

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Nurse Unit Manager (NUM) - Specialist Palliative Care Service
<b>Position Number:</b>	502891
<b>Classification:</b>	Registered Nurse Grade 7a
<b>Award/Agreement:</b>	Nurses and Midwives (Tasmanian State Service) Award
<b>Group/Section:</b>	Hospitals North/North West – Primary Health Services Palliative Care
<b>Position Type:</b>	Permanent, Full Time
<b>Location:</b>	North West
<b>Reports to:</b>	Director of Nursing - Chronic, Complex and Community Services
<b>Effective Date:</b>	September 2019
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse  <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>
<b>Desirable Requirements:</b>	Relevant post graduate qualifications  Current Drivers Licence
<b>Position Features:</b>	Based at Parkside, Burnie however travel across the North West and at time statewide is required

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 Unit Manager:

- Provides leadership to the Specialist Palliative Care Service (SPCS), Primary Health North West.
- Ensures the efficient and effective provision of care, based on clinical standards and best practice principles within a collaborative and multidisciplinary framework by coordinating the clinical, management, education and nursing research functions within the SPCS.
- Leads and manages the coordination of overall patient/client care and is responsible for managing the allocated human, material and financial resources for service delivery within the SPCS.

## Duties:

1. Lead and manage the coordination of patient/client care within the SPCS in accordance with best practice principles and within a collaborative multidisciplinary framework.
2. Provide leadership in contemporary nursing practice and promotes an environment conducive to innovation and change.
3. Manage the financial, physical and human resources of the SPCS to achieve agreed service outcomes within the allocated budget.
4. Monitor, manage and report on the SPCS performance and activity levels.
5. Monitor and manage staff performance and development.
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, safeguarding practices for vulnerable people, 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 Nurse Unit Manager works autonomously at service level under the general direction of the Director of Nursing - Chronic, Complex and Community Services to provide direction and leadership to the SPCS, Primary Health North West and is responsible and accountable for the following:

- Ensuring the standards of patient/client care within the practice area are in accordance with relevant legislation, clinical standards and evidence based practice;
- Ensuring the provision of nursing care that meets the care requirements of each patient/client in the practice area;
- Managing physical, financial and human resources effectively, ensuring the practice area objectives are met;
- Working collaboratively to support a learning organisation encouraging and supporting staff to develop further knowledge and skills to enhance the individual and the practice area;
- Providing clear direction to staff, so that all staff have an understanding of their responsibilities and duties;
- Ensuring that quality improvement processes are in place and acted upon, resulting in constant evaluation and improvement in the standard of care to patients/clients;
- Acting as a role model for staff by actively coaching/mentoring/developing staff;

- Developing collaborative relationships with stakeholders and ensuring mechanisms are in place to support consumer advocacy;
- Actively participating in personal and professional development activities;
- Contributing to the expansion of knowledge and ideas in the relevant field by supporting and participating in research, and translating evidence into practice;
- Championing a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- 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.

## 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:

### Specific Knowledge:

1. Demonstrated extensive clinical knowledge and experience in Specialist Palliative Care.
2. Comprehensive knowledge of and experience in contemporary nursing management practice, including: clinical governance; clinical risk management; evidenced based practice; research; clinical standards; ethics; and legislation.

### Skills:

1. **Leadership skills** – Demonstrated capability to promote a shared vision and purpose, and positively influence others (internally and externally) to ensure optimal client outcomes and build a culture of success, commitment and active contribution by all staff within the practice area.
2. **Decision making skills** – Demonstrated capability to make rational and sound decisions based on a consideration of the facts and alternatives available, make quick decisions when required and will commit to definite courses of actions.
3. **Business focus** – Demonstrated capability to be focused on: understanding the business of the organisation; the business unit and the practice area; and delivering the best care outcomes within the available resources.

### Personal Qualities:

1. **Initiative** – Demonstrated capability to be adaptable and respond and adjust easily to change. They are proactive and self directed and will seize opportunities and act upon them, ensuring improved outcomes for the practice area.
2. **Resilience** – Demonstrated capability to persevere to achieve goals even in the face of obstacles, cope effectively with disappointments and setbacks and remain calm and in control under pressure.
3. **Builds productive networks** – Demonstrated capability to establish and maintain relationships and useful partnerships with people at all levels and disciplines across the business unit and group.

## 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 of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

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 | Tasmanian Department of Health](#).