POSITION DESCRIPTION – Caulfield Hospital

Date revised: June 2017

POSITION: Community Registered Psychiatric Nurse (RPN4)

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

CLASSIFICATION TITLE: Registered Psych Nurse, Grade 4, Year 1 – 3, NP75-77

DEPARTMENT/DIVISION: Aged & Liaison Psychiatry Service

OPERATIONALLY ACCOUNTABLE: Team Leader – Mobile Aged Psychiatry Service (MAPS)

PROFESSIONALLY ACCOUNTABLE: Senior Nurse and Operations Manager – Aged Psychiatry Services (APS)

DIRECT REPORTS: Nil

WORKS IN COLLABORATION WITH: Internal and External Stakeholders

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 is a major tertiary referral teaching hospital and provides a number of state-wide services.

Caulfield Hospital is a provider of a range of specialty services in the areas of community services, rehabilitation, aged care, and aged persons mental health.

Sandringham Hospital has a strong focus on meeting the health needs of the local community.

Further information about Alfred Health is available at [www.alfredhealth.org.au](http://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.
CAULFIELD AGED & LIAISON PSYCHIATRY SERVICE

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.

The Caulfield Aged & Liaison Psychiatry Service provides assessment, treatment and ongoing management for people over the age of 65 years with a mental health disorder including psychological & behavioural disturbances, for persons residing in the Inner South East catchment area.

The Caulfield Aged & Liaison Psychiatry Service encompasses an acute inpatient assessment unit (Baringa), a multidisciplinary Community Assessment Team which includes Mobile Aged Psychiatry Service (MAPS) and a Consultation & Liaison (CL) Service, and a Clinical Trials & Research team. Baringa consists of 15 beds and is staffed on an interdisciplinary model with 24 hour nursing care. As it is a unit treating patients with acute conditions there is an expectation that patients will be discharged into more appropriate environments as soon as they are ready for discharge.

The Community Assessment Team is essentially the front line of the mental health program. The inter-disciplinary team undertakes primary functions of community based assessment, treatment and case management of older persons with mental health problems living in the Inner South East region of Melbourne. It also provides a psychiatric Consultation & Liaison service to patients at Caulfield Hospital and to off campus Transitional Care Program (TCP) facilities.

The ALPS utilises a multidisciplinary team approach to patient care, which includes: registered nurses, medical, social work, occupational therapist, psychologist and clerical support staff.

The ALPS is the responsibility of the Director of Aged Psychiatry Services. The operational management of The Aged Psychiatry Service is the responsibility of the Senior Nurse Operations Manager. Line responsibility delegations are to The Aged Psychiatry Services Nurse Unit Manager and the Community Team Manager.

The Aged & Liaison Psychiatry Service forms part of the Alfred Psychiatry Service

Adult Psychiatry 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 PARC at South Yarra. There are 58 acute inpatient beds based at The Alfred, 20 bed sub-acute rehabilitation beds at Alma Rd St Kilda and a 10 bed Prevention and Recovery Service in South Yarra. The CYMHS/Headspace services are located in Moorabbin and Elsternwick, Bentleigh, Narre Warren and Frankston.

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

The Community Registered Psychiatric Nurse, Grade 4 (RPN4) is recognised as a senior member of the community team who acts as a role model, promoting excellence in practice and contributes to the development of junior team members. Responsibilities of the position can include Intake/Triage, Case Management and /or Consultation & Liaison (at Caulfield Hospital).

The individual will have well developed organisational skills and will provide a high standard of case management to clients and expert liaison with other stakeholders in keeping with relevant
legislation, policies and procedures. The RPN4 displays excellent interpersonal and communication skills (written and verbal). They will exhibit a high standard of clinical care delivery and will role model to other junior team members and students. The RPN4 will provide clinical supervision to RPN 3 staff as required. The RPN4 may perform higher duties as Team Leader as required.

**KEY RESPONSIBILITIES**

▪ Professional & Ethical Practice
▪ Maintains confidentiality at all times.
▪ Recognise own and others ability and level of professional competence.
▪ Expert knowledge of the Mental Health Act 2014.
▪ Ensure practice is in accordance with legislation and common law affecting nursing practice.
▪ Is familiar with emergency procedures and understands individual roles in the event of emergency.
▪ Demonstrates a positive attitude to the agreed role and responsibility of the position.
▪ Demonstrates ability to understand and integrate those behaviours which reflect the vision, philosophy and values of the organisation.
▪ Valuing the role of consumer participation and their right to self determination.

**Infection Control**

▪ Adheres to infection control policies and procedures.

**Occupational Health and Safety**

▪ Participates in relevant safety training.
▪ Ensures availability and/or use of protective clothing and/or equipment provided by the Hospital.
▪ Seeks clarification on safety matters where uncertain.
▪ Ensures understanding of safety standards.
▪ Reports unsafe work practices to those responsible for their correction.

**Professional Development**

▪ Maintains and updates own professional development to ensure safe and contemporary practice.
▪ Participates in on going professional development including in-service programs and external courses/conferences.

**Continuous Improvement**

▪ Participates in quality improvement activities.
▪ Ensures community nursing activities and practices are consistent with the organisation and nursing philosophy.

**Communication**

▪ Communicates nursing standards to other members of the health care team, students and visitors to facilitate participation and achievement of quality patient goals.
▪ Provides support, information and education to family, carers and other health professionals.
▪ Works with families and carers on strategies to assist consumers’ readjustment to family life and minimises the impact of psychiatric disability on the family/social unit.
▪ Fosters and forges relationships collaboratively and innovatively with other community groups and networks who support the same goals.

Management
▪ Provide supervision to junior and less experienced nursing staff.
▪ Establishes relationships with staff, peers and colleagues to facilitate interdisciplinary care planning aimed at meeting and/or improving consumer outcomes.
▪ Provides and participates in annual performance reviews.
▪ Evidences awareness of team resources.
▪ Performs other higher duties as required.

Clinical Practice
▪ Provide expert general psychiatric and specialist nursing services within the community team to consumers and participate in the development of high standards of nursing practice within the Aged & Liaison Psychiatry Service.
▪ Assist the team in receiving and screening referrals to determine suitability and priority for community assessment.
▪ Undertakes complex community based assessments and ensures individual treatment plans are established.
▪ Ensures assessment of risk is identified and appropriate risk management strategies are adopted and documented.
▪ Ensures there is a collaborative approach to service provision with consumers and carers.
▪ Performs a case management role for consumers requiring on going treatment and management.
▪ Provides consumers with information relating to their rights and responsibilities.
▪ Ensures delivery of quality care based on assessment and planning of individual’s needs.
▪ Ensures maintenance of accurate and comprehensive documentation related to patient care.

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 AND VALUES:

Capabilities for all Nursing Management Staff
▪ Functions in accordance with legislation, policies and procedures affecting practice and health care.
▪ Demonstrates critical thinking in the conduct of practice within a professional, ethical and evidence-based framework. Models the Alfred Health values and champions organisational issues. Engages in and leads informed critique and influence at the systems level of health care. Treats all information obtained in a professional capacity as confidential.
▪ Demonstrates initiative and problem solving ability. Leads change through people, demonstrating flexibility, adaptability and resilience. Promotes innovation and influences strategically and effectively.
▪ Promotes and preserves the trust, safety, security and personal integrity of patients, respecting the rights, dignity, culture, values, beliefs and property of patients and significant others.

▪ Promotes and maintains a strong customer service approach in all aspects of service provision. Supports the informed decision-making of patients and ensures that complaint mechanisms are accessible and responsive.

▪ Accepts accountability and responsibility for own actions and the fiscal and other outcomes of charged delegations. Maintains awareness of costs and resources, and demonstrates an entrepreneurial approach.

▪ Participates in ongoing professional development of self. Develops and maintains collegiate networks to contribute to own development and the achievement of departmental objectives. Maintains political astuteness and demonstrates excellent communication and presentation.

▪ Provides effective leadership and control in all aspects of human resource management including staff recruitment, orientation, rostering, leave management, clinical supervision, conflict management, performance management and disciplinary action. Sets and communicates clear direction and expectations, provides constructive feedback and holds staff to account.

▪ Facilitates ongoing professional development for staff including a local education program, preceptorship and student development.

▪ Is proactive in managing a clinical service that is enhanced and extended by autonomous and accountable practice. Acts to empower staff toward achievement of departmental objectives.

▪ Maintains open and effective communication mechanisms within the department and externally. Engages in and leads clinical collaboration that creates a culture which will optimise outcomes.

▪ Engages in and leads quality improvement processes and compliance with standards. Seeks out, identifies and implements improvement opportunities.

▪ Promotes and supports workplace safety and risk management through safe practices and environmental appropriateness. Does not tolerate harassment and discriminatory practices.

Knowledge

▪ Minimum requirement of a post graduate diploma in psychiatric/mental health nursing, or a specialist undergraduate psychiatric/mental health nursing program, or equivalent, four years experience post registration, which includes clinical experience in acute psychiatric setting(s), and at least two years community psychiatric nursing experience.

▪ Comprehensive knowledge of the principles and practice of community psychiatric nursing with demonstrated experience and ability in the provision of psychiatric assessments, treatment and continuing care.


▪ Thorough knowledge of the Mental Health Act (2014) and subsequent amendments, and the Guardianship and Administration Act (1986) and subsequent amendments.

▪ Understanding of budgetary monitoring.

▪ Awareness of clinical governance framework and risk management.

Skills

▪ High level of interpersonal skills and demonstrated ability to consult, liaise and negotiate with consumers, carers, family members and other professionals.

▪ Demonstrated ability to participate effectively in an inter-disciplinary team.
▪ Demonstrated ability to resolve conflict, handle complaints and manage complex situations.
▪ Demonstrated ability to problem solve, confront issues and provide effective feedback to staff.
▪ Demonstrated organisational and time management skills.
▪ Demonstrated ability to maintain professional standards and to evaluate own professional practice.

Behaviours
▪ A positive approach to ageing.
▪ A positive approach to ongoing self education and skill development.
▪ A flexible and team oriented approach.
▪ Professional manner which is reflected and role modelled towards team members.

Values
Values consistent with those of Alfred Health which are:
▪ Caring and responding to our clients and our community.
▪ Encouraging and achieving excellence, continual learning and improvement.
▪ Working in partnership and co-operation.
▪ Being responsible and accountable for the services we provide.
▪ Achievement through team work.
▪ Treating people with integrity, in a friendly, trusting and respectful manner and environment.

QUALIFICATIONS/EXPERIENCE REQUIRED

Mandatory
▪ Registered with AHPRA as a registered nurse (without restriction).
▪ Post graduate qualifications in Psychiatric/Mental Health Nursing
▪ Four years experience post registration, to include clinical experience in acute psychiatric setting(s), and at least two years community psychiatric nursing experience.
▪ Sound knowledge of current legislation, including the Mental Health Act.
▪ Current Victorian Driver’s License (without restriction).

Preferred
▪ Comprehensive knowledge of and clinical practice in Community Mental Health.
▪ Experience and/or willingness to undertake telephone referrals and determine service response
▪ Experience in working with people with drug and alcohol related problems
▪ Understanding of the principles of Continuous Quality Improvement.

Authorised by: Senior Nurse and Operations Manager – Aged & Liaison Psychiatry Services,

Revision Date: Oct 2014, April 2016, Dec 2016, June 2016, April 2018