

Guideline:

The Role of Tuberculosis Coordinators in NSW

The Tuberculosis (TB) Coordinator is responsible for the provision of TB services within the local health district (LHD). The TB Coordinator must have significant expertise in TB prevention and control, and be a Registered Nurse eligible for Clinical Nurse Consultant status according to NSW Health Information Bulletin 2011_024 - *Clinical Nurse Consultants - Domains and Functions*, or Nurse Practitioner or Transitional Nurse Practitioner status.

The role of the TB Coordinator is to implement the NSW TB Program within the LHD, and ensure program outcomes are achieved.

LHDs should engage the NSW TB Program Manager in the recruitment and staff selection process of the TB Coordinator to ensure integrity of the NSW TB Program and to support best practice within LHDs and across NSW.

The role of the LHD TB Coordinator includes the following key activities and functions:

Service Provision

- Facilitate the provision of comprehensive and culturally appropriate TB services within the LHD
- Oversee the identification, assessment, screening and evaluation of contacts who may have been exposed to a person with TB, develop screening plans and strategies, evaluate screening results and ensure further screening is progressed as required
- Develop and participate in LHD planning groups to prioritise, operationalise and implement an LHD TB Strategy in accordance with the NSW Guidelines for the Prevention and Control of TB and other relevant policies and guidelines
- Coordinate a case management model of care within the LHD TB Service
- Evaluate TB clinical services within the LHD and provide technical and strategic advice to the LHD on the delivery of care for patients with TB
- Facilitate regular meetings of an LHD TB Advisory Group to ensure high quality technical and strategic support to the LHD TB Service.

Data Management

- Collect, collate and enter data relating to cases of TB into the NSW Notifiable Conditions Information Management Systems (NCIMS) database
- Use local surveillance data to inform needs based TB services for the local population
- Collaborate with the LHD Public Health Unit to maintain timely and high quality local disease surveillance
- Collaborate with the NSW TB Program Manager and Epidemiologist to ensure state, national and international TB surveillance reporting requirements are met.

Consultancy and Provision of Expert Advice

- Provide consultancy and expert advice on the prevention and control of TB to healthcare workers, patients and the community
- Develop educational resources and provide training and education on all aspects of TB prevention and control to other staff within the LHD
- Provide input into the development of NSW TB Program policies, guidelines and other resources to support best practice within the program
- Develop and implement a tuberculin skin testing (TST) and Bacille Calmette Guerin (BCG) vaccination clinical education and accreditation program to meet the requirements of the NSW authorisation guidelines for Registered Nurses.

Governance

- Oversee the implementation of practice standards for TB nurses and assess the standard of practice of TB nursing staff within the LHD
- Comply with LHD reporting requirements in the event of a critical TB related incident, and liaise with the Director of Public Health and NSW TB Program Manager to plan and implement an appropriate response. Critical incidents include:
 - identification of cases of multi drug resistant and extensively drug resistant TB
 - contact screening in institutions/health care facilities and screening activities involving more than twenty-five people
 - evidence of local transmission of TB identified through epidemiological or molecular clustering of cases
 - adverse outcomes resulting from deviation from recognised best practice in TB care
 - non-adherence of patients with TB care, respiratory isolation or TB treatment
 - any other issue deemed by the TB Coordinator to require a coordinated response

- Serve a term on the NSW TB Advisory Committee on a rotational system, as per the committee's terms of reference.
- Participate in the quarterly NSW TB Coordinator's Network meetings and communicate meeting actions and outcomes to TB Service staff.

Research and personal development

- Participate in operational research to contribute to the evidence base supporting the delivery of LHD TB services and the broader NSW TB Program
- Support NSW TB Program research initiatives
- Participate in professional development relevant to TB prevention and control.