POSITION DESCRIPTION – The Alfred

DATE REVISED: 10th November 2020

POSITION: Mental Health Clinician / Registered Psychiatric Nurse Grade 3

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

CLASSIFICATION TITLE: RPN3 (NP81-NP74)

DEPARTMENT/UNIT: Alfred Mental and Addiction Health - Homeless Outreach Psychiatric Service (HOPS)

CLINICALLY ACCOUNTABLE TO: Consultant Psychiatrist HOPS

OPERATIONALLY ACCOUNTABLE: Team Leader, HOPS & Community Program Manager

PROFESSIONALLY ACCOUNTABLE: Associate Director of Nursing and Operations, Alfred Mental and Addiction Health

WORKS IN COLLABORATION WITH: Multi-Disciplinary Team, other components of Alfred Health, Alfred Mental and Addiction Health & partner organisations

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](http://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 and Addiction Health (AMAH) is the Area Mental Health Service 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 in St Kilda, Alma Road CCU in St. Kilda, the Child & Adolescent Service currently located in Moorabbin and Aged Psychiatry based at Caulfield Hospital.

Alfred Mental & Addiction Health Adult services comprise 3 Programs:

- Acute Program (Adult Psychiatric Inpatient Units)
- Emergency and Consultation Liaison Psychiatry (Triage, CATT, Emergency Dept and CL)
- Community Psychiatry (see below)

POSITION SUMMARY

The position is based at St Kilda Road Clinic as one of the clinical teams based on site. HOPS provide specialist psychiatric clinical services and intensive support for adult clients aged 25 to 64 years who are experiencing mental illness and homelessness, itinerancy or are at risk of homelessness. A high proportion of HOPS clients have comorbid substance use disorders.

As well as providing assertive case management services, the HOPS service delivery model also includes extensive triage, assessment, referral and secondary consultation services to several key homeless agencies within the Inner
South catchment area. This extended service aims for better integration of services to prevent illness progression and earlier intervention to reduce the need for hospitalisation.

The successful applicant will be expected to provide client centred, recovery oriented, assertive clinical case management and community treatment to their allocated client load with multiple and complex needs. For instance, clients may have primary mental health issues, and may also have housing, drug and alcohol, forensic and general health problems. The successful applicant will also provide discipline specific skills across the multidisciplinary team, particularly in relation to pharmacological knowledge, administration of medications and monitoring and reviewing side effects.

As part of the role, the RPN3 will also provide secondary consultation, assessment and advice to other Inner South services working with complex needs clients including our partners Sacred Heart Mission and Launch Southbank.

KEY RESPONSIBILITIES for this position:

1. Demonstrated skills in principles and practice of nursing lead interventions for people with serious mental illness, homelessness and other complex needs. Undertake community-based assessment, development and implementation of individual treatment and service plans in consultation with the multidisciplinary team.

2. Well-developed communication skills, liaising with peers, staff of other teams, and appropriate external agencies, to enhance continuity of care and high quality service delivery.

3. Demonstrate core nursing competencies and maintenance of professional nursing care; promote education and professional development in the workplace; participate in individual professional supervision; and contribute to the supervision of nursing students.

4. Demonstrated attributes in high performance, client focus, teamwork, motivation and enthusiasm.

5. Active participation in quality improvement activities including clinical review meetings, participation in outcome measures recording and analysis, and the maintenance of records of daily contacts.

6. Provide support to, and facilitate engagement of families, carers, consumers and other service providers/agencies as appropriate in treatment planning and outcome review processes.

7. Demonstrated ability to work independently, and as a member of a multi-disciplinary team.

8. Sound knowledge of the Mental Health Act (2014) and its amendments and other relevant legislation.

Ability to undertake comprehensive documentation in client files, including progress notes, individual service/management plans, and reviews.

KEY CAPABILITIES:

Clinical Service Delivery

1. Accept responsibility and demonstrate an advanced level of clinical competence. Provide a range of direct clinical services including case coordination to clients with complex needs. Support and actively encourage the engagement of clients, carers and families in treatment planning and review process.
2. Provide a range of nurse lead assessments and interventions appropriate to clients’ identified needs.

3. Comply with relevant standards and policies in relation to the management and administration of medications and maintain up to date knowledge of doses, effects, side effects and contraindications of current psychotropic medications.

4. Participate in all relevant clinical meetings and forums.

5. Maintain accurate and up to date clinical documentation in patient records, in line with the standards of practice required at The Alfred.

6. Maintain a working knowledge of current legislation including the Mental Health Act 2014 and its amendments, and the impact of such legislation on service delivery specific to mental health services.

7. Act as a resource and provide nursing expertise to other staff, demonstrating a strong current theoretical knowledge and evidence base for nursing practice in mental health.

7. Provide outreach assessment, consultation and education to Launch Southbank Crisis Service, Sacred Heart Mission and other external agencies as required.

**Improving Performance**

1. Promote competence; provide educative role through professional supervision, performance review and continued professional development.

2. Participate in the staff performance management system by completing an Individual Performance Development Plan.

3. Involvement in quality improvement and research programs in AMAH as appropriate.

4. Provide supervision of nursing students in as required.

**Safe Practice and Environment**

1. Be aware of Occupational Health & Safety policies and procedures, including for emergencies. Complete the relevant mandatory training in this area.

2. Assist with hazard reduction, maintenance / safety checks.

**Information Management**

1. Maintenance of effective communication processes within discipline, multidisciplinary team, site, program and externally as required.

2. Comply with service requirements, such as maintaining accurate, up to date clinical documentation, statistics and outcome measurement data.

3. Promote and contribute to a supportive and effective workplace culture.
4. Contribute to local policy development, planning, monitoring and evaluation of service delivery.

**Leadership and Management**

1. Be professionally responsible for provision of high quality clinical care and display high level of professional behaviour.

2. Participate in professional supervision and provide input to ongoing professional education of Nursing staff and nursing students.

3. Consult within AMAH and other mental health facilities/ community agencies as appropriate.

4. Participate and be actively involved in committees, working parties, and portfolios as required.

*In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.*

**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

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 illness and co-morbidities, 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 illness.

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

- Current AHPRA registration in Nursing.
- Postgraduate qualifications in Mental Health Nursing, or equivalent.
- Proven clinical experience working as a nurse in a community mental health setting with clients who are difficult to engage and present with complex needs.
- A current driver’s licence.
- Commitment to the philosophy of recovery oriented practice for people with substantial and prolonged mental illness.

Position Description authorised by: Susanne Birks Community Program Manager

Date: 10/11/2020