POSITION DESCRIPTION - THE ALFRED

DATE REVISED: 5 December 2019

POSITION: Graduate Registered Nurse - Acute Adult Mental and Addiction Health

AWARD/AGREEMENT: Psychiatric Services

CLASSIFICATION TITLE: Registered Nurse Division 1, Grade 2

DEPARTMENT/DIVISION: Alfred Psychiatry / Operations

CLINICAL PROGRAM: Mental and Addiction Health

ACCOUNTABLE TO: Director of Nursing via Inpatient Nurse Unit Manager

OPERATIONALLY ACCOUNTABLE: Nurse Unit Manager and Director of Operations Psychiatry

CLINICALLY ACCOUNTABLE: Nurse Unit Manager and Graduate Clinical Support Nurse

PROFESSIONALLY ACCOUNTABLE: Nurse Unit Manager and Graduate Program 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 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 AND ADDICTION HEALTH

Alfred Mental and Addiction Health (AMAH) is responsible for the operation of services which focus on people with a severe mental illness and addiction residing in the Inner South Eastern area of Melbourne.

Mental Health services are provided by a number of teams located at the Alfred Hospital (Commercial Road, Prahran) and at St. Kilda Road Clinic, Alma Road CCU in St. Kilda, the Child & Youth Service located in Moorabbin and Headspace services in various locations across the South East Metro region. Addiction services include Emergency & Liaison at The Alfred, a pharmacotherapy service at St Kilda Road Clinic and the state-wide Problem Gambling and Mental Health Service. AMAH also works in partnership with relevant local non-government and social support agencies.

Aged and Liaison Mental Health includes Baringa, a 15 bed aged inpatient service; a multi-disciplinary community outreach team and a consultation liaison service working across aged care, rehabilitation and the acquired brain injury service.

The single most important goal of Mental and Addiction Health 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

The position is based at Alfred Mental and Addiction Health and is located on either the Adult, Aged Inpatient Units or Community Care Unit. The position requires current and unrestricted registration with AHPRA to enable working in an acute inpatient unit. Relevant knowledge and skills in risk assessment, mental state assessment, care planning and knowledge of acute mental and addiction nursing care and practice is essential to undertake this role.

Knowledge of the Mental Health Act and other relevant legislation is required.

Well-developed interpersonal skills are required to effectively consult and with consumers, 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 which may include Night Duty after a minimum of six months.

As a graduate the incumbent will be required to participate in the education program and ensure practicum and theoretical assignments are completed as required throughout the graduate year.

KEY RESPONSIBILITIES

1. CLINICAL CARE
• Systematically assesses the physical and mental state of the consumer, analyses information and identifies the consumer’s nursing needs.

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

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

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

• Involves the consumer, family, and other service elements in the development and implementation of the plan of care.

• Ensures that consumer 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 consumers which meets the individual needs of consumers 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 consumer 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 consumer and family, risk management/reduction, use of and effect of medication and discharge planning.

• Develops and implements teaching plans for consumer 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 consumer 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 consumer 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 and Governance 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 consumer care goals.

4. CONTRIBUTION TO SERVICE

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

• 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 and guidelines.

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. Alfred Mental and Addiction Health Graduate Nurse Program is a clinical and academic course which follows similar guidelines to universities with regards to submission of assessments and completion of clinical competencies

• Participate in Performance Management program ensuring that up to date professional and realistic development plan in place.

• Routine attendance at all Study Days to core-skill and emergency training education as per the AMAH Graduate Nurse Manual

• Engage in a minimum of 12 Clinical supervisions sessions per year

• Support the development of others by acting as a resource to colleagues.

• Promote and facilitate nursing research and application to nursing practice

• Promote and participate in educational and in-service activities.

• Supervise and support nursing students as required

• Complete all assigned academic tasks as per the AMAH Graduate Nurse Manual

• Complete the Clinical Practice Development Package as per the AMAH Graduate Nurse Manual

Successful completion of your graduate nurse year is conditional upon you completing all assigned academic tasks, supervision sessions and clinical competency assessments.

QUALITY, SAFETY, RISK and IMPROVEMENT

• Maintain an understanding of individual responsibility for consumer 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 Consumer Centred Care.
• Comply with principles of Safewards
• 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 focused, 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.

Position Description authorised by: Sandra Keppich-Arnold

Date: