POSITION DESCRIPTION – Alfred Health

DATE REVISED: 25th September 2020

POSITION: Navigations Brief Intervention Team Clinician- RPN3, OT2, SW2

AWARD/AGREEMENT: Victorian Psychiatric Services Certified Agreement, or Health Professionals, dependant on discipline.

CLASSIFICATION TITLE: Psychiatric Nurse, Grade 3, Allied Health, Grade 2

ACCOUNTABLE TO: Navigations Manager

OPERATIONALLY ACCOUNTABLE: Community Program Manager

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

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 (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 Psychiatry 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

As a result of the 2017 review of the Alfred Community Mental Health Service the service has redesigned service delivery to help ensure that the service system is accessible, approachable and provides timely care to all clients. The Navigation Service includes a number of different streams and is tasked with ensuring the timely intake of clients to the service and ensuring patient flow throughout Community Psychiatry. This includes Access and Consultation, Brief Intervention and Transitions service.

The role of the Brief Intervention Clinician is to offer short term support, linkage and referral to primary care and community services. For clients identified as not requiring ongoing case management, however would benefit from clinical support for a period of up to 3 months. The Brief Intervention Clinician will work with the Navigations Consultant Psychiatrist to provide clinical care and co-ordination for clients of the Brief Intervention Team.

Eligible Target Group:
- Initially identified as not requiring ongoing case management
- However requiring some support/referral to other services
- Period of care being within a 3 month period with identified brief interventions
- Voluntary and willing to engage with the Primary Care/ community supports and services
- Have identifiable needs/goals

KEY CAPABILITIES AND VALUES:

A. Leadership, Management and Governance
• Ensures that all clients referred for Brief Intervention will collaborate in the development of an individualised care plan.
• Ensures all documentation is performed at a high standard and that reflects to process of assessment, review and planning as required
• Engages with a wide range of community providers in order to facilitate linkage and referral as required to address client identified goals.
• Ensure that practice is consistent with legislative & regulatory obligations.

B. Clinical Practice

The Brief Intervention Clinician has a key role in developing, implementing and evaluating clinical interventions and capabilities and is expected to:

• Provide time-limited clinical support and care coordination to an identified case load of clients identified as requiring a period of increased support the transition to primary care and community services.
• Ensuring interventions are timely and key activities occur within agreed timeframes given the time-limited nature of the service.
• Display a high standard of clinical practice including assessment, goal/needs identification, care coordination and collaborative care planning skills
• Actively promote and uphold a culture of hope by use of optimistic language, modelling client centred practice, positive risk taking, supporting client decisions and acknowledging success.
• Timely completion and submission of all contact and activity data as required, as well as any other information requested relating to the evaluation of the position.

C. Communication

• Support the philosophy of collaborative, coordinated and integrated care.
• Foster strong working partnerships with relevant NGO partners and other teams within Alfred Psychiatry
• Demonstrate the ability to influence, advocate and negotiate with a range of clinical and non-clinical stakeholders.
• Communicate (both written and verbal) clinical information in a way which is clear, succinct and clinically relevant.

D. Quality and Safety

• Ensures organisational policies and procedures are followed by staff and that clinical standards are constantly monitored and met.
• Ensures a safe and effective workplace for all staff, visitors and service users.
• Promotes adherence to all relevant OH&S policies and procedures, including those associated with home visiting and sets an appropriate example to other staff.
• Thoroughly documents all aspects of assessment and clinical care in a timely manner and ensures relevant clinical information is communicated as necessary.
• Ensure that KPI indicators are met as defined to ensure excellence in clinical practice.
E. Professional development and education

- Develops and maintains own clinical development and competence
- Adheres to all mandatory training requirements
- Actively participate in clinical supervision

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 AND VALUES:

Capabilities for all staff:

- A current driver’s licence is required to undertake this role.
- Commitment to the philosophy of community treatment for people with substantial and prolonged mental illness.
- A history of ongoing professional development.
- A Police check will be required.
- The incumbent will be required to perform other duties as directed.
- The Alfred is an Equal Opportunity Employer.
Essential

- **Psychiatric Nurses**: Mental Health Nurse who holds current registration with APRHA
- **Occupational therapists**: Bachelor of Occupational Therapy or equivalent from a recognised school of Occupational Therapy. Current AHRPA Occupational Therapy registration.
- **Social Work**: A Bachelor of Social Work and AASW eligibility.
- Professional experience working in mental health settings.

**Position Description authorised by**: Paul Smart- Manager Navigations Service

**Date**: 25th September 2020