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

DATE REVISED: March 2019

POSITION: Pool Psychiatric Registered Nurse - Acute and Community

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

CLASSIFICATION TITLE: Psychiatric Registered Nurse Grade 2

DEPARTMENT/UNIT: Nursing Workforce

CLINICAL PROGRAM: Nursing Services

REPORTS TO: Manager, Nurse Bank and Pool

OPERATIONALLY ACCOUNTABLE: Director of Nursing Workforce and Strategy, Alfred Health and Alfred Psychiatry Clinical Nurse Managers

PROFESSIONALLY ACCOUNTABLE: Director of Nursing and ADON Alfred 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 measure we work to everyday. Through research and education, we set new standards for tomorrow.
- We work together. We all play vital roles in a team that achieves extraordinary results.
- We share ideas and demonstrate behaviours that inspire others to follow.
DEPARTMENT

Nursing Workforce Department comprises of The Workforce Unit and Staffing Allocations. We provide supplementary staff to Alfred, Caulfield and Sandringham sites when required due to increase service demand or short fall in staffing requirements. The service provides advanced and just in time bookings (short notice shift replacement). The team recruits and hires both casual and permanent staff for bank and pool for the purpose of advanced and short notice bookings, short term contracts and permanent placement of Bank and Pool staff. We develop strategies to maximise retention of the Bank and Pool Staff. We develop and monitor the orientation and ongoing educational programs of the Bank and Pool staff.

We work in close collaboration with numerous departments and the staff that are provided from this service includes General, Theatre Nurses, Psychiatric and Enrolled nurses, Clerical staff and Patient Attendants. The staff can be provided via various contractual arrangements including permanent part time (Pool), Casual (Bank) or Contractual (Agency).

POSITION SUMMARY

Nurses will be employed within the Nurse Pool of The Alfred hospital’s Nurse Bank, and will work either in the Acute In-Patient Psychiatric Unit (based at The Alfred hospital) and the Residential Rehabilitation (Community Care Unit located in St Kilda) or may from time to time provide psychiatric nurse specialising to patients admitted to the medical/surgical wards of Alfred Health.

The position involves a rotating 24-hour shift work roster scheduled over 7 days per week, with an expectation that commitment to at least 3 months of night duty per year can be undertaken.

This is a direct patient care role involving risk assessment, mental state assessment, and care planning, as well as consultation, liaison and negotiation with patients, carers, family members, and other professionals.

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.

KEY RESPONSIBILITIES – RESIDENTIAL REHABILITATION (COMMUNITY CARE UNIT)

- Provide safe, high quality nursing care to meet the individual needs of residents in a manner consistent with the philosophy, policies and objectives of the Nursing Division of The Alfred.
- Undertake mental state, physical and risk assessments, of psychiatrically ill and disabled people in a residential rehabilitation setting, ensuring the accuracy of the information and communicating clearly any significant changes in risk status and or mental state.
- To apply clinical knowledge and understanding of contemporary psychiatric nursing practices to ensure quality clinical outcomes are achieved.
- 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.
- Administer medications, monitor and review effects.
- Provide care co-ordination and key worker support to allocated residents of the CCU
- Facilitate/co-facilitate groups in collaboration with other staff
• Ensure by effective time management, that patient care activities are performed within stated time frames/deadlines for reports etc. are met.

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

• Work in collaboration with the Nurse Manager to implement service goals.

• Provide mentorship and preceptorship to graduate nurses and student nurses during their placement at the CCU

• Deputise for the Associate Charge Nurse when authorised to do so.

• 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.

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

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

• Prepare activities reports for Nurse Manager, as required.

KEY RESPONSIBILITIES – ACUTE IN-PATIENT UNIT

1. CLINICAL CARE

• Systematically assesses the physical and mental state of the patient, analyses information and identifies the patient’s nursing needs.

• Undertakes a thorough risk assessment of the patient within the acute mental health setting to identify the patient risks.

• Applying knowledge and skills, develops and documents a comprehensive plan of care that reflects the identified needs of the patient and reduces risks associated with risk assessment within the least restrictive environment.

• Recognises changes in the patient’s risk and mental status, takes necessary action and documents variation in the plan of care.

• 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 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.

• 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, use of and effect of medication and discharge planning.

• 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.

• Co-ordinates 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. 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.

3. 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.

4. CONTRIBUTION TO SERVICE

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

• Deputise for the Associate Charge Nurse when authorised to do so.

• 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.

• Prepare activities reports for Nurse Manager, as required.
5. **PROFESSIONAL DEVELOPMENT**

- Accepts responsibility for own continuing professional development by setting realistic goals to maintain ongoing education to ensure up to date knowledge of clinical and contemporary practice and research in mental health nursing.
- 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.
- Supports the development of others by acting as a resource to colleagues and participating in the orientation and preceptoring of new staff.
- Promote and facilitate nursing research and application to nursing practice.
- Promote and participate in educational and in-service activities.
- Supervise and train nursing students, as required.

**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

Capabilities for this position:

- Ability and flexibility to work in both the Acute In-Patient Unit (based at The Alfred hospital) and in Residential Rehabilitation (Community Care Unit located in St Kilda) is essential.
- A demonstrated understanding of ‘recovery’ and proven ability to apply the model in practice
- Demonstrable record of safe and appropriate clinical practice with sound risk and mental state assessment and skills.
- Demonstrable record of safe medication administration
- Comprehensive understanding of key aspects of Mental Health Act and other relevant Acts
- Displays a high work performance, is a team player who is customer focussed, motivated and enthusiastic.
- Well-developed communication and interpersonal skills to effectively consult, liaise and negotiate with patients, carers, family members, and other professionals
- Ability to effectively manage time and deliver 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

- Current unrestricted registration with AHPRA as a Nurse Division 1 or 3
- Postgraduate qualifications in nursing
- Demonstrated skills in risk assessment, mental state assessment, care planning and knowledge of acute and rehabilitation psychiatry nursing care and practice
- Proven, demonstrated post qualifying experience in acute in-patient and residential rehabilitation settings
- A current driver's license is essential.
- Current and satisfactory Police Check
- Current and satisfactory Working With Children Check

Position description authorised by: Executive Director of Nursing, Alfred Health and ADON Alfred Psychiatry

Date: July, 2019