



POSITION DESCRIPTION

POSITION TITLE	Mental Health Practice Nurse
PROGRAM AREA	General Practice Clinical Service Unit
AWARD AND CLASSIFICATION	Award 70 – Psychiatric Services Victorian Psychiatric Services – Multiple Business Agreement 2007-2011 Registered Psychiatric Nurse Grade 4
LOCATION	The position is principally based at Banyule Community Health (BCH). However, the position will also be required to service other clients at other locations as part of its employment responsibilities and duties to BCH. In essence, all these organisations at differing locations will come under the auspices of BCH for the purposes of this role.
REPORTS TO	Manager - Clinical Services
PERSONNEL SUPERVISED	No direct reports to this position
ORGANISATIONAL CONTEXT	The Banyule Community Health Service provides a comprehensive range of health, welfare and social support services from sites at Greensborough & West Heidelberg. The organisation has a Board of Directors, which is partially elected and partially appointed by the Governor in Council on the recommendation of the Minister for Health. The community makes decisions about the health service through community elected Board of Directors and through consumer participation strategies. We operate in a dynamic environment where change is the norm. We are a smoke-free work environment.
LOCAL WORK ENVIRONMENT	The provision of Mental Health Practice Nursing is one of a number of services provided by BCH. The MNP will provide clinical services to clients of BCH catchment and will work closely with the GPs across both General Practices of BCH. Clinical consultations will be routinely provided in the General Practices and home-based environment of clients. The

	<p>focus of the work of the MHPN will be to clients seeking assistance with low prevalence mental health disorders.</p> <p>Employment with the Mental Health Nurse Incentive Program is subject to the provision of ongoing funding by the commonwealth (Medicare).</p> <p>We have a high expectation that staff operate as a co-operative team. Our emphasis is on having staff that are flexible, multi-skilled and are able to work with a diverse range of individuals, groups and community agencies. We look for people who are prepared to learn and take on new skills, responsibilities and challenges. Staff are expected, when required, to rotate with, and back-up other staff. In addition, there may be occasions when staff are asked to work at other sites. Generally, we are looking for staff to have a good working knowledge of areas other than their own.</p>
<p>KEY POSITION REQUIREMENTS</p>	<p>1.1 ACCESS</p> <p>Outcome Measures</p> <ul style="list-style-type: none"> • Demonstrated ability to deliver a responsive and readily accessible service which clearly puts the needs of the consumer first. • Demonstrated rapid response to requests for assessment by General Practitioners. • Provision of prompt advice to GP's and private psychiatrists and thorough documentation as required. • Demonstrated responsiveness to requests/referrals from GP's and Private Psychiatrists. • Completion of the Health of the Nation Outcomes Scales (HoNOS) in accordance with the requirements of the Mental Health Nurse Incentive Program. <p>1.2 EXPERT DELIVERY OF DIRECT CLINICAL CARE</p> <p>Outcome Measures</p> <ul style="list-style-type: none"> • Documented assessment and treatment plans for clients in the community. Demonstrated ability to triage requests for shared care services from GP's and private psychiatrists. • Demonstrated ability to consult and liaise with GP's, private psychiatrists and Area Mental Health staff on critical clinical issues, such as organising access to hospital beds and arranging urgent assessment. • Documented referral to appropriate follow-up supports for clients. • Documented follow-up of clients to ensure continuity of care and that linkages have been made with appropriate services. • Demonstrated ability to work in close collaboration with health professional colleagues in the general practice setting

in the direct provision of mental health care.

- Clinical records maintained according to Standards of Practice and BCH policy (includes progress records, risk assessment, mental status assessment, treatment plans, and discharge summaries).
- Demonstrated leading role in the development and implementation of clinical nursing standards in the community.
- Demonstrates an awareness of the implications for practice from current research data.
- Successfully performs a case-coordination role, ensuring the implementation of treatment plans, communication of significant clinical information to relevant others, comprehensive documentation on consumer files, the performance of clinical reviews and appropriate consumer transfer/discharge procedures.
- Attendance at relevant clinical reviews in both the general practice and/or other health setting.

1.3 EXPERT DELIVERY OF INDIRECT CLINICAL CARE

Outcome Measures

- Regular consultation with GP's and private psychiatrists, carers, other health professionals at BCH, mental health service providers and other key informants in client assessment.
- Assists in the local policy development, planning, monitoring and evaluation of mental health practice nurse and shared care service delivery.
- Provides regular advice and support to GP's and private psychiatrists in relation to mental health assessment and psychiatric nursing care.
- Participates in regular meetings with Practice staff and Clinical Services Manager to review and evaluate the quality of service delivery.
- Participates in regular meetings with clients and carers to review and evaluate the quality of service delivery.
- Participates in the development of collaborative links with key external agencies (eg police, area mental health, private psychiatrists, and forensic services).

1.4 PROFESSIONAL DEVELOPMENT

Outcome Measures

- Active participation in the Individual Performance Review, Supervision and Professional Development program, including an annual review of a work plan which documents individual performance objectives and professional development.
- Identification and utilisation of key resource personnel/agencies to assist in the development of advanced clinical skills, organisational skills and teamwork competencies.

	<ul style="list-style-type: none"> • Maintain own theoretical and clinical competence • Maintain own professional development through clinical supervision, self directed learning and opportunities for seminar/study. • Development and achievement of performance criteria in collaboration with the Practice Co-ordinator and Clinical Services Manager. <p>1.5 GENERIC REQUIREMENTS</p> <ul style="list-style-type: none"> • Timely provision of all service activity data, including contact details and other statistical data as requested by BCH management. • To ensure that client confidentiality is respected and upheld at all times. • To notify management in the event of any damage or interference with the organisation’s buildings, vehicles and/or equipment. • To promote good public relations on behalf of the organisation. • To participate in project work as required, in particular client surveys. • To participate in BCH performance appraisal program annually • To ensure services are delivered in a culturally sensitive manner • To ensure a safe workplace according to OHS standards and policies • To participate in the ongoing quality improvement activities of the agency. These activities include planning and evaluation of programs and services, performance development and audits. • To participate in the emergency incident response activities, as defined within the Emergency Management Procedure, as and when required, at the direction of management. • Any other duties as instructed by the Program Manager from time to time.
<p>QUALIFICATIONS AND EXPERIENCE</p>	<p>KEY SELECTION CRITERIA</p> <ol style="list-style-type: none"> 1. Registration certificate issued by the recognised professional regulatory body. Registration from the Nurses Board of Victoria in Division 3 or Division 1 (with Psychiatric Nursing Endorsement) with current practising certificate. 2. Mental Health Nurse currently credentialed with the ACMHN 3. Demonstrated understanding of principles of service responsiveness to consumers, carers and GP’s and private psychiatrists. 4. Extensive experience in mental health, in a range of clinical settings.

	<ol style="list-style-type: none"> 5. Advanced clinical skills. 6. Commitment to working in a multi-disciplinary team. 7. Willingness to participate in policy and protocol development, implementation and evaluation. 8. High level of verbal and written communication skills. 9. Demonstrated competence in community based assessment and management of people in the acute phase of a mental illness. 10. Knowledge of and demonstrated skills in the provision of Shared Care services in the primary care sector. 11. Demonstrated ability to work effectively with a wide range of clinical and non-clinical services. 12. Demonstrated commitment to the development and maintenance of high quality care. 13. A sound knowledge of and commitment to practice within the Mental Health Act (1986), the National Mental Health Standards, and other relevant legislation. 14. Demonstrated information technology skills and computer literacy. 15. Demonstrated commitment to ongoing professional development. 15.Satisfactory police check where applicable or as required by legislation 16.Full Victorian motor vehicle licence 17. A second language (useful but not necessary)
CORE ATTRIBUTES	<ul style="list-style-type: none"> • Ability to work as part of a multidisciplinary team.
POLICY & PROCEDURES	All employees are expected to read and comply with the organisations policies, procedures and protocols as ratified by the Board of Management.

I acknowledge and agree that the above job description is a true and accurate description of my current role.

Employee's Name _____

Employee

Date

Manager

Date

The job description was developed on 20th October 2009