## Clinical Nurse Consultant, Grade 2

**Drug and Alcohol Specialist Advisory Service (DASAS)**

**St Vincent’s Health Network Sydney**

<table>
<thead>
<tr>
<th><strong>Position Title:</strong></th>
<th>Clinical Nurse Consultant</th>
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</thead>
<tbody>
<tr>
<td><strong>Department:</strong></td>
<td>Alcohol and Drug Services</td>
</tr>
<tr>
<td><strong>Agreement:</strong></td>
<td>The Named NSW (Non-Declared) Affiliated Health Organisations’ Nurses Agreement, 2017</td>
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<tr>
<td><strong>Classification:</strong></td>
<td>Clinical Nurse Consultant, Grade 2</td>
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<tr>
<td><strong>Capability Level:</strong></td>
<td>Grade 2</td>
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<tr>
<td><strong>Reports To:</strong></td>
<td>Contact Centre Manager</td>
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<tr>
<td><strong>Status:</strong></td>
<td>Fixed Term Part Time</td>
</tr>
<tr>
<td><strong>Hours:</strong></td>
<td>32 Hours Per Week</td>
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<tr>
<td><strong>Direct Reports:</strong></td>
<td>Nil</td>
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</tbody>
</table>

### Key Relationships (Internal):
- Alcohol and Drug Clinical Director
- Alcohol and Drug Service Manager
- Contact Centre Manager
- Alcohol and Drug Staff Specialist
- Contact Centre Counsellors
- St Vincent’s Health Network
- NSW Ministry of Health

### Key Relationships (External):
- Primary care providers (General Practitioners, Doctors, Nurses)
- Non-Government Organisations (NGOs)
- Local Health Districts (LHDs) including metro, regional and rural.
- Primary Health Networks (PHNs)

### Key Responsibilities:
- Phone line support provision and integration with the broader SVHN AOD clinical practice and clinical supervision.
- Provide DASAS phone line support provision and integration.
- Documentation of calls and advice given.
- Develop appropriate resources and promotional material.
- Provide ongoing comprehensive analysis of DASAS.
- Contribute to identifying clinical education needs and coordinate peer-review processes.
- Review and audit clinical records.
- Conduct regular audits and monitor operational activity.
- Initiate, develop and implement initiatives and projects which improve quality of service provided.
- Participate in research, as relevant to the role.
- Contribute to the strategic development of the DASAS service.
- Present information and updates of service at regular meetings and forums.
POSITION DESCRIPTION

POSITION PURPOSE
Within the framework of the Mission, Vision, Values and philosophy, as well as the Policies of St Vincent’s Hospital, the Gorman Unit Clinical Support Officer will be responsible for managing general enquiries, provision of customer service, updating and managing patient database systems and general administration tasks. The Clinical Support Officer role will ensure the relevant hospital/health network policy and procedures are applied.

ST VINCENT’S HEALTH AUSTRALIA: IDENTITY
Our organisational values are relevant to all positions. All employees are required to consistently demonstrate behaviours that support the Mission, Vision and Values of St Vincent’s Health Australia and promote an ethical environment in accordance with the St Vincent’s Health Australia Code of Conduct.

OUR MISSION
As a Catholic health and aged care service provider, our mission is to bring God’s love to those in need through the healing ministry of Jesus. We are especially committed to people who are poor and vulnerable.

We draw on the talents of our people and collaborate with others who share our vision and values to continue the pioneering spirit of Mary Aikenhead and the Sisters of Charity. We are committed to providing compassionate and innovative care, enabling hope for those we serve.

OUR VISION
To lead transformation in health care inspired by the healing ministry of Jesus.

OUR VALUES
Our values, based on the Gospels, reflect the healing ministry of Jesus, and act as a point of reference for our decision making which is fundamental to our catholic identity. Our values provide direction as to the type of organisation we aspire to be and the kind of behaviours we regard as appropriate to help achieve our aspirations. Our values underpin all that we do and are demonstrated through our everyday actions, giving our mission and vision life.

Compassion: Caring for others with an openness that affirms life and healing
Justice: Acting with courage and fairness in pursuit of what is right and just
Integrity: Ensuring our actions and decisions are grounded in our values, reflecting both honesty and authenticity
Excellence: Demonstrating a passionate commitment to continuous improvement and innovation

OUR CARE
Our Care is:
- Provided in an environment underpinned by our mission and values
- Holistic and centred on the needs of each patient and resident
- High quality, safe, and continuously improved to ensure best practice
- Innovative and informed by current research using contemporary techniques and technology
- Delivered by a team of dedicated, appropriately qualified people who are supported in a continuing development of their skills and knowledge
- Committed to a respect for life in accordance with the Gospels

LOCATION: Sydney (Darlinghurst) or as determined by the Employer
MISSION AND CATHOLIC IDENTITY

- Promote the mission, vision and values of St Vincent’s Health Australia, the St Vincent’s Health Australia Code of Conduct, and ensure these principles are effectively integrated in all areas of responsibility
- Actively contribute to the development of a positive organisational culture, aligned to the mission and values of St Vincent’s Health Australia.
- Participate in in formation programs to ensure a clear understanding of the ministry and how the changing needs and environment of the Healthcare sector may impact on the delivery of the St Vincent’s Health Australia Mission.

POSITION DUTIES

The Clinical Nurse Consultant Grade 2 will comply with the seven standards that constitute the Nursing and Midwifery Board of Australia standards for Registered Nurses, the two domains from St Vincent’s Hospital Sydney Ltd and the five domains of the Clinical Nurse Consultant outlined in NSW Health IB2017_002 Clinical Nurse / Midwifery Consultants – List of Domains and Functions.

The standards can be access via the link below.


IB2017_002 can be accessed via


Key Professional Responsibilities

The following guides are to be read in conjunction with the St Vincent's Health Australia Code of Conduct and Code of Ethical Standards. The St Vincent’s Health Australia Code of Ethical Standards takes precedence over the Nursing Code of Ethics where there is a discrepancy. The standards should be read in conjunction with the following relevant documentation, including, but not limited to:

- Decision-making framework (NMBA 2013)
- Nursing practice decisions summary guide (NMBA 2010)
- Nursing practice decision flowchart (NMBA 2013)
- Code of professional conduct for nurses in Australia (NMBA 2008)
- Code of ethics for nurses in Australia (NMBA 2008), and Professional boundaries for nurses in Australia (NMBA 2010).

STANDARDS

Standard 1: Thinks critically and analyses nursing practice

Registered Nurses use a variety of thinking strategies and the best available evidence in making decisions and providing safe, quality nursing practice within person-centred and evidence-based frameworks.

1.1 Accesses, analyses, and uses the best available evidence, that includes research findings, for safe, quality practice

1.2 Develops practice through reflection on experiences, knowledge, actions, feelings and beliefs to identify how these shape practice

1.3 Respects all cultures and experiences, which includes responding to the role of family and community that underpin the health of Aboriginal and Torres Strait Islander peoples and people of other cultures

1.4 Complies with legislation, regulations, policies, guidelines and other standards or requirements relevant to the context of practice when making decisions

1.5 Uses ethical frameworks when making decisions

1.6 Maintains accurate, comprehensive and timely documentation of assessments, planning, decision-making, actions and evaluations, and

1.7 Contributes to quality improvement and relevant research.

Standard 2: Engages in therapeutic and professional relationships

The Registered Nurse practice is based on purposefully engaging in effective therapeutic and professional relationships. This includes collegial generosity in the context of mutual trust and respect in professional
relationships.

2.1 Establishes, sustains and concludes relationships in a way that differentiates the boundaries between professional and personal relationships

2.2 Communicates effectively, and is respectful of a person’s dignity, culture, values, beliefs and rights

2.3 Recognises that people are the experts in the experience of their life

2.4 Provides support and directs people to resources to optimise health-related decisions

2.5 Advocates on behalf of people in a manner that respects the person’s autonomy and legal capacity

2.6 Uses delegation, supervision, coordination, consultation and referrals in professional relationships to achieve improved health outcomes

2.7 Actively fosters a culture of safety and learning that includes engaging with health professionals and others, to share knowledge and practice that supports person-centred care

2.8 Participates in and/or leads collaborative practice

2.9 Reports notifiable conduct of health professionals, health workers and others

**Standard 3: Maintains the capability for practice**

Registered Nurses, as regulated health professionals, are responsible and accountable for ensuring they are safe, and have the capability for practice. This includes ongoing self-management and responding when there is concern about other health professionals’ capability for practice. Registered Nurses are responsible for their professional development and contribute to the development of others. They are also responsible for providing information and education to enable people to make decisions and take action in relation to their health.

3.1 Considers and responds in a timely manner to the health and wellbeing of self and others in relation to the capability for practice

3.2 Provides the information and education required to enhance people’s control over health

3.3 Uses a lifelong learning approach for continuing professional development of self and others

3.4 Accepts accountability for decisions, actions, behaviours and responsibilities inherent in their role, and for the actions of others to whom they have delegated responsibilities

3.5 Seeks and responds to practice review and feedback

3.6 Actively engages with the profession

3.7 Identifies and promotes the integral role of nursing practice and the profession in influencing better health outcomes for people

**Standard 4: Comprehensively conducts assessments**

Registered Nurses accurately conduct comprehensive and systematic assessments. They analyse information and data and communicate outcomes as the basis for practice.

4.1 Conducts assessments that are holistic as well as culturally appropriate

4.2 Uses a range of assessment techniques to systematically collect relevant and accurate information and data to inform practice

4.3 Works in partnership to determine factors that affect, or potentially affect, the health and wellbeing of people and populations to determine priorities for action and/or for referral

4.4 Assesses the resources available to inform planning

**Standard 5: Develops a plan for nursing practice**

RNs are responsible for the planning and communication of nursing practice. Agreed plans are developed in partnership. They are based on the RNs appraisal of comprehensive, relevant information, and evidence that is documented and communicated.

5.1 Uses assessment data and best available evidence to develop a plan

5.2 Collaboratively constructs nursing practice plans until contingencies, options priorities, goals, actions, outcomes and timeframes are agreed with the relevant persons

5.3 Documents, evaluates and modifies plans accordingly to facilitate the agreed outcomes

5.4 Plans and negotiates how practice will be evaluated and the time frame of engagement

5.5 Coordinates resources effectively and efficiently for planned actions

**Standard 6: Provides safe, appropriate and responsive quality nursing practice**

RNs provide and may delegate, quality and ethical goal-directed actions. These are based on comprehensive and systematic assessment, and the best available evidence to achieve planned and agreed outcomes

6.1 Provides comprehensive safe, quality practice to achieve agreed goals and outcomes that are responsive to
the nursing needs of people

6.2 Practises within their scope of practice
6.3 Appropriately delegates aspects of practice to enrolled nurses and others, according to enrolled nurse’s scope of practice or others’ clinical or non-clinical roles
6.4 Provides effective timely direction and supervision to ensure that delegated practice is safe and correct
6.5 Practises in accordance with relevant policies, guidelines, standards, regulations and legislation
6.6 Uses the appropriate processes to identify and report potential and actual risk related system issues and where practice may be below the expected standards

**Standard 7: Evaluates outcomes to inform nursing practice**

RNs take responsibility for the evaluation of practice based on agreed priorities, goals, plans and outcomes and revises practice accordingly
7.1 evaluates and monitors progress towards the expected goals and outcomes
7.2 revises the plan based on the evaluation
7.3 determines, documents and communicates further priorities, goals and outcomes with the relevant persons

**CLINICAL NURSE CONSULTANT DOMAINS AND FUNCTIONS**

**Domain 1: Clinical Service and Consultancy**
The clinical nurse consultant provides expert clinical advice to patients, carer’s and other health care professionals within a defined specialty. The clinical nurse consultant develops, facilitates implementation and evaluates care management plans for patients with complex health needs.

**Function:**
1. Provides an expert client-centred consultancy practice participating in direct patient care provision.
2. Provides education on complex clinical issues to clients and carers
3. Identifies and adopts innovative clinical practice models, e.g. Implementation and evaluation of new treatments, technologies, and therapeutic techniques relating to CNC specialty
4. Participates/collaborates in the design and conduct of quality improvement initiatives
5. Participates/collaborates in the design and conduct of quality improvement initiatives.
6. Provides a complex client-centred consultancy practice within a mixed clinical environment and/or across a series of services (e.g. cross-specialty)
7. Develops specialised education resources for patient/carer/community to be utilised by other health care professionals

**Domain 2: Clinical Leadership**
The clinical nurse consultant provides leadership that facilitates the ongoing development of clinical practice

**Function:**
1. Provides / acts as a role model as an expert clinician in the clinical setting
2. Contributes to the development and management of clinical processes, e.g. care maps, clinical pathways
3. Provides leadership in the ongoing review of clinical practice at facility or local health network level as required
4. Provides leadership in the ongoing review of clinical practice for a more complex service, i.e. a service provided at multiple sites or by multiple CNCs across a local health network
5. Participates on state and on national working parties
6. Assumes leadership roles, which promote broader advancement of clinical practice, e.g. membership of editorial boards, leadership of position papers and development of advanced nursing practice standards

**Domain 3: Research**
The clinical nurse consultant initiates and utilizes findings of research in the provision of clinical services

**Functions:**
1. Initiates, conducts and disseminates the findings of locally based research in specialty
2. Participates as co-researcher in larger studies
3. Manages research projects requiring clinical contribution from others
4. Adapts and applies related scientific research to a clinical specialty, i.e. research from other scientific
disciplines applied to nursing
5. Initiates original research projects
6. Disseminates own research results through specialist publications and presentations

Domain: Education
The clinical nurse consultant contributes to the development and delivery of specialty related education programs
Functions:
1. Participates in formal and informal education programs.
2. Identifies clinical education needs
3. Collaborates with others in the development and delivery of education programs
4. Undertakes primary responsibility for the planning and implementation of specialist clinical education for the local health network
5. Develops significant education resources for nurses and other health care professionals
6. Participates in the development and delivery of postgraduate tertiary programs

Domain: Clinical Services Planning and Management
The clinical nurse consultant participates in formal possesses for the strategic and operational planning for the clinical service. The role involves the organisation and delivery of specialist consult services
Functions:
1. Identifies future issues and new directions for the service
2. Contributes to formal service and strategic planning processes within the organisation
3. Plans, implements and evaluates annual plan for nurse consultancy service
4. In conjunction with the service, provides ongoing comprehensive analyses of current practice and the impact of new directions on the clinical specialty service
5. In conjunction with the service, initiates, develops, implements and evaluates strategic changes for the clinical specialty/service

Workplace Health and Safety
a) Complies with Workplace Health and Safety policies, procedures and safe work practices
b) Promptly reports all incidents/injuries to their supervisor/line manager and completes a Riskman entry
c) Ensures hazards are reported to supervisor/line manager and/or after hours managers
d) Documents identified hazards in the ward/department hazard register and Riskman system
e) Assists with assessment & development of control methods for identified hazards
f) In consultation with supervisor/line manager ensures health and safety of self and does not put others at risk by own actions or omissions
g) Participates in health and safety initiatives and consultation processes within the department/specialty
h) Ensures health and safety of self and does not put others at risk by own actions or omissions
i) Uses equipment provided in a safe manner as per hospital policy, Safe Operating Procedures and Material Safety Data Sheets
j) Utilises personal protective equipment appropriately and when required
k) As appropriate, participates in the workplace rehabilitation program following a work related injury
l) Reports defects and/or equipment problems to supervisor/line manager or after hours manager

Self-Management
a) Is open to change and actively and positively participates in new models of care, changes in service model and redesign initiatives.
b) Builds cooperative and constructive relationships
c) Participates in the Hospital's Patient Safety Program by ensuring timely and accurate reporting of near or actual incidents via organisational incident monitoring program
d) Reports for duty punctually and gives adequate notice of absenteeism
e) Is compliant with hospital uniform policy
f) Complies with organisation mandatory training requirements
g) Undertakes other duties/tasks as requested from time to time (within scope of practice)

COMPLIANCE
Please include any other relevant points

a) Ensure compliance across all relevant standards of accreditation and legislative requirements within areas of responsibility or as delegated by the CEO, St Vincent’s Health Network Sydney.

b) Ensure facilities operate at all times in compliance with the Catholic Health Australia Code of Ethical Standards for Catholic Health and Aged Care Services in Australia and relevant legislation.

c) Ensure compliance with relevant legislation, standards and industrial instruments.

d) Operate within the delegated responsibilities and authorities as set by St Vincent’s Health Australia

e) Ensure relevant personal qualification, registrations and memberships are maintained at the required level.

f) Ensure that employees are compliant with mandatory training requirements.

g) Current immunity status that complies with the Occupational Assessment, Screening & Vaccination against Specified Infectious Diseases - Policy Directive PD2018_009

National Safety and Quality Health Service Standards

The Registered Nurse is a key participant and driver of quality and safety within their departments and across the organisation. The link below outlines a range of these responsibilities


INCUMBENT CAPABILITY REQUIREMENTS

The incumbent shall possess and demonstrate the following core capabilities:

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<thead>
<tr>
<th>CAPABILITY</th>
<th>DEMONSTRATED BEHAVIOUR</th>
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<tbody>
<tr>
<td>PERSONAL</td>
<td></td>
</tr>
<tr>
<td>Personal Effectiveness</td>
<td>Executes Results – Sets and measures team goals, driving pursuit of higher standards of practice</td>
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<tr>
<td>Learning Agility</td>
<td>Flexibility – Responds to new and complex situations by adjusting behaviour appropriately</td>
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<tr>
<td>OUTCOMES</td>
<td></td>
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<tr>
<td>Patient/ Resident Centered</td>
<td>Patient Excellence – Monitors satisfaction levels and proactively addresses issues</td>
</tr>
<tr>
<td>Innovation and Improvement</td>
<td>Continuous Improvement – Anticipates problems and continuously improves systems and processes</td>
</tr>
<tr>
<td>STRATEGY</td>
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<tr>
<td>Driving Results</td>
<td>Drives For Results – Takes ownership for performance of team results</td>
</tr>
<tr>
<td>Organisational Acumen</td>
<td>Short Term Planning – Uses information and organisational knowledge to make decisions and achieve results</td>
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<tr>
<td>PEOPLE</td>
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<tr>
<td>Working with and Managing Others</td>
<td>Leads Others – Shares responsibilities, providing support and effective communication</td>
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<tr>
<td>Collaboration</td>
<td>Operates Cross Functionally – Develops constructive relationships across the organisation</td>
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SELECTION CRITERIA

- Personal integrity and demonstrated commitment to the Philosophy, Mission and Values of Mary Aikenhead Ministries and St Vincent’s Health Australia
- Currently registered as a Registered Nurse (Division 1) with the Australian Health Professionals Regulation Agency
- At least 5 years full time equivalent post registration experience and in addition who has approved post registration nursing/midwifery qualifications relevant to the field in which he/she is appointed, or such other qualifications or experience deemed appropriate by St Vincent’s Hospital, Sydney
- Demonstrated ability to work autonomously and within the interdisciplinary team and demonstrated commitment to ongoing professional development
- Demonstrated high level computer literacy with email and an electronic patient record system
- Demonstrated high level effective communication and interpersonal skills using a telephone
- Demonstrated evidence of integration of theoretical knowledge and clinical skills, critical thinking and analysis in their daily practice as a registered nurse
- Demonstrated effective time management skills and ability to prioritise competing workloads with in a complex environment
EMPLOYEE DECLARATION

I have read this position description, I understand the position requirements and position demands checklist and agree that I can fulfill these requirements to the standards outlined. I am not aware of any reason, which might interfere with my ability to perform the inherent position requirements and position demands of this position.

____________________________
Employee Name

____________________________
Employee Signature

______________________________
Date

______________________________
Manager’s Name

______________________________
Department

______________________________
Date