POSITION DESCRIPTION – Alfred Health / The Alfred / Caulfield Hospital / Sandringham Hospital

DATE REVISED: August 2020

POSITION: Mental Health Inpatient Clinical Nurse Consultant (CNC)
Baringa Aged Mental Health In-Patient unit
Part-time 0.8 EFT ongoing

AWARD/AGREEMENT: Victorian Public Mental Health Services Enterprise Agreement 2016-2020

CLASSIFICATION TITLE: Registered Psychiatric Nurse Grade 5

DEPARTMENT/UNIT: Alfred Mental & Addiction Health

CLINICAL PROGRAM: Alfred Mental & Addiction Health- Baringa Aged Inpatient Unit Manager, Mobile Aged Psychiatry Service (MAPS) and the (AMAH) Workforce Development & Education

ACCOUNTABLE TO: Manager Alfred Mental & Addiction Health Workforce Development and Education. Operationally Clinical Service Director /Director of Nursing (Psychiatry)

ALFRED HEALTH
Alfred Health is the main provider of health services to people living in the inner southeast suburbs of Melbourne and is also a major provider of specialist services to people across Victoria. The health service operates three outstanding facilities, The Alfred, Caulfield, and Sandringham.

Further information about Alfred Health is available at www.alfredhealth.org.au

OUR PURPOSE
To improve the lives of our patients and their families, our communities and humanity.

OUR BELIEFS
Our staff are expected to demonstrate and uphold the beliefs of Alfred Health:

- Patients are the reason we are here – they are the focus of what we do.
• How we do things is as important as what we do. Respect, support and compassion go hand in hand with knowledge, skills and wisdom. Safety and care of patients and staff are fundamental.
• Excellence is the standard we work to everyday. Through research and education, we raise the bar for tomorrow.
• We work together. We play vital roles in a team that achieves extraordinary results.
• Our leadership shares ideas and demonstrates behaviours that inspire others to follow.

DEPARTMENT
Alfred Mental & Addiction Health is responsible for the operation of services which focus on people with a severe mental illness residing in the Inner South Eastern area of Melbourne. Services are provided by a number of teams located at the Alfred Hospital (Commercial Road, Prahran) and at St. Kilda Road Clinic, Alma Road CCU in St. Kilda, PARC at Nicholson St, South Yarra and the Child & Youth Service located in Moorabbin as well as Headspace youth services based at Elsternwick, Bentleigh, Frankston, Dandenong and Narre Warren. Aged Psychiatry is located at Caulfield campus of Alfred Health. Alfred Psychiatry also works in partnership with relevant local non-government and social support agencies.

POSITION SUMMARY
This position is based at the Caulfield Hospital in the Alfred Mental & Addiction Health Baringa Inpatient Units program, ensuring clinical capability and competency standards are achieved. The CNC will not directly supervise the NUM or bed-based staff; however, they are to provide a consultancy service regarding specialist programs within the mental health bed-based services. They must demonstrate superior consolidated clinical skills at a proficient level and the focus practice areas for the role being development of clinical nursing service as well as demonstrating and upholding best practice nursing care and recovery standards.

The role will, in collaboration with the NUM and other nurse educators, contribute towards an appropriately skilled workforce by providing mentoring, particularly to junior nurses or recent recruits, with a focus on bed-based nursing development to address priority issues on the wards, which are related to vulnerable and high-risk consumers presenting with high-level needs.

In collaboration with the team leader of the Mobile Aged Psychiatry Service (MAPS) community team, will ensure clinical capability and competency standards are achieved. The role will ensure that a multidisciplinary workforce development and education programme is provided to the team. The role will also provide supervision of community clinicians as appropriate and oversee the transition to community junior nursing programme.
We are seeking someone with a minimum of 5 years full time equivalent post registration experience in mental health nursing. Post graduate qualification in psychiatric/mental health nursing or have completed a specialist undergraduate psychiatric nursing program. With a recovery orientated philosophy to clinical practice and ability to promote and develop relevant educational material and recovery resources.

KEY RESPONSIBILITIES

Clinical practice leadership

- Provides high-level clinical consultancy to NUM in the assessment, planning and delivery of recovery care focused nursing care of consumers on the inpatient unit.
- Collaborates with the NUM to address priority issues on the inpatient unit, which are related to the vulnerable and high-risk consumers presenting with complex needs.
- Holds substantial responsibility in the implementation of clinical frameworks such as: Safewards, mental health intensive care framework and reducing restrictive interventions on inpatient settings.
- In collaboration with the NUM, provides mentorship and positive role modelling to staff through the maintenance of high standards of professional ethics and clinical competence.

Quality and Safety in Clinical Settings

- Contributes to the quality of care through the implementation and evaluation of Office Chief Mental Health Nurse initiatives, overseeing the development of high-quality clinical care plans, effective discharge plans, the provision of appropriate consumer and family/carer interventions, education and referral to appropriate continuing care providers.
- Provides high-level advice to the NUM and workforce team on quality improvement programs that facilitate improve clinical outcomes for consumers presenting with acute mental health needs.
- Contributes to the timely and effective management of critical incidents and emergency situations, including team and individual debriefing processes.
- Participates in the incident review processes and collaborates with the NUM to ensure that recommended guidelines policies and guidelines.
- The role complies with occupational health and safety and legislation and associated legislations and all policies and procedures.
- Adheres to the principles of confidentiality and at all times, treats with the strictest confidence, information in relation to the treatment of consumers.

Patient Service experience

- Contributes to the delivery of recovery-orientated practice, flexible, personalised and consideration of consumer self-determination in care delivery.
• In collaboration with the NUM, ensure that consumers and carer complaints are reported to within identified timeframes.
• Contributes to the active provision of the Your Experience of Service surveys to consumers on the Inpatient Unit.

Collaboration and teamwork
• Works collaboratively with the multidisciplinary teams to ensure delivery of efficient, effective and responsive services.
• In collaboration with the Nurse Unit Manager (NUM) facilitates the incorporation of the roles of Consumer and Carer Consultants and Peer Support Workers into the clinical processes of the inpatient program.
• Contributes to transparent and principled conflict resolution processes amongst the multidisciplinary team.

Education
• Identifies clinical education and professional development needs and in collaboration with the NUM, and workforce team utilises formal and informal opportunities to improve the team’s knowledge and capacity to deliver high quality consumer care.
• Contribute to the planning and implementation of the clinical education programs to meet the needs of the inpatient unit nursing team.

Research
• Promotes incorporation of contemporary mental health-nursing practices that utilise evidence-based approach with encourage creativity, critical thinking and effective practice.
• Collaborates with NUM and workforce team to initiate, conduct and disseminate findings of locally based research on the inpatient unit.

Professional Development:
▪ Maintain and update own professional development to ensure safe and contemporary practice.

Continuous Improvement:
▪ Undertake quality improvement activities in accordance with applicable accreditation guidelines and best practice.
▪ Ensure continuous analysis and evaluation of work practice/system process and suggests change as necessary.
▪ Ensure quality projects are consistent with the organisation mission and value statement.

Communication:
▪ Ensure open communication between teams within Alfred Health.
▪ Maintain professionalism and support best practice in customer service at all times.
▪ Assist staff to continue developing attitudes, knowledge and skills consistent with organisational values.
• Act as a role model for staff, setting and clearly communicating clinical and behavioural expectations.
• Consult with Operations, Nurse Managers, and relevant clinical staff to discuss education needs.

**Supervision & Leadership:**
• Provide opportunity for reflection to ensure adequate support and learning for staff.
• Encourage peer review and support to nursing staff participating in staff and student supervision.
• Provide regular clinical supervision to staff.

**QUALITY, SAFETY, RISK and IMPROVEMENT**
• Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
• Follow organisational safety, quality & risk policies and guidelines.
• Maintain a safe working environment for yourself, your colleagues and members of the public.
• Escalate concerns regarding safety, quality & risk to appropriate staff member, if unable to rectify yourself.
• Promote and participate in the evaluation and continuous improvement processes.
• Comply with principles of Patient Centred Care.
• Comply with Alfred Health mandatory continuing professional development requirements.
• Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.

**OTHER REQUIREMENTS FOR ALL ALFRED HEALTH STAFF:**
• Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Alfred Health.
• Comply with Alfred Health medication management and medication safety policies and guidelines.

**KEY CAPABILITIES:**
1. **Safety**
1.1 Works safely by
• Endeavouring to understand safety standards;
• Participating in relevant safety training;
• Wearing and/or using protective clothing and/or equipment provided by the hospital;
• Seeking clarification on safety matters when uncertain.
• Reinforces and models Safe Wards interventions

1.2 Takes care to protect own safety and the safety of other persons by
• Ensuring proper caution;
• Promptly reporting unsafe working conditions to those responsible for their correction.

2. Other
2.1 Display commitment to supporting a discrimination and harassment free work environment by
• Respecting equally the contributions and perspectives of all staff;
• Ensuring communications, interactions and behaviours towards staff and customers, are free from unlawful discrimination or harassment;
• Acting in accordance with the provisions and spirit of the Victorian Equal Employment Opportunity Act (1995).

2.2 Perform other duties as required from time to time, such as portfolios and committees.

2.3 Knowledge Management
• Able to plan, facilitate and evaluate effective training programs;
• Assists in the performance management of Grade 4 educators;
• Demonstrated interest in the mentorship of staff and in particular novice nurses;
• Ability to mentor the management of the education portfolios – acute care program, community, graduate year, postgraduate year, undergraduate programs.

2.4 Communication
• Ability to communicate in both written and verbal forms;
• Ability to work collaboratively with a wide range of people.

2.5 Customer Service
• Excellent communication and interpersonal skills including a proven ability to deal with a diverse range of people.

2.6 Technical Skills and Applications
• Lead in project management;
• Ability to evaluate programs and analyse data;
• Demonstrated experience in the efficient management of resources and projects, including the ability to meet deadlines;
• Demonstrated computer literacy skills in Microsoft Office Applications;
• Excellent keyboard skills;
• Ability to delegate tasks and supervise staff.

2.7 Continuous Improvement
• Commitment to ensuring quality services are delivered through continuous improvement activities which reflect contemporary practice.

QUALIFICATIONS/EXPERIENCE REQUIRED
Essential

- Current Authority to Practice from AHPRA as a Registered Nurse with a minimum of 5 years full time equivalent post registration experience in mental health nursing.
- Post graduate qualification in psychiatric/mental health nursing or have completed a specialist undergraduate psychiatric nursing program.

Highly desirable

- Demonstrated significant problem-solving activities that may require considerable understanding and interpretation of facility and departmental policy.
- Demonstrated ability to develop and maintain clinical programs which have implications for all nursing services within the inpatient unit a whole.
- Demonstrated ability to provide expert clinical consultancy and dissemination of key messages across a range of key internal and external stakeholders.
- Demonstrated clinical leadership within mental health with proven ability to mentor and develop the mental health nursing workforce within a coaching framework.
- Evidence of knowledge and application of contemporary theories and techniques of practice that underlie mental health care and management of challenging behaviours.
- Demonstrated commitment to the recovery approach in mental health treatment and support, with a focus on working collaboratively with consumers and carers to promote self-determination and enable progress towards reaching consumers personal recovery goals.
- Demonstrated expert level clinical expertise to initiate and lead evidence-based nursing practice in the care delivery to consumers with complex mental health needs; including drug and alcohol and disability.
- Significant experience in the areas of Solution Focussed Therapy, Sensory Modulation, Acceptance and Commitment Therapy or subject areas relevant to inpatient setting.
- Demonstrated ability to set objectives and negotiate their acceptance with the nursing executive, and report in terms of progress towards these objectives.
- Research, publication and public presentation experience.

Position Description authorised by: Shelley Anderson

Date: May 2019