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

DATE REVISED: May 2020

POSITION: Child Youth Mental Health Services (CYHMS) Practice Development Clinician Part-time, 40 hours per fortnight

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

CLASSIFICATION TITLE: Nurse Educator, RPN 5 / Allied Health Grade 4, Clinical Education

DEPARTMENT/UNIT: Alfred Mental and Addiction Health

CLINICAL PROGRAM: Alfred Mental and Addiction Health Workforce Development and Education

DIVISION: Operations

OPERATIONAL ACCOUNTABLE TO: Manager, Alfred Mental and Addiction Health Workforce Development and Education

PROFESSIONALLY ACCOUNTABLE TO: Associate Director of Nursing and Operation or discipline Manager, Alfred Mental and Addiction Health

WORKS IN COLLABORATION WITH: Alfred Mental and Addiction Health Child and Youth Services and Workforce development clinician.

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
AMAH Child Youth Mental Health Services Practice Development Clinician

OUR BELIEFS

- 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 barest 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.

DEPARTMENTS

Alfred Child and Youth Mental Health Service is a specialist multidisciplinary service providing assessment and treatment to those aged 0-25 years presenting with emotional, behavioural and developmental difficulties 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 Clinic, Waiora Clinic in Armadale, Alma Road Community Care Unit in St. Kilda and the Child & Youth Service (CYMHS) located in Moorabbin as well as Headspace youth services based at Elsternwick, Bentleigh, Frankston, Dandenong and Narre Warren. Aged Psychiatry is located at Caulfield campus of Alfred Health. Alfred Mental & Addiction Health also works in partnership with relevant local non-government and social support agencies.

Alfred Mental & Addiction Health Workforce Development is a dynamic team of interdisciplinary clinicians providing education and assisting with cultural change to Nursing and Allied Health staff working in all areas of psychiatry. We work closely with management and staff to support cultural change and personal development using a collaborative.

POSITION SUMMARY

The Practice Development Clinician will work with a highly motivated multi disciplinary team and contribute to the professional development of Alfred Psychiatry CYMHS. This position will work in collaboration with all senior clinical disciplines and the workforce development team to ensure workforce issues are managed and supported through practice development, education and training tailored to the variable needs of disciplines and teams.

This position will take a lead in program planning and provision of training that contributes to the professional and practice development of CYMHS.

Experience and capability to plan, implement, facilitate and provide field mentoring is necessary to the role.

KEY RESPONSIBILITIES

Consultancy and Support:

Be responsible for coordinating and delivering a comprehensive education program for clinical staff across CYMHS according to requirements and as identified by the manager and Leadership team.
KEY RESPONSIBILITIES

Consultancy and Support:

- Assist with the orientation of new staff
- Assesses priority areas for clinical education
- Review the program regularly to ensure the program is responsive to service and organisational goals
- Ensure mandatory education is provided i.e. aggression management training, risk management, suicide prevention, emergency training and medication competency
- Model behaviours and practice to capability of clinical responsiveness
- Lead and co-ordinate orientation all new staff
- Deliver education, training and participate in staff development committees and reference groups as required
- Promote excellence in practice by working alongside clinical staff, demonstrating and coaching of clinical skills
- Provide structured training undertaking processes of planning, conducting and evaluating practice development sessions
- Providing opportunities for clinical reflection through training sessions, journal clubs and individual coaching opportunity for clinical reflection
- Facilitate learning opportunities and tutorial sessions for clinical staff
- Assist with new initiatives and programs as required
- Support and provide critical incident debriefing for clinical staff
- Assist with the coordination of the under graduate, post graduate and new graduate supervision and training support

Practice Development:

- Develop training frameworks and tools as required to build workforce capability
- Coordinate and facilitate workshops and training to support capability and achieve clinical objectives
- Enable clinicians, teams and systems to provide evidence based interventions within a recovery orientated framework
- Promote a spirit of inquiry regarding existing practice and the development and testing of new approaches to care
- Work alongside clinicians demonstrating and coaching clinical staff to ensure capability and competency in acquiring clinical skills and the delivery evidence based treatment and therapies clinical skills
- Ensure core competencies are maintained across disciplines
- Enable and support undergraduate and post graduate training
KEY RESPONSIBILITIES:

- Facilitate learning opportunities and tutorial sessions for clinical staff
- Work with Managers and clinical staff to develop new initiatives and tailor made programs as required
- Attend Alfred Mental and Addition Health Workforce team meetings including practice development meetings
- Assist in the development and co-ordination of a team education calendar
- Contribute by way of providing training included on the Alfred Mental and Addition Health Workforce Development and Education training calendar

Report Systems:

- Maintains data bases according to reporting requirements such as mandatory training to provide opportunity for service monitoring and evaluation
- Maintains comprehensive documentation of performance based discussions

Professional Development:

- Maintains and updates own professional development to ensure safe and contemporary practice

Continuous Improvement:

- Undertakes quality improvement activities in accordance with applicable accreditation guidelines and good work practice
- Ensures continuous analysis and evaluation of work practice/system process and suggests change as necessary

Communication:

- Ensures open communication between teams across Alfred Mental & Addiction Health programs
- Maintains professionalism and supports best practice in clinical services at all times
- Assists staff to continue developing attitudes, knowledge and skills consistent with organisational values
- Acts as a role model for staff, setting and clearly communicating clinical and behavioural expectations
- Consult with Managers and relevant clinical staff to discuss education needs
- Liaise with the Manager of Alfred Psychiatry Workforce Development and Education for strategic planning and CYMHS Manger and Leadership Team

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
QUALITY, SAFETY, RISK and IMPROVEMENT

- 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:

- Respecting equally the contributions and perspectives of all staff;
- Ensuring communications, interactions and behaviours towards staff and customers, are free from unlawful discrimination or harassment;

Knowledge Management

- Able to plan, facilitate and evaluate effective training programs
  Demonstrated ability to mentor/support staff
AMAH Child Youth Mental Health Services Practice Development Clinician

Communication

- Excellent interpersonal communication skills in both written and verbal forms
- Ability to work collaboratively with a wide range of people

Customer Service

- Excellent communication and interpersonal skills including a proven ability to deal with a diverse range of people

Technical Skills and Applications

- Ability to evaluate programs and analyse data
- Demonstrated experience in the efficient management of resources and projects, including the ability to meet deadlines
- Demonstrated computer literacy skills in Microsoft Office Applications
- Excellent keyboard skills

Ability to delegate tasks and supervise staff Continuous Improvement

- Commitment to ensuring quality services are delivered through continuous improvement activities which reflect contemporary practice
- Perform other duties as required from time to time, such as portfolios & committees

Mental Health Workforce Capabilities & Priorities

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.
Mental Health Workforce Capabilities & Priorities

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

Nursing

- Bachelor Degree in Psychiatric/Mental Health Nursing or equivalent OR Bachelor Degree in Nursing or equivalent plus an approved postgraduate qualification in Psychiatric/Mental Health Nursing. Registration as a Registered Nurse with the Nursing and Midwifery Board of Australia.
AMAH Child Youth Mental Health Services Practice Development Clinician

Nursing
- Minimum of ten years post graduate clinical experience.
- Post graduate qualifications.

Social Work
- Approved degree in Social Work and eligibility for membership of the Australian Association of Social Workers.
- Minimum of ten years post graduate clinical experience

Occupational Therapy/Speech Pathologist
- Current registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA) to practice with the National Board.
- Minimum of ten years post graduate clinical experience.
- Post graduate qualifications.

Psychologist
- Registration as a psychologist under the Health Practitioner Regulation National Law Act (2009). Practice endorsement as a clinical/clinical neuropsychologist with the Psychology Board of Australia.
- Registration to practice as a supervisor with AHPRA.
- Minimum of ten years clinical experience post completion of post graduate training.

Desirable for all disciplines
- Certificate IV in Workplace Training and Assessment - desirable
- Current Victorian drivers licence
- Relevant computer skills in word processing, PowerPoint and data base management
- Knowledge of relevant legislation such as the Mental Health Act, and the Children, Youth and Families Act and any other relevant legislation

Date: May 2020