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| Department of Health and  Tasmanian Health Service Statement of Duties | 2011-03-07 - 2010_TAS_Gov_Logo |
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| Position Title: Executive Director of Nursing and Midwifery | **Position Number:** 522633 | Effective Date: January 2017 |
| Group and Unit: Tasmanian Health Service (THS) | | |
| Section: THS Executive | **Location:**  North, South, North West | |
| Award: Nurses and Midwives  (Tasmanian State Service) | **Position Status:** Permanent | |
| **Position Type:** Full Time/Part Time/Casual | |
| Level: Grade 9-3 | **Classification:** Registered Nurse | |
| Reports To: Chief Operating Officer | | |
| Check Type: Annulled | Check Frequency: Pre-employment | |

#### Focus of Duties:

The Executive Director of Nursing and Midwifery (EDNM) is responsible for providing high level specialist advice on nursing and midwifery policy and clinical workforce planning within the THS, to support the delivery of safe, effective and high quality integrated patient and client care.

The EDNM will provide high level advice to Chief Operating Officer and operational units in relation to legislation that affects professional practice and regulates nursing and midwifery health professionals.

The EDNM is responsible for establishing and maintaining an effective framework that supports strategic health workforce planning across the Tasmanian Health Service (THS).

The EDNM is responsible for driving consistency of nursing and midwifery practice across the THS and drive cultural change moving towards “Magnet’ principles.

#### Duties:

1. In conjunction with the Chief Nurse and Midwife, develop workplace frameworks and processes that facilitate the effective management of whole of agency nursing and midwifery professional issues through monitoring key trends in nursing and midwifery at a national and international level and researching the delivery of service options and models of client care.
2. Responsible for providing advice in relation to nursing and midwifery professional support issues and identifying implications of national policies for nursing and midwifery services across the THS.
3. Ensure an effective and high-quality relationship across the THS and with external groups intrastate and interstate and other key stakeholders, in relation to key nursing and midwifery issues, with the objective of improving efficiency and effectiveness.
4. Lead, and ensure appropriate support for, the Nursing and Midwifery Executive as a key advisory group for the development of nursing and midwifery professional practice.
5. Work with stakeholders on driving new nursing and midwifery models of care.
6. Establish and maintain an effective multi-profession education and training function to support the training and development of health sector employees, including liaison with the tertiary and vocational education sectors on workforce planning issues, and the development of graduate and postgraduate education for nurses.
7. Work with government to represent the position and interests of the THS in respect to a broad range of nursing, midwifery and clinical workforce matters and providing strategic advice and comment where differences exist between the THS and whole-of-government initiatives or practices.

***General Executive Accountabilities***

1. Direct the development of governance frameworks to ensure compliance and accountability requirements relevant to nursing policy, clinical workforce planning, and education and training are met.
2. Develop and implement strategies, policies, principles and practices supporting nursing, midwifery, effective health workforce planning and professional practice across the THS.
3. Determine and actively monitor key metrics and measurements that pertain to nursing and midwifery clinical education and training for service delivery and ensure service level agreements and obligations are met.
4. Ensure compliance with relevant THS policies, practices, procedures, codes of conduct and probity requirements.
5. Appraise the performance of supervised staff and provide counsel and feedback to ensure organisational and personal development objectives are achieved.
6. 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.
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.
8. Lead the strategic planning for the nursing and midwifery professions across the THS.

#### Scope of Work Performed:

* The EDNM operates with a high degree of autonomy and is expected to identify, define and develop strategies, priorities and work standards, and allocate resources, across Nursing and Midwifery.
* Independent judgement is critical to the THS and is a requirement of the position. The EDNM must operate within the administrative framework provided by the Tasmanian Government financial regulations, other relevant State legislation, the Treasurer’s Instructions and Australian Government legislation.
* The EDNM provides leadership for the nursing and midwifery professions across the THS and is the major source of advice on professional matters.
* Work with industrial organisations and staff to ensure the operationalisation of legislative requirements.
* Participate as a senior member of the Executive and make a significant contribution to corporate direction and resource allocation.
* Comply at all times with THS policy and protocol requirements, in particular those relating to mandatory education, training and assessment.
* The EDNM works with the Department of Health and State Service Management Office to negotiate and implement the EBA across the THS.

#### 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:
   1. crimes of violence
   2. sex related offences
   3. serious drug offences
   4. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

#### Desirable Requirements

* Tertiary qualifications in a relevant area that complement this role.

#### Selection Criteria:

1. Comprehensive and current knowledge of, and high-level experience in, the profession of nursing and midwifery in the health industry, with significant experience working with a multidisciplinary team.
2. Proven high level management experience in the health sector, and the capacity to provide leadership and vision in the maintenance of a contemporary approach to clinical practice.
3. Highly developed interpersonal skills, including oral and written communication, negotiation and conflict resolution, that result in the ability to develop and maintain networks and liaise with a broad range of stakeholders across the THS, the State and nationally.
4. Proven high level strategic, conceptual, analytical and creative skills with the ability to understand and make sound judgments about the political, social and organisational environment impacting on the nursing profession and the THS.
5. Proven ability to be adaptable and flexible in order to achieve results in an environment of change, ambiguity and pressure.

#### Working Environment:

The Tasmanian Health Service (THS) is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

*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 of Health and Tasmanian Health Service have 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 Director HR Management and Strategy or to the Manager Internal Audit.   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.  DoH and the 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) with the Department of Health and Tasmanian Health Service 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 of Health and the Tasmanian Health Service 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:* The Department of Health and the Tasmanian Health Service are smoke-free work environments.  Smoking is prohibited in all State Government workplaces, including vehicles and vessels.