse Unit Manager – Mental Health Inpatient Unit the Clinical Nurse Consultant Navigator functions with a high level of independence and is responsible for:

- Ensuring clinical practice complies with ANMC Competencies, Professional Code of Conduct and Code of Ethics for Registered Nurses and leads to the delivery of a high standard of nursing care in relation to patient flow and consumer outcomes.
- Identifying and reporting clinical and corporate risks and initiating timely strategies to mitigate these.
- Maintaining effective communication and working collaboratively with the multidisciplinary teams and other health care providers and supporting a learning environment for all staff in the practice setting.

- Ensuring the principles of contemporary research and evidence base practice are integrated into the development, coordination, implementation and evaluation of Patient Flow, clinical practice protocols and guidelines.
- Ensuring personal and staff awareness of, and compliance with, workplace safety requirements through the adoption of a best practice approach to continuing improvement in health and safety systems and practice.
- Deputising at a higher level as required.
- 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 and possess specialist tertiary graduate or post graduate mental health/psychiatric nursing qualification; or completed, prior to the transfer of nurse education to the tertiary sector, and accredited hospital based program that lead to registration as a psychiatric nurse by the relevant nurse regulatory within Australia, New Zealand, Canada or the United Kingdom.
- 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:

- Extensive relevant psychiatric nursing experience and/or is credentialed as a Mental Health Nurse by the Australian College of Mental Health Nurses or equivalent.
- Holds or is working towards a relevant post graduate tertiary qualification.

Selection Criteria:

1. Demonstrated specialist level knowledge, with advanced clinical management and leadership skills within mental health acute care setting, and the ability to collaborate effectively with the multidisciplinary teams to provide a versatile, flexible service which enables care needs for consumer to be met in the most appropriate environment.
2. Demonstrated high level interpersonal and communication skills including mediation and conflict resolution skills, with a proven ability to build effective workplace relationships and foster a cohesive team approach across the practice setting.
3. Demonstrated effective organisational skills, with the ability to problem solve and apply principles of clinical risk management, quality improvement and evidence-based practice to the clinical setting and make independent and collaborative judgements.
4. Demonstrated understanding of contemporary health care patient flow management systems and the ability to provide leadership in change management strategies to achieve practice change in the clinical setting.
5. Comprehensive knowledge of the legal and ethical requirements, relevant policies procedures and the National Safety and Quality Health Service Standards and professional practice standards and the ability to apply these to a designated area.

Working Environment:

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.