

## Employee Position Description

Position Details		
<b>Position Title:</b> Credentialed Mental Health Nurse	<b>Department:</b> Mental Health	<b>Agreement:</b> Nurses and Midwives (Victoria Public Health Sector - Single interest employers) Enterprise agreement 2016-2020
<b>Reports To:</b> Manager Mental Health	<b>Location:</b> Based at the AccessHC clinic in Maroondah, but may be required to travel/work from other AccessHC sites as required	
<b>Direct Reports:</b> Nil	<b>Employment Status:</b> Permanent Part time (0.6 FTE)	<b>Classification:</b> Grade 4 Community Health, year dependant on experience
Position Primary Purpose		
<p>The Credentialed Mental Health Nurse will provide mental health nursing and clinical care coordination to consumers with complex needs in the Mental Health Stepped Care program. The Credentialed Mental Health Nurse will work as a part of the multidisciplinary Stepped Care team using the clinical staging model to assess and deliver mental health treatment to consumers. A key component of the role is the assessment and management of clinical risk for consumers living in the community with moderate to severe mental health needs.</p>		
Decision Making Authority	Key Relationships	
<b>Decisions made independent of Manager</b>	<b>Internal</b> <ul style="list-style-type: none"> <li>Manager Mental Health</li> <li>Manager Alcohol and Other Drugs (AOD)</li> <li>Senior Clinical staff Mental Health and AOD</li> <li>Mental Health &amp; AOD Intake Team</li> <li>Mental health and AOD program staff</li> <li>GP and medical practice</li> </ul>	<b>External</b> <ul style="list-style-type: none"> <li>General Practice, community health and primary care services</li> <li>Aboriginal health services</li> <li>Tertiary mental health services</li> <li>Steps consortium partners</li> </ul>

Key Accountabilities				
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Focus Areas	Responsibilities
<b>Direct Service Delivery</b>	<ul style="list-style-type: none"> <li>• Undertake comprehensive assessment of consumers which includes mental health, AOD, psychosocial, functional, and physical assessment domains</li> <li>• Use the clinical staging model in assessment and development of treatment plans</li> <li>• Work collaboratively with consumers, family/carers and other health professionals to develop and implement Collaborative Care Plans</li> <li>• Undertake initial and ongoing risk assessments of clients and develop risk management plans (including the provision of Quick Response Suicide Prevention Services under Stepped Care)</li> <li>• Provide one-on-one clinical nursing services for clients with moderate to complex mental health needs to address recovery-oriented goals in line with the Collaborative Care Plan</li> <li>• Monitor and support the consumer's safe and appropriate use of medications</li> <li>• Provide clinical care coordination for consumers engaged with multiple services, including GPs</li> <li>• Provide services in both face-to-face and telehealth modalities, including community outreach support</li> <li>• Co-facilitate group-based programs where required</li> <li>• Coordinate and participate in shared care with internal and external services, including attendance at care team meetings, case coordination and clinical reviews</li> <li>• Work within the scope of practice defined for the role and as agreed with line manager</li> </ul>
<b>Partnerships and Networking</b>	<ul style="list-style-type: none"> <li>• Actively participate and work cooperatively within the multidisciplinary team, collaborative partner organisations and with other key stakeholders</li> <li>• Develop and maintain appropriate networks and resources to enable the referral of people to broader community services</li> <li>• Participate in the 'community of practice' with other Stepped Care clinicians</li> <li>• Represent the service as required in a professional and ethical manner</li> </ul>
<b>Quality, Safety and Clinical Governance</b>	<ul style="list-style-type: none"> <li>• Participate in regular staff meetings, operational (line management) supervision and professional development</li> <li>• Participate in regular clinical supervision, which includes self-reflection, self-care, risk management and identification of needs</li> <li>• Inform the Senior Clinician and/or Manager when a clinical risk is identified, and document all incidents and hazards in the VHIMS database</li> <li>• Conduct a clinical review with all consumers at least every three months</li> <li>• Participate in quality and service improvement activities to continually improve client care</li> <li>• Administer clinical outcome measures and screening tools (such as the K10) to consumers as required</li> </ul>

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Key Accountabilities	
Focus Areas	Responsibilities
	<ul style="list-style-type: none"> <li>• Ensure all legislative requirements (including those relating to mandatory reporting) are followed, and all clinical and OH&amp;S incidents/hazards are accurately and promptly reported in the VHIMS Central database</li> <li>• Record all clinical notes, client contacts and outcome measures in electronic databases and reporting systems as required</li> <li>• Ensure all procedures and policies are followed to support safe and effective service delivery (including occupational health and safety standards) and participate in quality improvement where required</li> <li>• Maintain registration with AHPRA and ensure all registration requirements are met</li> <li>• Maintain a professional code of conduct and participate in on-going professional development in accordance with annual work plans</li> </ul>
<b>Data Reporting, Program Evaluation and Team Participation</b>	<ul style="list-style-type: none"> <li>• Ensure that service targets and KPIs are met</li> <li>• Collect and share relevant information about consumers in compliance with relevant legislation and program guidelines</li> <li>• Assist in the general review and evaluation of the Steps Mental Health program</li> <li>• Participate in other program development and project work as required</li> <li>• Contribute to the team and participate in a supportive team culture</li> <li>• Contribute to the planning, monitoring and evaluation of the services at AccessHC</li> </ul>
<b>AccessHC Values</b>	<ul style="list-style-type: none"> <li>• Through actions and behaviour, demonstrate AccessHC values of <b><i>Equity, Collaboration, Integrity, Accountability, Innovation and Excellence.</i></b></li> </ul>
<b>Governance and Compliance</b>	<ul style="list-style-type: none"> <li>• Act in accordance with AccessHC's policies, procedures and code of conduct.</li> <li>• Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position.</li> <li>• Participate in mandatory training requirements to support the delivery of a safe and effective service.</li> <li>• Ability to make a contribution towards effective risk management.</li> <li>• Take personal responsibility for the quality and safety of work undertaken.</li> </ul>
<b>Workplace Health and Safety</b>	<ul style="list-style-type: none"> <li>• Act in accordance with health and safety policies and procedures at all times.</li> <li>• All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.</li> <li>• Treat others with respect and always behave professionally and in accordance with the AccessHC Code of</li> </ul>

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Key Accountabilities	
Focus Areas	Responsibilities
	Conduct.

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Selection Criteria	
<p><b>Standard selection criteria items</b></p> <ul style="list-style-type: none"> <li>• Police Check</li> <li>• Working With Children Check</li> <li>• Driver's Licence</li> </ul> <p><b>Qualifications, registrations and experience</b></p> <ul style="list-style-type: none"> <li>• Approved tertiary qualification in Mental Health Nursing</li> <li>• Current and ongoing registration with Australian Health Practitioner Regulation Agency (AHPRA) as a mental health nurse</li> <li>• Credentialed Mental Health Nurse with the Australian College of Mental Health Nurses (ACMHN)</li> <li>• Demonstrated experience in clinical risk assessment and management, including assessing mental state and clinical risk management across multiple domains</li> <li>• Experience working within the primary care and primary mental health sectors</li> </ul>	<p><b>Key skills and attributes</b></p> <ul style="list-style-type: none"> <li>• Possess an empathic, innovative and professional therapeutic style</li> <li>• Excellent organisational, time management and problem solving skills</li> <li>• Excellent understanding of mental health symptoms, diagnoses and treatments across the lifespan</li> <li>• Knowledge of current psychiatric medications and medication management</li> <li>• Ability to work within a dual-diagnosis framework</li> <li>• Ability to work creatively and safely with consumers from diverse backgrounds, including LGBTIQ, CALD and Aboriginal and Torres Strait Islanders</li> <li>• Ability to work independently and as part of a multi-disciplinary team</li> <li>• Ability to organise workload, set priorities and meet performance targets and deadlines</li> <li>• Proficiency with electronic health record systems (such as TrakCare or FIXUS) and Microsoft Office programs (Word, Excel, Outlook and PowerPoint)</li> <li>• Willingness to expand your current skillset to meet the needs of the service</li> </ul>
<p><i>AccessHC is a Child Safe Organisation.</i></p> <p><i>AccessHC actively supports an inclusive culture and celebrates its diversity. We encourage applications from people with disabilities, diverse genders and sexualities, Aboriginal peoples and people from a culturally and/or linguistically diverse background.</i></p>	

Authorisations	
<p><b>Manager Name:</b> <b>Signature:</b> _____</p>	<p><b>Staff Name:</b> <b>Signature:</b> _____</p>

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<b>Authorisations</b>	
<b>Date:</b> / /	<b>Date:</b> / /

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