POSITION DESCRIPTION – The Alfred

DATE REVISED: 20/3/2015

POSITION: RPN3 CATT/Triage

AWARD/AGREEMENT: Psychiatric Services Agreement

CLASSIFICATION TITLE: Registered Psychiatric Nurse Grade 3 (NP33-35)

DEPARTMENT: Alfred Psychiatry

CLINICAL PROGRAM: Psychiatry

DIVISION: Operations

ACCOUNTABLE TO:

OPERATIONALLY ACCOUNTABLE: Manager Consultation Liaison & Emergency Psychiatry

CLINICALLY ACCOUNTABLE: Psychiatrist for clinical provision and outcomes.

PROFESSIONALLY ACCOUNTABLE: Associate Director of Nursing Psychiatry through The Manager Consultation Liaison & Emergency Psychiatry

WORKS IN COLLABORATION WITH:

Internally: Alfred Psychiatry in-patient unit staff and the Alfred Psychiatry Community teams; Consultation Liaison Psychiatry; Emergency & Trauma Centre (E&TC) staff

Externally: Victoria Police, GP’s, Private Psychiatrists and PDRS organisations, family and carers.

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 VALUES

Our staff is expected to demonstrate and uphold our values of:

Integrity, Accountability, Collaboration and Knowledge.

Our values provide the platform for the way we work and the decisions we make. Through this approach, our Vision and Mission are achieved.
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. 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.

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
This position is established within the integrated Emergency Psychiatry team. The integrated Emergency Psychiatry team provides:

- Crisis Assessment and Treatment Team (CATT) services within the community incorporating early discharge management, assessment and management of newly referred clients as well as after hour treatment and crises support to clients of community mental health services inclusive of Adult, Aged and Child and Youth teams within Alfred Health.
- Triage is the Alfred Psychiatry 24 hours telephone triage referral, advice and support service
- APACER is a 7 day a wk afternoon/evening outreach service working in collaboration with Victoria Police providing acute assessment and advice to Victoria Police as an alternate to transfer of clients to the ET & C under section 10.
- Emergency Psychiatry Service (EPS) is the Consultation Liaison service to the Emergency and Trauma Centre providing Mental Health and/or AOD assessment and interventions. This assessment includes immediate assessment and risk management plans for persons presenting with Behaviours of Concern.
- BISSU is the brief intervention and short stay unit that supports therapeutic engagement and risk management of clients admitted to the ET & C short stay unit.
- HOPE is the Suicide Prevention team who provide 3 months intensive outreach psycho-social support and brief interventions to individuals discharged from hospital post a suicide attempt or who have presented with serious suicidal ideation.

The RPN 3 will demonstrate core values of nursing at Alfred Health through appropriate and evidenced based clinical practice and care of patients and their family. The position is based within Alfred Emergency Psychiatry Service and requires a minimum of 3 years post graduate experience and demonstrated skills in risk assessment, mental state assessment, care planning with knowledge of acute psychiatry and community care options.

The RPN 3 will work under supervision of a RPN 4 / SW 3 and be responsible for undertaking mental, social and physical assessment of clients incorporating a clinical risk assessment leading to recommendation of a course of action. The incumbent is required to demonstrate capability to assess the level of urgency in situations including community, ED and on telephone triage for psychiatric crises and undertake a course of action to resolve or ameliorate the crises accordingly.

The successful applicant to the Emergency Psychiatry position will be expected to work a 7 day a week rotating roster. This roster includes night duty where the RPN3 will be provided with the support and supervision of an RPN4/SW3.
KEY RESPONSIBILITIES

CLINICAL CARE:
1. Within the community undertake risk, mental state and physical assessments of psychiatrically ill people, that lead to a safe and appropriate treatment plan developed in accordance with the clinical team and families/significant others.
2. Provide evidence based interventions according to the developed care plan
3. Triage crisis referrals and ensure a timely and appropriate response to ameliorate presenting risks
4. Within the Emergency Department conduct clinical assessment under the supervision of the RPN4 or the Nurse Practitioner adhering to clinical care protocols.
5. Contribute to the care planning and management of Behaviours of Concern within ED in collaboration with EPS clinicians.
6. Ensure any changes in the individual’s mental state or risk is promptly communicated to the RPN4 and or the team.
7. Provide counselling and support to clients and take steps to resolve or ameliorate emotional distress of clients
8. On authority of the treating doctor administer medications and assess the effects of medications.
9. Provide handover or refer clients on to other mental health professionals or human service agencies in the community according to the agreed plan.
10. Ensure by effective time management, that patient care activities are performed within stated time frames/deadlines.
11. Provide education to patients, families and relevant others regarding mental health issues.
12. Timely completion of accurate case notes and service performance data.
13. To apply advanced clinical knowledge and an in-depth understanding of contemporary psychiatric nursing practices to ensure quality clinical outcomes are achieved.
14. Involve the patient, family, significant others and other service elements in the development of the plan of care and its implementation, incorporating a plan for discharge to community treating team.

QUALITY IMPROVEMENT
1. Participate in research and quality improvement projects
2. Actively participate constructively in team meetings and liaise with other health care team members.
3. Respond to and inform the Nurse Manager about department activities, significant events incidents as necessary and participate in clinical and adverse outcome reviews as required.

COMMUNICATION AND TEAM WORK
1. Work collaboratively with PACER clinicians to ensure appropriate response and support is maintained.
2. Promote and model effective teamwork to optimise patient care delivery.
3. Respond to and inform the Nurse Manager about department activities, significant events incidents as necessary and participate in clinical and adverse outcome reviews as required.

CONTRIBUTION TO SERVICE
1. Contribute to the professional development and educational programs on mental health topics for the community and other professional services including Victoria Police and MHCSS
2. Contribute to the function of multi-disciplinary team through service evaluation, policy and guideline review and participation in inter-departmental forums.
3. Provide mentorship and support to student nurses and graduate nurses on placement, to ensure the development of clinical competency.
4. Undertake administrative tasks according to the protocols established for the team and required for reporting on the minimum data set reporting framework.
5. Contribute to research and evaluation activities within Alfred Psychiatry as appropriate
PROFESSIONAL DEVELOPMENT
The candidate will show a strong ongoing commitment to their own professional development and the ability to support and develop knowledge and skills in other team members.

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.

KEY CAPABILITIES & QUALIFICATIONS/EXPERIENCE REQUIRED

- Registration with the Nurses’ Board Victoria through AHPRA.
- Tertiary qualifications in mental health nursing – post graduate diploma equivalent as a minimum.
- Minimum of 3 years post graduate experience including having worked within a community setting
- Other relevant tertiary qualification or working towards, in relevant areas such as drug and alcohol or psychosocial or therapeutic interventions, highly regarded
- Be familiar with and adhere to relevant professional codes of ethics, the values of Alfred Health, and relevant legislation, in particular the Mental Health Act (1986) and the Guardianship & Administration Act (1986)
- A current Victorian drivers licence

Mental Health Workforce Capabilities:

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.

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.

**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.

**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.

**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.

**EARLY DETECTION AND INTERVENTION**

Mental health professionals encourage early detection and intervention.

**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.

**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.

**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.

**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.

**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.

**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

**Performance indicators:**

The clinician will adhere to Key Performance Indicators as set by the Quality & Governance Committee (Alfred Psychiatry)

**Position Description authorised by:** Sandra Keppich-Arnold

**Reviewed:** 16/5/2017