MENTAL HEALTH SERVICES

POSITION DESCRIPTION

POSITION: REGISTERED NURSE

CLASSIFICATION: RN DIVISION 1 OR 3 GRADE 2

RESPONSIBLE TO: MANAGER OF RESIDENTIAL SERVICES

QUALIFICATIONS: DIV 1/3 NURSE (POST GRAD MENTAL HEALTH & TRAINING QUALIFICATIONS DESIRABLE)

1. ORGANISATION & ENVIRONMENT

South West Healthcare is the major referral centre for south western Victoria and provides a comprehensive range of specialist services including community based Child and Adolescent, Adult, and Aged Person mental health services, supported by a 15 bed acute psychiatric inpatient unit and a community residential care program.

The Psychiatric Services Division has been mainstreamed and integrated with the Base Hospital, and provides for a population of 110,000.

The Psychiatric Service has undertaken extensive restructuring, and now provides specialist psychiatric services within community based model of integrated mental health care, and a case management framework.

2. POSITION OBJECTIVE

The primary role of the Psychiatric Nurse is to

- Undertake mental state, social and physical assessment of clients.
- Contribute to the clinical planning of individual clients to the nursing team.
- Assist in the provision of an environment conducive to the recovery of clients.
- Delivery of a high standard of psychiatric care.
- Develop, implement and evaluate management care plans.
- Promotion of best practice standards.
- Develop and promote quality improvement activities.
GENERIC RESPONSIBILITIES

- Comply with all relevant legislative requirements and organisational policies, by-laws, standing orders, mission statement and values including, but not restricted to:
  - Infection Control policies
  - Confidentiality policy and privacy legislation
  - Occupational Health and Safety policies and regulations
  - Guidelines of the Office of Public Employment including Principles and Code of Conduct
  - Fire, disaster and other emergency procedures
  - Smoke Free Campus policy

- To attend, at least every second year, relevant Health and Safety updates including Fire and Emergency Response and Manual Handling

- Promote the organisation in a positive manner
- Participate as a cohesive member of the health care team
- Respect the rights of individuals
- Participate in Continuous Quality Improvement within the organisation
- Accept responsibility for your own personal belongings
- Respect and appropriately care for the organisation’s property and equipment
- Participate in an annual Staff Development Review.

KEY RELATIONSHIPS

The Psychiatric Nurse will work closely with the Deputy Unit Manager, Clinical Nurse Consultant and the Manager of Residential Services, the Service Development Unit and all Team and Unit Managers across the Southwest Healthcare Campus and ensure regular communication and the flow of information with other clinical staff, families, and relevant community groups.

3. MAJOR DUTIES & RESPONSIBILITIES

The Psychiatric Nurse is responsible for:

- From assessments, develop a recommended course of treatment in consultation with the multidisciplinary team.
- Assess the effects of and administer drug therapies
- Enhancing their own professional development and that of other staff within the Service.
- Ensure that current policy and procedures are implemented and are clearly reflected in clinical practice and facilitate optimal outcomes.
- Ensure that all requirements in relation to the Mental Health Act are observed and implemented in the Acute Inpatient Unit.
- Work as rostered on shifts and provide Triage functionality for the Division after hours.
Undertake a commitment to research; promulgating a culture of research, evidence and outcome based practice.

4. KEY RESULT AREAS

4.1 Provide direct clinical services to clients including assessment, specialist acute treatment and interventions of a high standard.
4.2 Provide clinical interventions to ensure that acute treatment and interventions are of a high standard.
4.3 Contribute to the development and implementation of relevant policies and procedures to ensure that clinical practice is maintained to the highest level.
4.4 Assist in maintaining a safe environment for staff and clients by development of policies, implementation and training and reporting any incidents of unsafe work practice, sites or equipment to the Manager.
4.5 Participate in a formal performance appraisal program including appraisal of other staffing members.
4.6 Actively develop and participate in service related continuous improvement practices and principles.
4.7 Maintain, monitor and develop data collection systems and reports as required. Maintain all documentation accountability requirements.
4.8 Work effectively within a multi disciplinary team.
4.9 Participate in own staff training and development as appropriate.
4.10 Perform other duties as required and directed by the Manager.

5. RPN 2 CLINICAL NURSE SPECIALIST

6. RPN 2 ADVANCED

7. KEY PERFORMANCE INDICATORS

5.1.1 Provide a range of specialist high quality clinical advice and consultancy.
5.1.2 Work effectively within a multi disciplinary team.
5.1.3 Develop areas of specialist expertise appropriate to consumer, service, and staff needs.
5.1.4 Keep updated with current nursing research and trends including biological management.
5.1.5 Develop and maintain appropriate memberships with professional associations and journal subscriptions
5.1.6 Develop nursing peer networks across the Region and with other Area Mental Health Services.

5.2.1 Actively develop your own clinical skills and ensure that service delivery is maintained to the highest possible standard.
5.2.2 Display knowledge and ability to implement evidence based treatments.
5.2.3 Display a sound knowledge of current policies and procedures to ensure that policies and procedures are adhered to.
5.2.3 Participate in the development and implementation of new policy and procedure directives.

5.3.1 Monitor and evaluate risk issues on a shift basis to ensure that a safe environment is maintained for staff and patients within the Acute inpatient unit.
5.3.2 Routinely participate in and promote the use of PART practices within the unit.

5.4.1 On a regular basis participate in performance management systems.

5.5.1 Through systematic review, monitoring and consultation develop continuous improvement practices and activities within nursing teams.
5.5.2 Develop and integrate quality improvement activities with others.
5.5.3 Use consumer feedback to assist with service evaluation.

5.6.1 As required and requested provide reports on various activities.
5.6.2 Complete all necessary administrative and statistical requirements.
5.6.3 Complete all documentation according to legislative and service requirements.

5.7.1 Develop positive working relationships with all staff.
5.7.2 Use the skills and knowledge to enhance service delivery.
5.7.3 Attend all relevant meetings and handovers of the integrated clinical team.

5.8.1 Undertake regular clinical supervision, and provide to others as possible.
5.8.2 Identify ongoing training needs through supervision, and performance management feedback.
5.8.3 Take responsibility for meeting own training needs.
5.8.4 Maintain high standards of clinical practice including relevant competency levels relating to clinical interventions.
5.8.5 Attend relevant professional development sessions.

5.9.1 As required, be flexible and responsive to changing service needs, undertake to support service needs as requested.
7. **Key Selection Criteria**

7.1 Appropriate qualifications and registration with the Nurses Board, Victoria, post graduate and training qualifications desirable.

7.2 Extensive skills and experience in a wide variety of psychiatric services.

7.3 Proven ability to work within a team based multi disciplinary environment, and also work with limited direction in an autonomous fashion.

7.4 Excellent communication and interpersonal skills.

7.5 Comprehensive knowledge of contemporary legislation, regulations and policy directions.

South West Healthcare reserves the right of amendment, addition or deletion to this position description as it considers necessary to serve the best interests of the Organisation.

**CAROLINE BYRNE**

**DIRECTOR OF MENTAL HEALTH SERVICES**