POSITION DESCRIPTION - THE ALFRED

DATE REVISED: 9 November 2012
POSITION: Registered Nurse - Acute Adult Psychiatry Program
AWARD/AGREEMENT: Psychiatric Services
CLASSIFICATION TITLE: Registered Nurse Division 1 or 3, Grade 2 and above
DEPARTMENT/DIVISION: Alfred Psychiatry / Operations
CLINICAL PROGRAM: Psychiatry
ACCOUNTABLE TO: Director of Nursing via Inpatient Nurse Manager
OPERATIONALLY ACCOUNTABLE: Nurse Manager and Director of Operations Psychiatry
CLINICALLY ACCOUNTABLE: Nurse Manager and Clinical Psychiatrist
PROFESSIONALLY ACCOUNTABLE: Nurse Manager
WORKS IN COLLABORATION WITH: Inpatient multi-disciplinary Team

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 are 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.

ALFRED PSYCHIATRY

Alfred Psychiatry sits within the Division of Ambulatory Services & Mental Health at The Alfred. It comprises both adult and child & adolescent services and a research unit. There is an important relationship also with the aged mental health service at Caulfield General Medical Centre (CGMC).

The Adult Mental Health Service (AMHS) includes both hospital and community services. The inpatient unit is made up of 58 beds distributed across two 29 bed wards, including a state-wide psychiatric intensive care unit.
The Child & Adolescent Mental Health Service (CAMHS) is a specialist ambulatory clinic for young people aged 0 – 18 years based in Moorabbin. The multidisciplinary team has a relatively small nursing presence, highly specialised in the provision of infant, child and adolescent mental health care.

The Aged Psychiatry Services (APS) at Caulfield General Medical Centre is managed within a separate division of Alfred Health, but maintains links with Alfred Psychiatry in medical and psychiatry nursing education, after-hours service provision and quality improvement.

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 requires post registration experience and the necessary training and experience to enable working in an acute inpatient unit. Relevant knowledge and demonstrated skills in risk assessment, mental state assessment, care planning and knowledge of acute psychiatry nursing care and practice is essential to undertake this role.

Comprehensive knowledge of the Mental Health Act and other relevant legislation is required, along with 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 with an expectation that commitment to at least 3 months of night duty per year is able to be undertaken.

KEY RESPONSIBILITIES

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

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

Capabilities for this position:

- 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.
- Ability to effectively manage time and deliver tasks within allocated time frame

QUALIFICATIONS/EXPERIENCE REQUIRED

- Current unrestricted registration with AHPRA as a Nurse Division 1 or 3.
- Postgraduate qualifications in nursing or working towards this is desirable.

Position Description authorised by: Sandra Keppich-Arnold
Date: 9 November 2012