



WESTERN REGION HEALTH CENTRE LTD

POSITION DESCRIPTION

Position:	Mental Health Nurse
Location:	72 Paisley St Footscray 3011 (However the position may be required to work from other WRHC sites)
Job Status:	Full time or Part time (negotiable)
Conditions of employment:	Victorian Psychiatric Services Certified Agreement 2004 – 2007, Extended and Varied Version 2007 – 2011 – Grade 4 Year 5
Authority re Appointment:	General Manager Health Outcomes
Reports To:	Senior Clinic Nurse

PROGRAM INFORMATION

WRHC Medical Clinic located in Footscray provides a wide range of services to patients living in the Western Metropolitan Region of Melbourne. Onsite services include refugee health, psychiatry, paediatrics and occupational medicine as well as general family health. There is a strong commitment to work with the many clients who are being cared for by a diverse range mental health programs offered by WRHC. The General Practitioners (GPs) are well supported by Division 1 Registered Nurses, on site interpreters and Client Services. WRHC has many programs a GP can access to assist with a client's care. These include allied health, counselling, homeless and mental health services.

POSITION OBJECTIVE

The primary focus of the role is for the Mental Health Nurse under The Mental Health Nurse Incentive Program (MHNIP) to assist in the implementation of a coordinated responsive service that provides support to the General Practitioners in managing patients with severe mental disorders in the community. The Mental Health Nurse is expected to perform duties within the scope of practice of the role, and according to the clinical privileges confirmed through the verification of Mental Health Nurse credentials qualifications, registrations and professional competencies.

POSITION REQUIREMENTS

Clinical Roles and Responsibilities:

- Undertake practice in accordance with Nurses Board of Victoria and Royal Australian College of GPs standards, codes, guidelines, legislation and regulations.
- Maintain professional, accurate and legible client notes, care plans and all other documentation pertaining to client management.
- Recognise need to seek advice from other health professionals

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- Provide coordinated services to those clients who meet the MHNIP eligibility criteria.
- Develop a mental health plan for eligible clients in collaboration with GPs and Psychiatrists
- Provide treatment as per plan and adhere to relevant clinical guidelines for the treatment of that disorder.
- Regularly review plan with the GP
- Use the Health of the Nation Outcomes Scale (HoNOS) for each patient on entry to MHNIP and subsequently measure changes to a clients symptoms and functioning using these tools every 90 days and at the exit of the initiative. These measures include the Child and Adolescent (hoNOSCA0, Adult (HoNOS), and Older Person (HoNOS65+) tools.
- Undertake training in performing HoNOS assessments.
- Offer outreach visits in a range of safe settings.
- Include family and carers as appropriate and in line with WRHC privacy policy
- Regularly review the client's mental state
- Administer, monitor and ensure compliance by client's with their medication
- Provide information on physical health care to client's
- Adhere to the recommended case load per session, over 3 months and 12 months period with clients with different care needs.
- Triage new clients as required
- Develop and support mental health programs within WRHC.
- Provide education and training as required
- Maximise the use of relevant MBS chronic disease management and mental health items
- Utilise relevant patient education resources
- Maintain client recall registers, reminder systems and pathology systems, relevant to the medical clinic, ensuring optimal client care

Coordination of clinical services:

- Develop and maintain links with key internal and external stakeholders for activities included but not limited to:
 - Case conferencing
 - Access to interventions from other services as required
 - Planning and care management of the patient
- Work collaboratively with WRHC Personal Helpers and Mentors (PHaMS) Program

Continuous quality improvement:

- Adhere to WRHC Infection Control Policy
- Maintain professional, accurate and legible client notes, care plans and all other documentation pertaining to client management.
- Identify key practice patient populations
- Understand budget parameters and where possible present possible strategies for improvement.
- Actively participate in quality initiatives and accreditation and support a culture of continuous quality improvement.
- Facilitate, manage, resolve and follow up incidents and complaints as per WRHC policy.
- Participate in risk management and support a culture of staff communicating risk identified and solutions to mitigate.
- Participate in research in the general practice setting and initiate changes to practice guidelines and protocols based on evaluation of research outcomes and evidence.

General Organisational Requirements:

- Provide courteous advice and assistance to clients and visitors of WRHC.
- Maintain effective working relationships with staff and regularly participate in team and organisational activities.
- Ensure that statistical records and accountability information is prepared and forwarded in a timely manner.
- Participate in strategic planning and development activities as required.
- Participate in WRHC Research & Evaluation projects as required
- Report on all areas of responsibility against performance targets as required.

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- Undertake specific projects or tasks as directed by the Senior Clinic Nurse
- Maintain information systems on relevant resources and implement relevant administrative procedures and systems.
- Participate in regular supervision meetings and an annual Individual Development Review process with the Senior Clinic Nurse
- Maintain and develop standards of practice and skills by pursuing internal and external professional development opportunities.
- Promote and represent the Centre as a caring, professional, and client-focused organisation, and its range of primary health and social support services.
- Adhere to Workplace Health Safety and Well Being standards within the organisation.
- Participate in the identification of risks to the program and organisation.
- Adhere to all Centre policies and procedures
- Consistent with the strategic directions of WRHC carry out all other duties as directed.

Commitment to the philosophy of Western Region Health Centre:

- Commitment to the philosophy expressed in the centre's vision, goals and values statements
- Commitment to work within a community focused whole of population health approach, recognising the importance of providing a medical model within a holistic health response
- Commitment to working within a service which includes targeting of marginalised communities
- Commitment to providing services in a manner that is sensitive to the cultural background of clients.

KEY SELECTION REQUIREMENTS

Applications are invited from suitably qualified and experienced people addressing the following areas:

Mandatory:

- Be credentialed with the Australian College of Mental Health Nurses
- Hold relevant psychiatric nursing qualification
- Current Victorian Nursing Registration
- Experience and knowledge of Mental Health Programs
- Knowledge of the Enhanced Primary Care items
- Computer literacy
- Demonstrated patient-focused approach in service provision
- Excellent interpersonal and communication skills
- Ability to work cooperatively and independently
- Ability to prioritise and organise
- Demonstrated commitment to ongoing professional development
- A current Victorian driver's licence.

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OTHER RELEVANT INFORMATION

- WRHC is an equal opportunity employer
- **Pre-Existing Condition Declaration**
Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position
- **Proof of Right to Work in Australia**
Documentation that proves the right to work in Australia will be required prior to appointment
- A pre-employment police check is mandatory for all new employees
- **Working with Children Check** - Appointment to the position will be subject to a satisfactory Working with Children Check
- **Voluntary Departure Package (VDP):** Recipients of Voluntary Departure Package (VDP) are ineligible to apply.
- Probation period of three (3) months
- Employees are requested to comply with the Centre's policy on staff immunisation

Employee signature: _____

Employee name: _____ Date: _____

Manager signature: _____

Manager name: _____ Date: _____