

<b>Position Title:</b>	Senior Mental Health Nurse
<b>Classification:</b>	Grade 7
<b>Agreement Name:</b>	Turning Point Alcohol and Drug Centre Inc Certified Agreement 2005
<b>Current Effective Date:</b>	June 2009
<b>Next Review Date:</b>	June 2010
<b>Reports to:</b>	Medical Workforce Team Leader

**1. ORGANISATIONAL INFORMATION**

**Eastern Health’s Mission Statement**

Eastern Health will provide high quality, accessible health care services that are responsive to the needs of the community.

**Organisational Environment**

Eastern Health provides a range of services which include acute services, mental health services, aged care services (including residential care), short term rehabilitation, respite care, community based programs and palliative care, both on an inpatient and outpatient basis. These services and programs are supported by staff who possess an unparalleled commitment to patient care as well as teaching and research.

The strategic goals are fully detailed in the Staff Handbook and Code of Conduct.

**Eastern Health Values**

Eastern Health values reflect who we are as individuals and as an organisation, and are testament to the Eastern Health Mission Statement; they include the concepts of Excellence, Accountability, Compassion, Team Work, Integrity, Respect and Collaboration.

The Eastern Health Values are fully detailed in the Staff Handbook and Code of Conduct.

**2. POSITION SUMMARY**

This senior clinical role significantly contributes to the development and delivery of psychosocial/allied health clinical services at Turning Point. In keeping with Clinical Services’ vision of delivering a high standard of bio-psychosocial treatment, the incumbent will work alongside medical services, providing quality psychosocial interventions to clients with AOD and/or mental health issues.

In addition to provision of client services, this role co-ordinates professional student placements within the clinic, contributes and potentially manages various projects and provides clinical supervision, training and mentoring to allocated clinicians within the nursing and psychosocial services team.

This position has line management responsibility for the nursing team and works collaboratively with the Clinic Practice Manager in meeting the service delivery targets outlined by the funding body. It includes the coordination of processes governing nursing referrals and throughput, including intake, assessment, allocation, service delivery and termination.

### **3. MAJOR DUTIES AND/OR RESPONSIBILITIES**

- Line management responsibility for the nursing team
- The coordination of processes governing nursing team referrals and throughput, including intake, assessment, allocation, service delivery and termination
- Be committed to effectively meeting client needs in a timely, responsive and professional manner
- Work collaboratively with other relevant Eastern Metropolitan Regional health and welfare services for example: AOD counselling and rehabilitation services, community health centres, general practitioners, pharmacists.
- Implement interventions that contribute to the best possible outcomes for the clients and families.
- Provide advanced assessment (including risk assessment), case planning, crisis support, brief interventions and referral for clients.
- Provide clinical treatment services to existing clients including: undertaking comprehensive psychosocial assessment of AOD client needs, applying appropriate interventions to clients, and referring to appropriate specialist services and/or assisting clients to exit from the service on achievement of treatment goals
- Provide consultation and liaison services, which reflect an advanced understanding of best practice standards and models of care for the clients.
- Ensure a high standard of documentation requirements which comply with accountability structures according to professional, legislative and organisational standards.
- Contribute to the development of capacity building within the service.
- To network with key external services and stakeholders to ensure Turning Point Clinical Services provide leadership within the drug and alcohol sector in a comprehensive manner

#### **Human Resources Management**

- Develop and maintain good interpersonal relationships with all clients, their families, clinical staff, support staff and administrative colleagues and with the external community.

#### **Quality Care**

- Actively develop and participate in the service related continuous improvement practices and principles
- Participate in quality projects are required.
- Services provided for clients are reviewed to ensure the service is meeting the needs of its clients.
- Ensure all aspects of confidentiality are adhered to.

#### **Research & Training**

- Participate in collaborative research/ clinic project activities for the benefit of the service and the sector as a whole.
- Independently lead and manage projects
- Provide clinical supervision to colleagues
- Develop the capacity of the service to provide appropriate professional student placements that assist all stakeholders meet their required goals

### **4. SAFE PRACTICE AND ENVIRONMENT**

#### **Occupational Health and Safety**

- Provide and maintain so far as is practicable a working environment that is safe and without risk to health. Take care of your own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines.
- Comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Accident Compensation Act 1992.

### **5. TRAINING AND DEVELOPMENT**

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

## 6. QUALITY

Eastern Health is accredited by the independent Australian Council on Healthcare Standards (ACHS) in recognition of the achievement of acknowledged standards, and the commitment to continuous improvement in the provision of healthcare standards. Staff are required to actively participate in quality improvement activities within the Department, which meet the requirements of the ACHS Evaluation and Quality Improvement Program (EQuIP).

## 7. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2000.

## 8. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

## 9. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur six (6) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

## 10. ATTACHMENTS

- Attachment 1      Key Selection Criteria
- Attachment 2      Key Performance Indicators
- Attachment 3      Eastern Health /Department Information

## 11. NOTE

*Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

*Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.*

Signed: \_\_\_\_\_  
Enter Manager's Title

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**INCUMBENT STATEMENT**

I \_\_\_\_\_ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## ATTACHMENT 1

### KEY SELECTION CRITERIA

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### ESSENTIAL

- Tertiary qualification in General or Psychiatric nursing which meets the registration requirements of the Nurses Board of Victoria;
- Registered under Division 1 and Division 3 of the Nurses Board of Victoria and current Practicing Certificate;
- Clinical Supervision expertise
- Extensive relevant clinical experience in AOD and/or Mental Health (at least 5 years would normally be expected to meet this requirement);
- Knowledge and experience in the implementation of a broad range of psychosocial interventions, with an emphasis on evidenced based practice;
- Superior communication and interpersonal skills to communicate with clients, their families, medical colleagues and members of the multidisciplinary team;
- Excellent writing and strong reporting skills;
- Demonstrated ability to provide leadership in a multidisciplinary team setting;
- Project management skills;
- Good computer skills;
- Commitment to professional standards and work practices;
- Sound judgement in assessing complex situations;
- Ability to remain calm under pressure

### DESIRABLE

- Compliance with DHS AOD Minimum Qualification Strategy
- PhD or Masters in health related field.
- The Mental Health Nurse is credentialed by the Australian College of Mental Health Nurses by December 2008
- Research experience at a post-graduate level in drugs and/or alcohol and mental health interventions
- Ability to establish research and clinical collaborations with related services in the AOD and mental health setting

## ATTACHMENT 2

### Key Performance Indicators

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### Operational and Service Development

- Ensure service delivery standards and reporting targets are met;
- Best practice approaches are delivered in a timely manner;
- Maintain active caseload of clients including those with complex needs;
- Initiate and maintain strong linkages and collaborations with internal and external stakeholders;
- Provides advice to less experienced staff on practical issues relating care management plans;
- Development of Mental Health Care Plans in collaboration with medical practitioner;
- Provides harm reduction information e.g. relapse advice for outpatient withdrawal clients;
- Team is well supported and undertakes ethical and appropriate interventions;
- Best practice treatments are available to clients;
- Contribute to the development of best practice interventions through participation with clinical research;
- Team members have access to appropriate clinical supervision, debriefing and mentoring to ensure competence and professional development;
- Contribute to cohesiveness of clinical team;
- Contributes specialist experience in client review processes
- Effective liaison with relevant organisations and associations;
- Student and other professional placement activities meet all stakeholder requirements
- Assigned project milestones are documented and completed to the required standard and timelines;
- Stakeholder feedback is positive;
- Project outcomes are achieved in a timely manner;
- Appropriate information is available and utilised by Clinical Research, Education and Training and other collaborating partners;
- Identifies new opportunities for team to collaborate with other agencies;
- Attend and participate in external meetings/forums and provide updates to clinical team;
- Works collaboratively with wider sector

### Human Resource Management

- Positive and effective working relationships with all staff developed and maintained

### Quality Care

- Identify and promote opportunities to improve processes and systems in accordance with quality system methods
- Proactive contribution to discussions around psychosocial clinical practice to enhance client outcomes
- Support initiatives that aim to improve ways of working
- Operations meet Eastern Health's Quality Framework

**Other**

- Active promotion of Eastern Health's strategic goals and directions both internally and externally
- Adherence with the Eastern Health values
- Adherence with all Eastern Health policies

## ATTACHMENT 3

### Eastern Health/Department/Specialty Information

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<b>Department / Specialty Area</b>	Mental Health and Alcohol and Drugs Clinical Program
<b>Campus / Physical Location</b>	Fitzroy

### ORGANISATIONAL CONTEXT

Eastern Health is a leading provider of Health care in the eastern region of Melbourne and incorporates Acute: Aged Care, Rehabilitation and Community Health (ACRCH); and Mental Health and Alcohol & Drug Services across a number of large, medium and small work locations.

The Mental Health & Alcohol and Drugs Clinical Program provide services across the Eastern Metropolitan Region encapsulating the communities surrounding the Maroondah, Box Hill, Angliss, Yarra Ranges, and Peter James Centre Hospitals, and in addition some state-wide services. Our services cover the continuum of care and include both inpatient and community based services.

The Mental Health & Alcohol and Drugs Clinical Program have an employee base in excess of 700 staff and manage an annual budget of over \$70million.

### LOCAL WORK ENVIRONMENT

#### TURNING POINT CENTRE

Turning Point Alcohol and Drug Centre was established in 1994 to provide leadership to the alcohol and other drug sector in Victoria. This leadership role is based on core areas of activity:

Clinical service provision

Clinical and population-based research

Service system development and review

Education and training

24-hour telephone and on-line counselling and information services

Turning Point works collaboratively to improve alcohol and other drug policy and practice with the aim of maximising the health and wellbeing of people and communities living with and affected by alcohol and other drug-related harms.

Turning Point is an Eastern Health service, operating in affiliation with Monash University, Melbourne. Turning Point is part of the International Network of Drug Treatment and Rehabilitation Resource Centres for The United Nations Office of Drugs and Crime (UNODC) and is a member of the International Harm Reduction Association. The Centre is also a Registered Training Organisation and an accredited Higher Education Provider.