

POSITION DESCRIPTION – The Alfred

DATE REVISED:	17 April 2013
POSITION:	Registered Psychiatric Graduate Nurse
AWARD/AGREEMENT:	Psychiatric Services Agreement
CLASSIFICATION TITLE:	Registered Psychiatric Nurse Grade 2
DEPARTMENT:	Alfred Psychiatry
CLINICAL PROGRAM:	Psychiatry
DIVISION:	Operations
ACCOUNTABLE TO:	Nurse Manager
OPERATIONALLY ACCOUNTABLE:	Nurse Manager and Director of Operations Psychiatry
CLINICALLY ACCOUNTABLE:	Nurse Manager and Clinical Psychiatrist
PROFESSIONALLY ACCOUNTABLE:	Nurse Manager
WORKS IN COLLABORATION WITH:	The Mental health treatment team and Nursing Education

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 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.

DEPARTMENT

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.

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 the Child & Adolescent Service located in Moorabbin. Aged Psychiatry is located at Caulfield campus of Alfred Health.

Alfred Psychiatry also works in partnership with relevant local non government and social support agencies.

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 position is based at Alfred Psychiatry and is located on the Inpatient Units. Ability and flexibility to work on either 1st Floor Psychiatry or Ground Floor Psychiatry is required. The position offers post registration experience and the necessary training and experience to enable working in an acute inpatient unit. Comprehensive knowledge of the Mental Health Act and other relevant legislation, relevant knowledge and demonstrated skills in risk assessment, mental state assessment, care planning and knowledge of acute psychiatry nursing care and practice will be developed whilst undertaking this introductory role in mental health.

The candidate should demonstrate well-developed interpersonal skills to effectively consult, liaise and negotiate with patients, 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. The Graduate program includes 16 Study Days throughout the year, twice monthly clinical supervision, competency based assessments along with written and verbal assessments which on completion provide credit points towards post graduate studies in mental health.

The position involves one structured rotation to Alfred Psychiatry's community care unit.

KEY RESPONSIBILITIES

1. CLINICAL CARE

- Systematically assesses the physical and mental state of the patient, analyses information and identifies the patient's nursing needs.
- Undertakes a thorough risk assessment of the patient within the acute mental health setting to identify the patient risks.
- Applying knowledge and skills, develops and documents a comprehensive plan of care that reflects the identified needs of the patient and reduces risks associated with risk assessment within the least restrictive environment.
- Recognises changes in the patient's risk and mental status, takes necessary action and documents variation in the plan of care.
- Involves the patient, family, and other service elements in the development and implementation of the plan of care.
- Ensures that patient 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 patients which meets the individual needs of patients 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 patient 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 patient and family, risk management/reduction, use of and effect of medication and discharge planning.
- Develops and implements teaching plans for patients 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 patient 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 patient 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 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 patient 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.

4. PROFESSIONAL DEVELOPMENT

- Participation in the Graduate Year Education Program
- Participation in regular clinical supervision with Graduate Educator and nursing mentor(s)
- 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.
- Participate in Performance Management program ensuring that up to date professional and realistic development plan in place.
- Routine attendance to core-skill and emergency training education and all graduate study days
- Supports the development of others by acting as a resource to colleagues and participating in the orientation and preceptoring of new staff.
- Promote and facilitate nursing research and application to nursing practice
- Promote and participate in educational and in-service activities.
- Supervise and train nursing students, as required

QUALITY, SAFETY, RISK and IMPROVEMENT

- Maintain an understanding of individual responsibility for patient 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 Patient Centred Care.
- 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

Capabilities for this position:

With support and supervision the applicant in this position will be able to develop and become independent as follows:

- Positive outlook with a strong focus on patient centred care.
- An understanding of key aspects of Mental Health Act and other relevant Acts
- Displays a high work performance, is a team player who is customer focussed, motivated and enthusiastic.
- Ability to effectively manage time and deliver tasks within allocated time frame
- Accountability
- Self Development
- Decision making
- Quality Improvement
- Attitude
- Demonstrate ability to meet personal objectives
- Knowledge of contemporary nursing practice – patient centred care
- Development of key psychiatric nursing competencies through participation in Grad Education Program
- Effective communication

- Attainment of clinical competencies

Mental Health Workforce Capabilities:

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.

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.

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.

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.

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.

EARLY DETECTION AND INTERVENTION

Mental health professionals encourage early detection and intervention.

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.

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.

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.

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.

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.

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

Performance indicators:

The incumbent will develop specific performance indicators and action plans with the Senior Nurse that will form the basis of a performance management agreement.

QUALIFICATIONS/EXPERIENCE REQUIRED

- Registration with the AHPRA as Division 1 nurse and holds a current, unrestricted practicing certificate.

Position Description authorised by: Sandra Keppich-Arnold

Date: 17 April 2013