



TheAlfred

POSITION DESCRIPTION - Alfred Psychiatry

Date revised: January 2009

POSITION:	Registered Nurse Psychiatry, Graduate Nurse
AWARD/AGREEMENT:	Psychiatric Nurses Agreement
CLASSIFICATION TITLE:	RN1 Graduate Nurse
DEPARTMENT/DIVISION:	Psychiatry
ACCOUNTABLE TO:	Nurse Manager
OPERATIONALLY ACCOUNTABLE:	Nurse Manager and Director of Operations Psychiatry
CLINICALLY ACCOUNTABLE:	Nurse Manager and Clinical Psychiatrist
PROFESSIONALLY ACCOUNTABLE:	Nurse Manager
DIRECT REPORTS:	Nurse Manager
WORKS IN COLLABORATION WITH:	The Mental health treatment team and Nursing Education

BAYSIDE HEALTH

Bayside Health incorporates The Alfred, Caulfield General Medical Centre and Sandringham & District Memorial Hospitals. The management of the operations and business of Bayside Health is the responsibility of the Bayside Chief Executive, the General Managers of Caulfield General Medical Centre and Sandringham Hospital and executive staff to whom management responsibilities have been delegated.

Bayside Health serves a catchment population of approximately 400,000 providing services ranging from major trauma to residential aged-care facilities. Bayside works in collaboration with a wide range of community based services including the Cities of Melbourne, Stonnington, Glen Eira and Port Phillip, the Bayside and Southcity Divisions of General Practice and the Inner South East Partnership in Community and Health.

The Alfred is a 350 bed acute tertiary referral hospital with a budget of \$300 million and a staff of 3,500. It treats 50,000 inpatients and 200,000 emergency patients and outpatients annually. Caulfield General Medical Centre is a 360 bed hospital, with a focus on aged care, aged psychiatry, residential care, rehabilitation and community services. It employs 1200 staff and has an annual budget of \$70M.

Sandringham and District Memorial Hospital is a community hospital with a total of 86 beds. It incorporates an Emergency Department, 2 medical wards, 2 surgical wards, an obstetrics unit and a haemodialysis satellite centre. It employs 300 staff and has an annual budget of \$30M. Further information about Bayside Health is available at www.baysidehealth.org.au

ALFRED PSYCHIATRY

Alfred Psychiatry sits within the Division of Ambulatory Services & Mental Health at The Alfred. It comprises both adult and child & adolescent services and a research unit. There is an important relationship also with the aged mental health service at Caulfield General Medical Centre (CGMC).

The Adult Mental Health Service (AMHS) includes both hospital and community services. The inpatient unit is made up of 58 beds distributed across two 29 bed wards, including a state-wide psychiatric intensive care unit (PICU). Each ward has a full range of nursing, allied health and medical staff. The general hospital and ED are serviced by a comprehensive Consultation-Liaison Psychiatry Service and a CATT/Triage team. The community service comprises two community mental health clinics that incorporate Continuing Care Teams (CCTs) and a Homeless Team (HOPS). A Psychiatric Rehabilitation Service is being created to combine the Mobile Support & Treatment Team (MSTS), the Continuing Care Unit (CCU) and services to NGO-run rehabilitation services in the inner south. A Prevention & Recovery Care (PARC) Unit (8 beds & 2 day places) was established in partnership with the Mental Illness Fellowship of Victoria (MIFV) and Alfred Psychiatry. The Primary Mental Health Team (PMHT) supports primary health services and will lead an expansion of consultation mental health services in this sector.

The Child & Adolescent Mental Health Service (CAMHS) is a specialist ambulatory clinic for young people aged 0 – 18 years based in Moorabbin. The multidisciplinary team has a relatively small nursing presence, highly specialised in the provision of infant, child and adolescent mental health care.

The Aged Psychiatry Services (APS) at Caulfield General Medical Centre is managed within a separate division of Bayside Health, but maintains links with Alfred Psychiatry in medical and psychiatry nursing education, after-hours service provision and quality improvement.

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 position involves structured rotations through community and elective placements within Alfred Psychiatry.

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

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 AND VALUES:

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

Values

Values consistent with those of Bayside Health which are:

- Caring and responding to our patients
- Encouraging and achieving excellence, continual learning and improvement
- Working in partnership and co-operation
- Being responsible and accountable for the services we provide
- Achievement through team work
- Treating people with integrity, in a friendly, trusting and respectful manner and environment.

QUALIFICATIONS/EXPERIENCE REQUIRED

- Registration with the Victorian Nurses Board in Division 1 and holds a current practicing certificate.

PERFORMANCE CRITERIA**Professionalism:**

- Accountability
- Self Development
- Decision making
- Quality Improvement
- Attitude
- Demonstrate ability to meet personal objectives

Clinical Nursing Care:

- 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

Position Description authorised by: Sandra Keppich-Arnold

Date: January 2009