

## POSITION DESCRIPTION – Alfred Health

<b>DATE REVISED:</b>	23 May 2023
<b>POSITION:</b>	Graduate Registered Nurse - Acute Adult Mental and Addiction Health
<b>AWARD/AGREEMENT:</b>	Victorian Mental Health Services Enterprise Agreement 2020-2024
<b>CLASSIFICATION TITLE:</b>	Registered Psychiatric Nurse Grade 2 Year 1 – NP11
<b>POSITION STATUS:</b>	Permanent Part Time (0.8 EFT)
<b>DEPARTMENT/UNIT:</b>	Alfred Mental & Addiction Health - AMAH
<b>CLINICAL PROGRAM:</b>	Hospital and Emergency, and Adult and Older Adult Services
<b>DIVISION:</b>	Operations
<b>ACCOUNTABLE TO:</b>	Director of Nursing via Nurse Unit Manager
<b>CLINICAL ACCOUNTABILITY TO:</b>	Nurse Unit Manager and Graduate Clinical Support Nurse
<b>OPERATIONALLY ACCOUNTABLE:</b>	Nurse Unit Manager and Director of Operations Psychiatry
<b>PROFESSIONALLY ACCOUNTABLE:</b>	Nurse Unit Manager and Graduate Program Manager
<b>WORKS IN COLLABORATION WITH:</b>	Inpatient multi-disciplinary Team

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### 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](http://www.alfredhealth.org.au)

### OUR PURPOSE

To improve the lives of our patients and their families, our communities and humanity.

### OUR BELIEFS

Our staff are expected to demonstrate and uphold the beliefs of Alfred Health:

- Patients are the reason we are here – they are the focus of what we do
- How we do things is as important as what we do.
- Respect, support and compassion go hand in hand with knowledge, skills and wisdom. Safety and care of patients and staff are fundamental
- Excellence is the measure we work to everyday. Through research and education, we set new standards for tomorrow.
- We work together. We all play vital roles in a team that achieves extraordinary results.
- We share ideas and demonstrate behaviours that inspire others to follow.

## ALFRED MENTAL & ADDICTION HEALTH PROGRAM (AMAH)

AMAH provides specialist psychiatric clinical care to people with severe mental illness. The Program has a primary responsibility for residents of inner South-eastern metropolitan Melbourne but cares for all consumers seeking its services.

The Alfred Mental and Addiction Health Program (AMAH) comprises:

- AMAH Hospital and Emergency Services (HES)
- AMAH Adult and Older Adult Services (AOAS)
- AMAH Infant, Child & Youth Services including Headspace (HI-CYMHS)
- AMAH State-wide Services

**AMAH HES** is located at The Alfred (hospital) (Commercial Road, Prahran) and at 549 St. Kilda Road.

**AMAH AOAS** is located at 607 St Kilda Rd; Alma Road CCU in St. Kilda; at our Prevention and Recovery Centre (PARC) at Nicholson Street Prahran; and at Caulfield Hospital (Kooyong Rd, Caulfield).

**AMAH HI-CYMHS** is in Moorabbin and headspace services are in various locations across the Southern metro area.

**AMAH State-wide Services** are being established at the Women's Mental Health Service at Ramsay Clinic; the Residential Eating Disorders Treatment Centre in Armadale; and the Lived Experience Residential Service.

AMAH also works in partnership with local non-government and social support agencies.

Our mission in AMAH is to enable people of all ages to lead their own meaningful and purposeful lives by providing innovative, compassionate, and collaborative mental health and wellbeing treatment, care and support.

AMAH actively encourages applications from members of the LGBTIQ+, Aboriginal and Torres Strait Islander peoples, Disability, culturally and linguistically diverse communities and those with lived and living experience in areas in which we work. We work to address barriers in full participation.

## POSITION SUMMARY

*The position is permanent, part-time and is based at Alfred Mental and Addiction Health and is located on either the Adult, Aged Inpatient Units or Community Care Unit.*

The position requires current and unrestricted registration with the Nursing & Midwifery Board of Australia via AHPRA to enable working in mental health settings. Relevant knowledge and skills in risk assessment, mental state assessment, care planning, legislation and knowledge of acute mental and addiction nursing care and practice will be developed and is essential to undertake this role. Well-developed interpersonal skills are required to effectively consult and with consumers, carers, family members, and other professionals.

The position requires a high performer who is consumer focused, a team player, and is motivated and enthusiastic. The position involves a rotating shift work roster, so the ability to work across a variety of shifts is required. As a graduate, the incumbent will be required to participate in the education program and ensure practicum and theoretical assignments are completed as required throughout the graduate year.

***This position requires successful completion of the probationary period, twice-yearly performance reviews and successful completion of the AMAH graduate nurse program. Successful completion of the AMAH graduate nurse program is conditional upon completing all assigned academic tasks, supervision sessions and clinical competency assessments with the approved time frame. Upon successful completion of the Graduate program, deployment to other clinical areas of the AMAH service may be required.***

## KEY DUTIES AND RESPONSIBILITIES

### 1. CLINICAL CARE

- Systematically assesses the physical and mental state of the consumer, analyses information and identifies the consumer's nursing needs.
- Undertakes a thorough risk assessment of the consumer within the acute mental health setting to identify the consumer risks.
- Applying knowledge and skills, develops and documents a comprehensive plan of care that reflects the identified needs of the consumer and reduces risks associated with risk assessment within the least restrictive environment.
- Recognises changes in the consumer's risk and mental status, takes necessary action and documents variation in the plan of care.
- Involves the consumer, family, and other service elements in the development and implementation of the plan of care.
- Ensures that consumer 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 consumers which meets the individual needs of consumers in a manner consistent with the philosophy, policies and objectives of the Nursing Division of Alfred Health.
- Evaluates and validates the effectiveness of nursing strategies towards meeting expected consumer 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 consumer and family, risk management/reduction, use of and effect of medication and discharge planning.
- Co-ordinates an effective discharge from hospital that reflects the needs of the consumer 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 consumer 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 and Governance 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 consumer 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 Alfred Health's Nursing Division's philosophy and objectives.
- Apply a thorough knowledge and understanding of relevant legislation, Hospital and nursing policies and guidelines.

#### 5. PROFESSIONAL DEVELOPMENT

- 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. Alfred Mental and Addiction Health Graduate Nurse Program is a clinical and academic course which follows similar guidelines to universities with regards to submission of assessments and completion of clinical competencies
- Participate in Performance Management program ensuring that up to date professional and realistic development plan in place.
- Routine attendance at all Study Days to core-skill and emergency training education as per the AMAH Graduate Nurse Manual
- Engage in a minimum of 12 Clinical supervisions sessions per year
- Support the development of others by acting as a resource to colleagues.
- Promote and facilitate nursing research and application to nursing practice
- Promote and participate in educational and in-service activities.
- Supervise and support nursing students as required
- Complete all assigned academic tasks as per the AMAH Graduate Nurse Manual
- Complete the Clinical Practice Development Package as per the AMAH Graduate Nurse Manual

#### **QUALIFICATIONS/EXPERIENCE REQUIRED**

- Current unrestricted registration as a Nurse Division 1 with the Nursing & Midwifery Board of Australia via AHPRA

#### **KEY CAPABILITIES**

##### **Specific for the role**

- Ability to provide safe and appropriate clinical practice with sound risk and mental state assessment and skills
- Ability to provide safe medication administration
- Undertakes practice consistent with the requirements of the Victorian Mental Health Act and other relevant Acts /legislation
- 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

In addition to these specific skills, The Alfred seeks a set of attributes amongst all staff. These attributes being:

- A high performer.
- Consumer focused.
- A team player.
- Motivated and enthusiastic.

Alfred Mental and Addiction Health uses Performance Development Plans as tools to facilitate staff training development and such a plan would be used to assist in the professional development of this position.

## **Capabilities**

Health Services capabilities for all staff:

- Be aware of and practice standard Hospital procedures for emergency situations
- Be aware of Occupational Health & Safety policies and procedures and practice appropriate caution and safety during work activities. Report any problems to Occupational Health & Safety Representative or Manager promptly.
- To comply with all organisational policies and procedures

## **Values**

Values consistent with those of Alfred Health which are:

- *Integrity:* We engage others in a respectful, fair and ethical manner, fulfilling our commitments as professionals and employees. We ensure the highest degree of dignity, honesty and trust
- *Accountability:* We show pride, enthusiasm and dedication in everything we do. We ensure quality patient care and use resources appropriately. We accept professional accountability for all our decisions and responsibilities.
- *Collaboration:* We consult and collaborate with others and respect the diverse knowledge of our partners; working as team we ensure the best inter-professional patient care.
- *Knowledge:* We create opportunities for education and are committed to continuous development. We enable everyone to make knowledge-based decisions.

## **Mental Health Workforce Capabilities & Priorities Include Awareness:**

### **1. 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.

### **2. 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.

### **3. AWARENESS OF DIVERSITY**

Mental health professionals practise in an appropriate manner through actively responding to the social, cultural, linguistic, and spiritual and gender diversity of consumers and carers, incorporating those differences in their practice.

### **4. 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.

### **5. 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.

### **6. EARLY DETECTION AND INTERVENTION**

Mental health professionals encourage early detection and intervention.

## 7. 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 that prevent relapse and promote recovery.

## 8. 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.

## 9. 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.

## 10. 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.

## 11. 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.

## 12. 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.

### **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 Consumer Centred Care
- Comply with principles of Safewards
- 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
- Comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline
- Research activities will be undertaken commensurate with the role
- In compliance with the Victorian Chief Health Officer's Mandatory Vaccination Directions, all Alfred Health employees must be vaccinated against COVID-19 with a TGA approved vaccine

### **COMMITMENT TO CHILD SAFETY**

Alfred Health has zero tolerance for child abuse and are committed to acting in the best interest of children in our care. We promote cultural safety and participation of Aboriginal children, children of cultural and linguistic diversity and those with disabilities to keep them safe at all times.

### **OTHER RELEVANT INFORMATION**

- Current Victorian Driver's License
- Current Australian working rights
- Satisfactory completion of a Police Check

This position description will be subject to periodic review.

**Position Description authorised by: Sandra Keppich-Arnold Director of Nursing and Operations- AMAH**

**Date: May 2023**