POSITION DESCRIPTION – The Alfred

DATE REVISED: 31/7/14

POSITION: Psychiatric Enrolled Nurse Level 2 (PEN2)

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

CLASSIFICATION TITLE: Psychiatric Enrolled Nurse

DEPARTMENT/UNIT: Alfred Psychiatry / Operations Division

CLINICAL PROGRAM: Psychiatry

DIVISION: Adult Acute Inpatient Unit

ACCOUNTABLE TO: Nurse Manager

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 Psychiatry 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, Waiora Clinic in Armadale, Alma Road CCU in St. Kilda and the Child & Adolescent Service located in Moorabbin. Alfred Psychiatry also works in partnership with relevant local non government and social support agencies.
The single most important goal of Alfred Psychiatry is to create an environment that facilitates clinical recovery, supports individual recovery efforts and strives to minimise service system barriers to the recovery process.

POSITION SUMMARY

The position is based at Alfred Psychiatry and is located on the Inpatient Units. Ability and flexibility to work on either 1st Floor Psychiatry or Ground Floor Psychiatry is required. The position offers post registration experience and the necessary training and experience to enable working in an acute inpatient unit. Comprehensive knowledge of the Mental Health Act and other relevant legislation, relevant knowledge and demonstrated skills in risk assessment, mental state assessment, care planning and knowledge of acute psychiatry nursing care and practice will be developed whilst undertaking this introductory role in mental health. The program offers study days, clinical supervision and a supportive and friendly team environment to develop your skills.

The Enrolled Nurse will provide direct patient care whilst working under the direction and supervision of the Registered Nurse. At all times the Enrolled Nurse will retain responsibility for his/her actions and remain accountable to the Registered Nurse for all delegated functions.

The candidate should demonstrate well-developed interpersonal skills to effectively consult, liaise and negotiate with patients, carers, family members, and other professionals. The position requires a high performer who is customer focused, a team player, and is motivated and enthusiastic.

The position involves a rotating shift work roster.

This position is offered to both recent Graduates and those wishing to transition to Mental Health.

KEY RESPONSIBILITIES

1. CLINICAL CARE

- At this level a PEN works under the supervision of an RPN using established Mental Health knowledge and skills undertaking typical PEN 2 duties.

- A level 2 is an experienced PEN who will have an established understanding of the usual work and practices within the unit, a capacity to think critically, to analyse situations and act accordingly. They will generally practice with less direct supervision and take a more comprehensive approach to care, using greater capacity for a critical approach to clinical assessment and management.

- They will be able to demonstrate an understanding of their own, client and environmental safety issues. They will have an established knowledge and understanding of, and work in accordance with their legal and ethical responsibilities under relevant legislation including the Mental Health Act 2014.

- Under the direction of the Registered Nurse, is responsible for assisting in the development, implementation and evaluation of plan of care in partnership with the patient. This includes the phases of patient admission and planning for effective discharge.

- Undertakes a thorough risk assessment of the patient within the acute mental health setting to identify the patient risks on a shift by shift basis.

- Recognises and reports changes in the patient’s risk and mental status and takes necessary action to ensure patient safety in accordance with plan of care.

- Works collaboratively with the Registered Nurse to review and amend care plans so that they reflect the identified needs of the patient on a shift by shift basis and as patient risks change.
• Involves the patient, family, and other service elements in the development and implementation of the plan of care.

• Ensures that patient safety and dignity is reflected through plan of care including the management of gender safety.

• Implements the plan of care by providing direct high quality nursing care within practice scope to patients which meets the individual needs of patients in a manner consistent with the philosophy, policies and objectives of the Nursing Division of The Alfred

• Evaluates and validates the effectiveness of nursing strategies towards meeting expected patient outcomes

• Accepts accountability for own actions and seeks guidance when a situation exceeds experience and/or knowledge or scope of practice of the Enrolled Nurse.

• Ensures documentation is accurate, clear, succinct and reflective of current mental, physical and risk state, care planning and actions for both patient and family, risk management/reduction and interventions undertaken during shift to manage risk.

• Develops and implements teaching plans for patients and family that meet their learning needs and facilitates informed decision making about the mental health and treatment.

• Assists in the co-ordination of an effective discharge from hospital that reflects the needs of the patient and carers ensuring adequate transfer of information with other service elements as required.

2. SAFE PRACTICE

• Practices within the scope of practice of a Enrolled Nurse.

• Understands and complies with Occupational Health and Safety Act and acts upon any situation that may constitute a hazard or danger to patients, staff or visitors

• Ensure an understanding of emergency procedures and participation in training programs

• Ensure that the pattern of care practiced is consistent with the Nursing Division’s philosophy and objectives.

• Apply a thorough knowledge and understanding of relevant legislation, Hospital and nursing policies.

• Participate in the development and review of program services, policies and procedures

3. QUALITY IMPROVEMENT

• Supports evidence based programs to evaluate and improve the quality of nursing care and patient outcomes.

• Actively participates in identifying areas of nursing practice where improvements can be made to the quality of nursing care.

• Supports programs that ensure Occupational Health & Safety and Quality Improvement (Unit & Hospital based) objectives are met.

• Respond to and inform the Nurse Manager about ward/department activities, significant events and incidents within the ward as necessary. Ensure the Nurse Manager is informed of corrective follow up and is provided with full and complete documentation.

4. COMMUNICATION AND TEAM WORK

• Maintains respectful communication with all staff at all times.
• Respect decisions and actions of other staff; collaborates with team members to achieve desired outcomes.

• Contributes to multi-disciplinary team meetings and clinical reviews to facilitate patient care goals.

5. CONTRIBUTION TO SERVICE

• Ensure an understanding of emergency procedures and participation in training programs.

• Ensure that the pattern of care practiced is consistent with the Nursing Division’s philosophy and objectives.

• Apply a thorough knowledge and understanding of relevant legislation, Hospital and nursing policies.

• Participate in the development and review of program services, policies and procedures.

6. PROFESSIONAL DEVELOPMENT

• Accepts responsibility for own continuing professional development by setting realistic goals to maintain ongoing education and to ensure up to date knowledge of clinical and contemporary practice and research in mental health nursing.

• Attend study days required by the graduate program and clinical supervision session.

• Participate in Performance Management program ensuring that up to date professional and realistic development plan in place.

• Routine attendance to core-skill and emergency training education

• Participate in educational and in-service activities.

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:

• Ensure compliance with relevant Alfred Health clinical and administrative policies and guidelines.
• Comply with relevant privacy legislation.
• 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.
• In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.
• Research activities will be undertaken commensurate with the role.

KEY CAPABILITIES

Capabilities for this position:
- A record of safe and appropriate clinical practice with sound risk and mental state assessment and skills.
- Accurately and legibly documents progress notes in clinical file to reflect care provided to patients and family and risk/mental state assessment and change.
- An understanding of key aspects of Mental Health Act and other relevant Acts.
- Demonstrated high work performance, is a team player who is customer focused, motivated and enthusiastic.
- Good communication and interpersonal skills.
- Effectively manage time and delivers tasks within allocated time frame.

Mental Health Workforce Capabilities & Priorities Include Awareness:

1. RIGHTS, RESPONSIBILITIES, SAFETY AND PRIVACY
   Mental health professionals uphold the rights of people affected by mental health problems and mental disorders, and those of their family members and/or carers, maintaining their privacy, dignity and confidentiality and actively promoting their safety.

2. CONSUMER AND CARER PARTICIPATION
   Mental health professionals encourage and support the participation of consumers and carers in determining (or influencing) their individual treatment and care.

3. AWARENESS OF DIVERSITY
   Mental health professionals practise in an appropriate manner through actively responding to the social, cultural, linguistic, spiritual and gender diversity of consumers and carers, incorporating those differences in their practice.

4. MENTAL HEALTH PROBLEMS AND MENTAL DISORDERS
   Mental health professionals are knowledgeable about mental health problems and mental disorders and the co-occurrence of more than one disease or disorder, and apply this knowledge in all aspects of their work.

5. PROMOTION AND PREVENTION
   Mental health professionals promote the development of environments that optimise mental health and wellbeing among populations, individuals and families in order to prevent mental health problems and mental disorders.

6. EARLY DETECTION AND INTERVENTION
   Mental health professionals encourage early detection and intervention.

7. ASSESSMENT, TREATMENT, RELAPSE PREVENTION AND SUPPORT
   Mental health professionals provide or ensure that consumers have access to a high standard of
evidenced-based assessment, treatment, rehabilitation and support services which prevent relapse and promote recovery.

8. INTEGRATION AND PARTNERSHIP
Mental health professionals promote the integration of components of the mental health service to enable access to appropriate and comprehensive services for consumers, family members and/or carers through mainstream health services.

9. SERVICE PLANNING, DEVELOPMENT AND MANAGEMENT
Mental health professionals develop and acquire skills to enable them to participate in the planning, development, implementation, evaluation and management of mental health services to ensure the delivery of coordinated, continuous and integrated care within the broad range of mainstream health and social services.

10. DOCUMENTATION AND INFORMATION SYSTEMS
Mental health professionals maintain a high standard of documentation and information systems on clinical interventions and service development, implementation and evaluation to ensure data collection meets clinical, monitoring and evaluation needs.

11. EVALUATION AND RESEARCH
Mental health professionals systematically monitor and evaluate their clinical practice, consistent with the National Standards for Mental Health Services and relevant professional standards to ensure the best possible outcomes for consumers, family members and/or carers.

12. ETHICAL PRACTICE AND PROFESSIONAL RESPONSIBILITIES
Mental health professionals adhere to local and professionally prescribed laws, codes of conduct and practice, and take responsibility for their own professional development and continuing education and training.

QUALIFICATIONS/EXPERIENCE REQUIRED

- Registration with AHPRA in Enrolled Nursing and holding a current practicing certificate.
- Medication administration endorsement essential
- PEN Level 2 applies to Enrolled Nurses who:
  a) Have at least 2 years’ experience and holds either an NMBA approved qualification in administration of medicines with an Administration of Medicines scope or a post registration qualification in mental health nursing; or
  b) Undertakes duties that include PEN 2 duties as part of their role, within their scope of practice; or
  c) Are undertaking a Community Training Position of up to 12 months (as defined)

Position Description authorised by: Sandra Keppich-Arnold

Date: 5/8/14