

## POSITION DESCRIPTION

<b>Position:</b>	Mental Health Pre-Qualified Nursing, Allied Health and Medical Staff
<b>Directorate</b>	Mental Health Services
<b>Division:</b>	Mental Health
<b>Business Unit:</b>	Mental Health
<b>Enterprise Agreement</b>	VICTORIAN PUBLIC MENTAL HEALTH SERVICES) ENTERPRISE AGREEMENT 2020-2024
<b>Reports to:</b>	Project Lead/Pre-Qualification Program



### MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. From day one, MBPH has aspired to provide exceptional patient care and be a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement and positive and aligned workplace culture.

MBPH employs over 1200 staff and has 172 beds and provides a range of acute services in emergency, maternity, intensive care, rehabilitation, community services, psychiatric in and out patient care, palliative care, renal dialysis and chemotherapy service to the people of North West Victoria. The hospital also provides medical imaging and pathology services.

### VISION

Mildura Base Public Hospital – providing exceptional care.

### PURPOSE

To improve health outcomes for our tri-state communities by creating partnerships, leading culture and building our team to deliver sustainable services.

### VALUES

All employees of the Mildura Base Public Hospital are required to uphold the HEART values of our organisation. For information on our **HEART** values and the expectations to uphold the values, please refer to **page 5** of this document.

### INCLUSION

At MBPH, we firmly believe that fostering diversity, equity, and inclusion is essential to the success of our health service, our employees, our patients, and the wider community. We wholeheartedly embrace diversity and highly value the diverse experiences of individuals from all ethnicities, faiths, ages, disabilities, cultures, languages, gender identities, sexes, and sexual orientations.

We extend a warm welcome to lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) individuals, inviting them to be a part of our inclusive health service.

Aligned with our HEART Values, we are dedicated to further enhancing accessibility and promoting inclusive practices across all aspects of our workplace.

## STRATEGIC OBJECTIVES



## POSITION SUMMARY

The Pre-Qualification Employment program is offered to students currently enrolled in a course of undergraduate or Masters in Nursing, Occupational Therapy, Social Work, Psychology, Medicine or other Allied Health positions. The Pre-Qualification Employment Program aims to build capacity within the public Mental Health sector to attract soon-to-be-qualified workforce to choose careers in mental health. The overall responsibility of this role is to contribute positively to consumer engagement and support consumers, families and carers as part of the broader team. This role provides applicants the opportunity to contribute meaningfully to the lives of consumers with a mental illness on their journey to recovery.

The pre-qualification employees will be allocated to a specific team/ward and will work in accordance with the defined set of activities detailed in this position description and relevant to the team they will be working within. The positions will be supernumerary and supported by a preceptor. They will receive supervision and reflective practice opportunities from discipline specific mentors throughout their employment. Candidates can work a minimum 4 hour or up to 8-hour shifts, Monday to Sunday, AM, PM or day shift (up to a 32-hour week) and up to 30 shifts. The pre-qualification program will be completed by mid-year 2024.

## KEY RESPONSIBILITIES AND DUTIES

- Must maintain academic obligations in academic study and remain as an active student throughout their fixed term employment.
- Complete all mandatory training by the due date.
- Demonstrate commitment to safe, personal, effective and connected care
- Demonstrate a commitment to person-centred, recovery-oriented care delivery and ensure all elements of delegated work are completed to a high standard.
- Participate in and contribute to a well-functioning multidisciplinary team.
- Work under the direction and supervision of one or more Registered Nurses/Allied health/ Medical clinicians (specific to each discipline) to provide delegated aspects of patient care to a patient or group of patients
- Attend ward/unit/program-based meetings and education sessions as requested by their supervisor
- Always comply with Policy and Procedures and maintain knowledge of changes in local policies and procedures
- Build and maintain professional working relationships with other staff within Mental Health.
- Provide clear and concise communication with team members in the process of performing duties. Maintain their academic obligations in the course being completed and remain as an active student throughout their fixed term employment.
- Function in accordance with legislation conducting practice within a professional and ethical framework to deliver delegated care.
- Maintain a safe environment and report incidents immediately to supervisor and other members of the health care team.

- Assist consumers with daily living skills and psychosocial needs e.g., accommodation, finance, shopping and activities of daily living.
- Assist clients in their participation in therapy programs e.g., inpatient and community bio-psychosocial recovery programs.
- Assist the designated admitting clinician in the admission process within the inpatient and community teams.
- Observe family meetings and under the direction of a supervisor, facilitate communication and support to families/carers.
- In consultation with supervisor, provide consumers with basic general information relevant to recovery models of care, discharge planning and advocacy.

(Please note: Detail regarding discipline specific responsibilities and duties is attached as an appendix)

## GENERAL RESPONSIBILITIES

Employees are required to comply with the **Victorian Government's Code of Conduct**. All staff must ensure they comply with **policies, procedures** and standard ways of work practices when carrying out their work.

Employees are responsible to take reasonable care of their own **health and safety** and the safety of others, to cooperate with the group's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. All staff must adhere to the policies and procedures as set out in the hospital's **infection control** manuals.

All information concerning Mildura Base Public Hospital, its patients, clients, residents and staff should remain strictly **confidential**. Any unauthorised disclosure of such information may result in disciplinary action. As a Mildura Base Public Hospital employee you have a responsibility to participate in and commit to ongoing **quality improvement** activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Any breach in compliance to any of the above general responsibilities may result in disciplinary action.

## KEY SELECTION CRITERIA

### Essential

- Currently enrolled at a University to undertake pre-registration Nursing, Bachelor of Social Work or Undergraduate Master of Social Work, enrolled in an APAC approved Postgraduate degree (including Honours, Graduate Diploma, Masters or Doctorate of Psychology, or Medical study.
- Registered with Nursing and Midwifery Board Australia via AHPRA as a student nurse for nursing applicants
- Successfully completed no less than 12 months of the Bachelor of Nursing Degree, approved Allied Health Degree (Social Work or OT) or successfully completed a third year of an APAC approved 3<sup>rd</sup> Year Psychology Degree or currently enrolled in a APAC approved or Postgraduate degree and 2 years of a Medical.
- Fully vaccinated with COVID-19 vaccination and able to provide evidence.
- Able to undertake N95 mask fit testing prior to or at commencement of employment.
- Excellent interpersonal and communication skills, including building relationships, team cooperation and conflict resolution.
- Demonstrated ability to communicate effectively and in a professional manner with a wide range of people, including co-workers, health professions, clients and family members.
- Ability to make sound decisions and accept responsibility for own practice

### Desirable

- Understanding of the Australian Public Health system
- The ability to work under supervision and understand the process of role delegation
- Good understanding and adherence to the principles underpinning patient-centred care

- Demonstrated ability to work collaboratively within a multidisciplinary team
- Demonstrated commitment to ongoing professional development.
- Good organisational and planning skills with the ability to successfully prioritise tasks

#### **Limitations to key responsibilities**

- Pre-qualification employees are not to be the sole provider of services to clients.
- Pre-qualification employees are to be employed in supernumerary positions only and are not to replace short falls in EFT on any roster or given shift.
- All Pre-qualification employees must have an allocated preceptor.
- Pre-qualification candidates are not to be allocated to work within the ICA or provide 1:1 specialising of consumers.

### **MANDATORY REQUIREMENTS**

#### **Registration with Professional Association:**

For example, AHPRA, AHRI, etc. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

#### **National Police Record Check**

A current and satisfactory National Police Record Check must be presented to the Division of People and Culture by all new staff prior to commencement at Mildura Base Public Hospital.

#### **Working with Children Check:**

Mildura Base Public Hospital has a responsibility to provide a child safe environment. This position is a defined “child-related role” at Mildura Base Public Hospital. As such you must maintain a valid working with children check. In addition, you will be required to assist Mildura Base Public Hospital in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

#### **Immunisation Requirements**

As part of your employment conditions, you will be asked to provide documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases prior to commencing employment with MBPH. If you do not provide satisfactory evidence that you have the required immunisation and you have commenced employment, consideration will be given to your ongoing employment and termination may result.

#### **Drivers Licence**

A current Victorian driver's licence is required for this position

### **Attachments**

- Appendix 1: Pre-qualified Nurse- Scope of Practice/Exclusion list
- Appendix 2: Pre-Qualified Psychologist - Scope of Practice/Exclusion list
- Appendix 3: Pre-Qualified Occupational Therapist - Scope of Practice/Exclusion list
- Appendix 4: Pre-Qualified Medical - Scope of Practice/Exclusion list
- Appendix 5: Pre-Qualified Social Work - Scope of Practice/Exclusion list

*All Mildura Base Public Hospital sites, workplaces and vehicles are smoke free.*

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Mildura Base Public Hospital's discretion and activities may be added, removed or amended at any time.*

## **ACKNOWLEDGEMENT BY EMPLOYEE**

I acknowledge having received and read the content of this position description (including but not limited to aspects of the role contained within) and understand the requirements of the position.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Appendix 1: Key Selection Criteria**

### **POSITION DESCRIPTION**

<b>Position:</b>	Mental Health Pre-qualified Nurse
<b>Award Classification:</b>	MHO Level 1, Year 5
<b>Award/Agreement Name:</b>	VICTORIAN PUBLIC MENTAL HEALTH SERVICES ENTERPRISE AGREEMENT 2020-2024
<b>Position Reports to:</b>	Senior Psychiatric Nurse Project Lead/Pre-Qualification Program

#### **Essential**

- Currently enrolled at a University to undertake pre-registration nursing study (Bachelor of Nursing a Bachelor of Nursing/Bachelor of Midwifery or their double degree with a Bachelor of nursing component.
- Registered with Nursing and Midwifery Board Australia via AHPRA as a student nurse.
- Successfully completed no less than 12 months of the Bachelor of Nursing Degree prior to commencing the Mental Health Pre-qualification program.
- Fully vaccinated with COVID-19 vaccination and able to provide evidence.
- Excellent interpersonal and communication skills, including building relationships, team cooperation and conflict resolution.
- Demonstrated ability to communicate effectively and in a professional manner with a wide range of people, including co-workers, health professions, clients and family members.
- Ability to make sound decisions and accept responsibility for own practice
- Ability to commit to working minimum of 15 and a maximum of 30 shifts over the duration of the 12-month program.

#### **Desirable**

- Understanding of the Australian Public Health system
- The ability to work under supervision and understand the process of role delegation.
- Good understanding and adherence to the principles underpinning patient-centred care.
- Demonstrated ability to work collaboratively within a multidisciplinary team.
- Demonstrated commitment to ongoing professional development.
- Good organisational and planning skills with the ability to successfully prioritise tasks

**Appendix 1: Scope of Practice - Core Activities List**

**RN Pre-quals Scope of Practice  
Core Activities**

<b><u>AREA OF CARE</u></b>	<b><u>CORE ACTIVITY</u></b>
<b>Admission</b>	<ul style="list-style-type: none"> <li>• Orientation of clients and family/carers to the ward environment and introduce to co-clients</li> <li>• Orientation of client to the ward procedures and 'timelines'</li> <li>• Assist the admitting clinician with any admission documentation</li> <li>• Assist the admitting clinician with belongings checks</li> <li>• Assist the admitting clinician with storing of items</li> </ul>
<b>Discharge</b>	<ul style="list-style-type: none"> <li>• Observe discharge review meetings under the direction of registered nurse and assist with facilitating communication and support to clients</li> <li>• Observe family meetings under the direction of registered nurse and assist with facilitating communication and support to families/carers</li> <li>• Assist the discharging clinician with any discharge documentation</li> <li>• Assist the client with any self-assessment discharge form's (ie. Outcome Measures Basis-32)</li> <li>• Assist the community preceptor with discharge reviews and outcomes needed from the review</li> <li>• Assist consumers with packing of belongings for discharge or transfer, complete list of personal belongings for the transit document as directed.</li> <li>• Support consumer with discharge message activity</li> </ul>
<b>Client engagement</b>	<ul style="list-style-type: none"> <li>• Provide physical and social support to clients</li> <li>• Assist community preceptor with community visits and care</li> <li>• Support client engagement with sensory modulation (mindful colouring sheets, diamond art)</li> <li>• Understand the role of the lived experience workforce and its vital role in providing informed mental health care</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Reporting and/or escalating all care and concerns to supervising RN or ANUM</li> <li>• Referring all aspects of care out of scope to supervisor or ANUM</li> <li>• Direct visitors to RN or ANUM for assistance</li> </ul>

	<ul style="list-style-type: none"> <li>• Participate in and contribute to a well-functioning multidisciplinary team</li> <li>• Build and maintain professional working relationships with other staff within Mental Health</li> </ul>
<b>Safewards</b>	<ul style="list-style-type: none"> <li>• Support the registered nurse with Mutual Help Meetings</li> <li>• Support the registered nurse with running 'Get to Know You' sessions</li> <li>• Support the registered nurse in providing Mutual expectations on admission and during Mutual Help meetings</li> <li>• Assist the registered nurse with utilising calm down methods and sensory modulation</li> <li>• Create 'a message of the day' for both consumers and staff members that displays 'soft words' on whiteboards</li> <li>• Provide reassurance to consumers</li> <li>• Assist RN in talk down methods with consumers</li> <li>• Support RN and consumer with discharge message activity</li> <li>• In consultation with registered nurse, provide clients with information requested in MHM's – ie. Phone numbers, information/education sheets, sensory modulation (mindful colouring sheets, diamond art)</li> </ul>
<b>Activities of Daily Living</b>	<ul style="list-style-type: none"> <li>• Assist with hygiene (shower, washing, shaving, brushing teeth/dentures) of an older client, or any other client, assessed as having difficulties with same</li> <li>• Assist with grooming (dressing/undressing, brushing hair, applying skin care/make-up) of an older client, or any other client, assessed as having difficulties with same</li> <li>• Assist with toileting (toileting, change of incontinence aids, providing and emptying urinals and pans) of an older client, or any other client, assessed as having difficulties with same</li> <li>• Assist the Registered Nurse in documentation of elimination amounts</li> <li>• Assist with Manual handling and mobility (patient transfers, sitting patients out of bed/on toilet/on commode, pressure area care, mobilisation) of an older client, or any other client, assessed as having difficulties with same</li> <li>• Assist with nutrition (menu selection, safe meal set-up, meal supervision, making drinks) of an older client, or any other client, assessed as having difficulties with same</li> </ul>
<b>Environment</b>	<ul style="list-style-type: none"> <li>• Observation of environment for any area safety or client risk concerns and report to RN or ANUM</li> <li>• Respond to, and report emergencies as per hospital policy</li> <li>• Ensure falls prevention strategies (cleaning signage, ward communal areas decluttered, bedrooms decluttered) are in place</li> <li>• Maintain safe and tidy ward environment (putting equipment away, changing linen</li> </ul>

	<p>bags, cleaning, de-cluttering and tidying treatment, nurse's station and storerooms</p> <ul style="list-style-type: none"> <li>• Provide new linen, strip &amp; make beds as appropriate to client needs</li> <li>• Support consumers with laundering</li> </ul>
<b>Documentation</b>	<ul style="list-style-type: none"> <li>• Complete fluid balance and food chart and report to RN</li> <li>• Complete weight and height and report to RN</li> <li>• Complete bowel chart and report to RN</li> <li>• Complete metabolic screening and report back to RN</li> <li>• Assist in making changes to ward communication board</li> <li>• Filing of hardcopy files for Kofax scanning</li> <li>• Develop an understanding of the Mental Health Act (2023), it's role and legal and clinical impact</li> </ul>
<b>Maintenance</b>	<ul style="list-style-type: none"> <li>• Re-stock non-emergency supplies and equipment</li> <li>• Complete stock and assist with ordering stock as requested</li> <li>• Cleaning and putting away equipment between use</li> <li>• Calibration of glucometer</li> </ul>
<b>Other duties</b>	<ul style="list-style-type: none"> <li>• Distribute I.D. bands as directed and double checked with RN</li> <li>• Distribute bedroom access wrist bands as directed</li> <li>• Attend professional development and education sessions</li> <li>• Attend pre-Qual debrief and reflective sessions</li> <li>• Attend and report at staff meetings</li> <li>• Initiate emergency response alarms as per organisational policy</li> <li>• Assist with a client escort with the RN</li> <li>• Running simple errands with hospital grounds</li> <li>• Assisting with conducting of ward audits and surveys</li> <li>• Observation of procedures/assessments performed by the RN or community preceptor if time permits</li> </ul>
<b>Clinical Practice Extension</b>	<ul style="list-style-type: none"> <li>• Where the Pre-Qual has completed the services competency assessment and completed the necessary education relevant to the duty, as part of their bachelor program, the Pre-Qual may perform the following duties in as delegated in appropriate contexts only supervising the registered nurse: <ul style="list-style-type: none"> <li>○ Vitals signs</li> <li>○ Blood glucose levels</li> <li>○ Urinalysis</li> </ul> </li> </ul>

	○ Simple wound dressings
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**Appendix 1: Scope of Practice - Exclusion list**

**Exclusion List**

<b>AREA OF CARE</b>	<b>EXCLUDED ACTIVITY</b>
<b>Admission</b>	<ul style="list-style-type: none"> <li>• Conduct belongings checks on their own</li> <li>• Complete clinical progress notes</li> <li>• Complete clinical note on handover sheet</li> </ul>
<b>Discharge</b>	<ul style="list-style-type: none"> <li>• Observe discharge meetings on their own</li> <li>• Observe family meetings on their own</li> <li>• Complete clinical progress notes</li> </ul>
<b>Medication</b>	<ul style="list-style-type: none"> <li>• Preparing or administering all routes of medication, including under direct supervision of RN</li> </ul>
<b>Visual Observation</b>	<ul style="list-style-type: none"> <li>• Complete nursing visual observations</li> <li>• Document nursing visual observations</li> </ul>
<b>I.C.A.</b>	<ul style="list-style-type: none"> <li>• The pre-Qual cannot work in the Intensive Care Area</li> </ul>
<b>Specialling</b>	<ul style="list-style-type: none"> <li>• The pre-Qual cannot work independently with a client who requires one-to-one support/specialling</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Provide clinical information and advice to clients or families/carers</li> <li>• Taking verbal clinical orders from unregulated health care workers: administrative, medical or allied health staff</li> <li>• Accepting delegated duties from an enrolled nurse (EN)</li> <li>• Taking verbal pathology results via telephone</li> <li>• Taking phone orders for medications via telephone</li> </ul>
<b>Safewards</b>	<ul style="list-style-type: none"> <li>• The pre-Qual cannot provide therapeutic groups</li> </ul>
<b>Activities of Daily Living</b>	<p>Hygiene:</p> <ul style="list-style-type: none"> <li>• Showering/washing/shaving clients who have a risk of harm to others</li> <li>• Cutting/trimming nails</li> </ul> <p>Grooming:</p> <ul style="list-style-type: none"> <li>• Dressing/undressing/brushing hair/applying skin care &amp; make-up to clients who have a risk of harm to others</li> </ul> <p>Toileting:</p> <ul style="list-style-type: none"> <li>• Toileting clients who have a risk of harm to others</li> <li>• Changing ostomy bags</li> </ul> <p>Manual Handling:</p>

	<ul style="list-style-type: none"> <li>• Transport of clients</li> <li>• Use of lifting machines</li> <li>• Head control for roll of a client</li> </ul> <p>Nutrition:</p> <ul style="list-style-type: none"> <li>• Feeding of clients with feeding difficulties</li> <li>• Making drinks for patients on fluid restrictions</li> <li>• Setting up seclusion/ICA meal trays</li> </ul>
<b>Environment</b>	<ul style="list-style-type: none"> <li>• Completing emergency equipment check</li> <li>• Documenting emergency equipment check</li> </ul>
<b>Documentation</b>	<ul style="list-style-type: none"> <li>• Complete progress notes</li> <li>• Complete clients note for handover sheet</li> </ul>
<b>Maintenance</b>	<ul style="list-style-type: none"> <li>• Restock emergency supplies in emergency trolley</li> <li>• Restock medical supplies</li> </ul>
<b>Other duties</b>	<ul style="list-style-type: none"> <li>• Pre-Quals cannot collect medication from pharmacy</li> <li>• Pre-Quals cannot perform client escort</li> <li>• Pre-Quals cannot escort clients on or off hospital grounds</li> <li>• Pre-Quals cannot count as numbers on the roster – ie. contact nurse on the ward, second clinician were two may be identified for a high-risk home visit or assessment</li> </ul>

## Appendix 2: Key Selection Criteria

### POSITION DESCRIPTION

<b>Position:</b>	Mental Health Pre-Qualified Psychologist
<b>Award Classification:</b>	MHO Level 1, Year 5
<b>Award/Agreement Name:</b>	VICTORIAN PUBLIC MENTAL HEALTH SERVICES) ENTERPRISE AGREEMENT 2020-2024
<b>Position Reports to:</b>	Psychology Educator Project Lead/Pre-Qualification Program

#### Essential

- Have successfully completed a third year of an APAC approved 3rd Year Psychology Degree or currently enrolled in an APAC approved Postgraduate degree (including Honours, Graduate Diploma, Masters of Doctorate of Psychology).
- Fully vaccinated with COVID-19 vaccination and able to provide evidence.
- Excellent interpersonal and communication skills, including building relationships, team cooperation and conflict resolution.
- Demonstrated ability to communicate effectively and in a professional manner with a wide range of people, including co-workers, health professions, clients and family members.
- Ability to make sound decisions and accept responsibility for own practice
- Computer literacy, including knowledge of the Microsoft suite of programs and the internet.
- Ability to commit to working minimum of 15 and a maximum of 30 shifts over the duration of the 12-month program.

#### Desirable

- Understanding of the Australian Public Health system
- Understand the Psychology Board of Australia Code of Ethics and The Psychology Board of Australia Code of Conduct (in draft).
- The ability to work under supervision and understand the process of role delegation.
- Good understanding and adherence to the principles underpinning consumer-centred care.
- Demonstrated ability to work collaboratively within a multidisciplinary team.
- Demonstrated commitment to ongoing professional development.
- Good organisational and planning skills with the ability to successfully prioritise tasks

**Appendix 2: Scope of Practice - Core Activities List**

**Psychology Pre-quals Scope of Practice  
Core Activities**

AREA OF CARE	CORE ACTIVITY
<b>Consumer Intake</b>	<ul style="list-style-type: none"> <li>Assist the psychologist/allied clinician with any intake interview and assessment documentation</li> <li>Observe the psychologist/allied health clinician and become familiar with how to discuss the relevant legal and professional matters (confidentiality, consent, etc) with consumers.</li> <li>Observe and assist at intake and allocation meetings</li> <li>Assist the consumers with any self- assessment tools needed to be completed</li> </ul>
<b>Closure</b>	<ul style="list-style-type: none"> <li>Observe discharge review meetings under the direction of psychologist /allied Health clinician</li> <li>Observe family meetings under the direction of registered Psychologist/Allied Health clinician and assist with facilitating communication and support to families/carers</li> <li>Assist the discharging clinician with any discharge documentation</li> <li>Assist the client with any self-assessment form's</li> </ul>
<b>Client engagement</b>	<ul style="list-style-type: none"> <li>Assist with facilitating communication and support to consumer</li> <li>Demonstrate appropriate support and guidance to consumers</li> <li>Assist with and observe the psychologist/allied health clinician as they provide a range of intervention strategies with individuals and families.</li> <li>Provide community awareness/education in relation to relevant issues that impact young people and their mental health</li> <li>Engaging consumers and community members to build knowledge and skills to improve mental health</li> <li>Understand the role of the lived experience workforce and its vital role in providing informed mental health care</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>Assist psychologist/allied health clinicians with verbal and written communication</li> <li>develop an understanding of the specific professional responsibilities, legal and ethical obligations relevant to psychologists</li> <li>Participate in and contribute to a well-functioning multidisciplinary team</li> <li>Build and maintain professional working relationships with other staff within Mental Health understanding the skills clinicians from other disciplinary backgrounds bring</li> </ul>

	<ul style="list-style-type: none"> <li>Support team to distribute and provide mental health promotions as required</li> </ul>
<b>Therapy, Assessment and Case Management</b>	<ul style="list-style-type: none"> <li>Opportunity to understand the role of a psychologist and the work they do in a tertiary mental health service</li> <li>Attend and contribute to clinical review meetings</li> <li>Attend and contribute in team meetings</li> <li>Involvement in individual and group intervention programs moving to co-facilitation</li> <li>Observation of and progression to completing triage/intake assessments</li> <li>Observation of and progression to co-completion of taking a psychiatric and developmental interview</li> <li>Observation of and assistance with the completion of any psychological assessments (educational, learning, neuropsychology, personality, cognitive and neurodevelopmental)</li> <li>Observation of psychologist/allied health clinician, and then contributing case-formulation and developing a therapeutic plan</li> <li>Observation of psychologist/allied health clinician and possible co-facilitation of individual therapy for mild-moderate presentations</li> <li>Observation of psychologist/allied health clinician and then co-facilitation of case management of clients with moderate to severe presentations of mental health disorders</li> </ul>
<b>Environment</b>	<ul style="list-style-type: none"> <li>Understand and respond to, and report emergencies as per hospital policy</li> </ul>
<b>Documentation</b>	<ul style="list-style-type: none"> <li>Develop an understanding of the Mental Health Act (2023), it's role and legal and clinical impact</li> <li>Complete all client documentation under guidance.</li> </ul>
<b>Other duties</b>	<ul style="list-style-type: none"> <li>Attend professional development, education sessions</li> <li>Attend discipline specific group supervision.</li> <li>Attend pre-Qual debrief and reflective sessions</li> <li>Attend and report at staff meetings</li> <li>Initiative emergency response alarms as per organisational policy</li> <li>Observation of procedures/assessments performed by the clinicians or community preceptor if time permits</li> </ul>

#### Appendix 2: Scope of Practice - Exclusion list

### Exclusion List

AREA OF CARE	EXCLUDED ACTIVITY
<b>Consumer Intake</b>	<ul style="list-style-type: none"> <li>Independently complete Crisis Intake assessments</li> </ul>

	<ul style="list-style-type: none"> <li>Independently conduct an interview and assessments</li> <li>Independently discuss the relevant legal and professional matters (confidentiality, consent, etc) with consumers.</li> <li></li> </ul>
<b>Closure</b>	<ul style="list-style-type: none"> <li>Organise and run closure meetings on their own</li> <li>Organise and complete family meetings on their own</li> <li>Independently complete clinical progress notes</li> </ul>
<b>Client Engagement</b>	<ul style="list-style-type: none"> <li>Independently providing intervention strategies with individuals and families.</li> <li>Independently provide community awareness/education in relation to relevant issues that impact young people and their mental health</li> </ul>
<b>Therapy Assessment and Case Management</b>	<ul style="list-style-type: none"> <li>Independently providing interventions to consumers, community or families</li> <li>Independently run individual and group intervention</li> <li>Independently complete triage/intake assessments</li> <li>Independently complete psychometric testing/assessments (educational, learning, neuropsychology, personality, cognitive and neurodevelopmental)</li> <li>Independently providing case management with clients with moderate to severe presentations of mental health disorders</li> <li>For community or home visits where there is a requirement for two clinicians due to risk assessment, the prequal is in addition to the minimum staff required.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>Independently writing formal documentation that carries professional, legal and ethical obligations</li> </ul>
<b>Environment</b>	<ul style="list-style-type: none"> <li>Independently respond to and report emergencies as per hospital policy</li> <li>Independently attend crisis assessments/intake assessments</li> </ul>
<b>Documentation</b>	<ul style="list-style-type: none"> <li>Independently finalise progress notes</li> <li>Independently complete client notes for handover</li> </ul>

### Appendix 3: Key Selection Criteria

## POSITION DESCRIPTION

<b>Position:</b>	Mental Health Pre-Qualified Occupational Therapist
<b>Award Classification:</b>	<b>MHO Level 1, Year 5</b>
<b>Award/Agreement Name:</b>	VICTORIAN PUBLIC MENTAL HEALTH SERVICES) ENTERPRISE AGREEMENT 2020-2024
<b>Position Reports to:</b>	MHW Act Implementational Lead Project Lead/Pre-Qualification Program

### Essential

- Be studying in their third or final year of relevant undergraduate course of Occupational Therapy from an accredited University course. (Bachelor or Master of Occupational Therapy)
- Fully vaccinated with COVID-19 vaccination and able to provide evidence.
- Excellent interpersonal and communication skills, including building relationships, team cooperation and conflict resolution.
- Demonstrated ability to communicate effectively and in a professional manner with a wide range of people, including co-workers, health professions, clients and family members.

- Ability to make sound decisions and accept responsibility for own practice
- Ability to commit to working minimum of 15 and a maximum of 30 shifts over the duration of the 12-month program.

#### **Desirable**

- Understanding of the Australian Public Health system
- Awareness and understanding of the Model of Human Occupation and its relation to mental health
- Understanding of the Occupational Therapy Australia Code of Ethics.
- The ability to work under supervision and understand the process of role delegation.
- Good understanding and adherence to the principles underpinning patient-centred care.
- Demonstrated ability to work collaboratively within a multidisciplinary team .
- Demonstrated commitment to ongoing professional development.
- Good organisational and planning skills with the ability to successfully prioritise tasks

### **Appendix 3: Scope of Practice - Core Activities List**

#### **OT Pre-Quals Scope of Practice Core Activities**

<b><u>AREA OF CARE</u></b>	<b><u>CORE ACTIVITY</u></b>
<b>Admission</b>	<ul style="list-style-type: none"> <li>• Assist the consumers with any self- assessment tools needed to be completed</li> <li>• Support with orientation to unit environment, with a focus on identification of activities, occupations and resources to support participation in meaningful activities during admission</li> </ul>
<b>Discharge</b>	<ul style="list-style-type: none"> <li>• Support consumer to develop time use scheduling and identification of practical supports and strategies to support return to community activities of daily living,</li> </ul>
<b>Client engagement</b>	<ul style="list-style-type: none"> <li>• Provide physical and social support to clients</li> <li>• Assist community preceptor with community visits and care</li> <li>• Support client engagement with sensory modulation interventions, including exploring preferences and sensory diet</li> <li>• Promote, facilitate and engage with consumers in meaningful, purposeful and therapeutic use of activity (either individually or in small groups)</li> <li>• Provide direct support to consumers to develop and have access to a range of occupations or resources to engage in occupations (such as supporting to download music, gaining art resources etc)</li> <li>• Engaging consumers and community members to build knowledge and skills to improve mental health through use of occupation for wellbeing</li> </ul>

<b>Collaboration and Connection</b>	<ul style="list-style-type: none"> <li>• Reporting and/or escalating all care and concerns to consumers allocated staff member</li> <li>• Referring all aspects of care out of scope to supervisor</li> <li>• Participate in and contribute to a well-functioning multidisciplinary team</li> <li>• Build and maintain professional working relationships with other staff within Mental Health</li> <li>• Demonstrate appropriate support and guidance to consumers</li> </ul>
<b>Unit Environment and Therapeutic Milieu</b>	<ul style="list-style-type: none"> <li>• Promote sensory rich environment and take a proactive role in the implementation of sensory and activity-based project approaches.</li> <li>• Support the team with facilitation of Mutual Help Meetings and Safewards Interventions</li> <li>• Be a champion and local resource person for the Calm Down boxes and use of sensory modulation modalities and rooms (either individually or in group settings) through the implementation of the Sensory Modulation Action Plan</li> <li>• Promote small group engagement and be present and available to support participation in meaningful activities as and where available</li> <li>• Complete audits and stock counts of therapeutic program resources to ensure all available in good working order.</li> </ul>
<b>Activities of Daily Living</b>	<ul style="list-style-type: none"> <li>• Be present and available to support consumers with participation in valued tasks, with an emphasis on promoting independence via appropriate grading and support.</li> <li>• Work with consumers to look at any supports and resources to review needs for community activities of daily living.</li> <li>• Ensure handover of observations which highlight function and performance skills to clinical care team.</li> </ul>
<b>Documentation</b>	<ul style="list-style-type: none"> <li>• Maintain accurate log of facilitated group activities, including participation and performance</li> <li>• Complete all client documentation under guidance and with connection to the allocated clinician for the individual.</li> </ul>
<b>Maintenance</b>	<ul style="list-style-type: none"> <li>• Complete weekly records of use and audits of therapeutic group program audits</li> <li>• Cleaning and putting away equipment between use</li> </ul>
<b>Other duties</b>	<ul style="list-style-type: none"> <li>• Attend professional development and education sessions</li> <li>• Attend pre-Qual debrief and reflective sessions</li> <li>• Attend and report at staff meetings</li> <li>• Raise emergency response alarms as per organisational policy</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist staff with escorts and other direct consumer support needs as indicated</li> <li>• Developing health promotion and engagement resources</li> <li>• Assisting with conducting of ward audits and surveys or similar</li> </ul>
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**Appendix 3: Scope of Practice - Exclusion list**

**Exclusion List**

<b>AREA OF CARE</b>	<b>EXCLUDED ACTIVITY</b>
<b>Admission</b>	<ul style="list-style-type: none"> <li>• Be the sole staff member responsible for searching environment or belongings as part of searches for safe environments.</li> <li>• Independently complete Crisis Intake assessments</li> <li>• Independently conduct an interview and assessments</li> <li>• Independently discuss the relevant legal and professional matters (confidentiality, consent, etc) with consumers.</li> </ul>
<b>Discharge</b>	<ul style="list-style-type: none"> <li>• Observe discharge meetings on their own</li> <li>• Observe family meetings on their own</li> <li>• Complete clinical progress notes</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Provide clinical information and advice to clients or families/carers</li> <li>• Taking verbal clinical orders from unregulated health care workers: administrative, medical or allied health staff</li> <li>• Taking verbal pathology results via telephone</li> <li>• Taking phone orders for medications via telephone</li> </ul>
<b>Therapeutic Groups</b>	<ul style="list-style-type: none"> <li>• Pre-Qualified OTs are not to be the sole staff member or responsible staff member for any closed group facilitation or in program rooms other than.</li> </ul>
<b>Activities of Daily Living</b>	<p>Hygiene:</p> <ul style="list-style-type: none"> <li>• Showering/washing/shaving clients who have a risk of harm to others</li> <li>• Cutting/trimming nails</li> </ul> <p>Grooming:</p> <ul style="list-style-type: none"> <li>• Dressing/undressing/brushing hair/applying skin care &amp; make-up to clients who have a risk of harm to others</li> </ul> <p>Manual Handling:</p> <ul style="list-style-type: none"> <li>• Use of lifting machines</li> <li>• Head control for roll of a client</li> </ul> <p>Nutrition:</p> <ul style="list-style-type: none"> <li>• Feeding of clients with feeding difficulties</li> <li>• Making drinks for patients on fluid restrictions</li> <li>• Setting up seclusion/ICA meal trays</li> </ul>

<b>Environment</b>	<ul style="list-style-type: none"> <li>Assuming responsibility for emergency equipment check or documentation of same</li> </ul>
<b>Documentation</b>	<ul style="list-style-type: none"> <li>Complete progress notes (or in the event of completing same, this is to be co-signed and witnessed by another staff member)</li> <li>Complete client note for handover sheet</li> </ul>
<b>Other duties</b>	<ul style="list-style-type: none"> <li>Pre-Qualified OTs are not to collect medication from pharmacy</li> <li>Pre-Qualified OTs are not to be the sole staff member or responsible staff member for any escorts involving consumers.</li> <li>Pre-Qualified OTs are not to be the sole staff member or responsible staff member to support any consumers on supported leave on or off hospital grounds</li> <li>Pre-Qualified OTs are not to assume the role of an allocated staff member when set numbers or gender ratio are required. (i.e. second clinician were two may be identified for a high risk home visit or assessment, only female staff during a personal search)</li> </ul>

#### ***Appendix 4: Key Selection Criteria***

## POSITION DESCRIPTION

<b>Position:</b>	Mental Health Pre-Qualified Medical
<b>Award Classification:</b>	<b>MHO Level 1, Year 5</b>
<b>Award/Agreement Name:</b>	VICTORIAN PUBLIC MENTAL HEALTH SERVICES ENTERPRISE AGREEMENT 2020-2024
<b>Position Reports to:</b>	A/Prof Hieu Pham Project Lead/Pre-Qualification Program

### Essential

- Have successfully completed a third year of an Australian Bachelor of Medicine, Bachelor of Surgery, or Doctor of Medicine, and have completed psychiatry rotation
- Fully vaccinated with COVID-19 vaccination and able to provide evidence.
- Excellent interpersonal and communication skills, including building relationships, team cooperation and conflict resolution.
- Demonstrated ability to communicate effectively and in a professional manner with a wide range of people, including co-workers, health professions, clients and family members.
- Ability to make sound decisions and accept responsibility for own practice
- Computer literacy, including knowledge of the Microsoft suite of programs and the internet.
- Ability to commit to working minimum of 15 and a maximum of 30 shifts over the duration of the program.

### Desirable

- Understanding of the Australian Public Health system
- Understanding of Australian Health Practitioner Regulation Agency mandatory reporting guidelines
- The ability to work under supervision and understand the process of role delegation.
- Good understanding and adherence to the principles underpinning consumer-centred care.
- Demonstrated ability to work collaboratively within a multidisciplinary team.
- Demonstrated commitment to ongoing professional development.
- Good organisational and planning skills with the ability to successfully prioritise tasks

## Appendix 4: Scope of Practice - Core Activities List

## Medical Pre-quals Scope of Practice Core Activities

AREA OF CARE	CORE ACTIVITY
<b>Assessment</b>	<ul style="list-style-type: none"> <li>• Assist the psychiatrist/registrar with new and routine reviews of patients</li> <li>• Complete mental state examination (with supervision) and document as appropriate</li> <li>• Apply standardised assessment tools of cognition such as mini-mental state examination or Montreal Cognitive Assessment</li> <li>• Observation of capacity assessment</li> <li>• Observe assessment for suicide attempt that requires medical intervention</li> <li>• Observe assessment for mood or psychotic disorder in medically complex patients on the general wards</li> <li>• Participate in differentiation of psychotic illness from organic mimics (e.g. NMDA-R encephalitis, chronic arsenic poisoning etc)</li> <li>• Discuss patient assessment, formulation and plan with psychiatrist/registrar</li> </ul>
<b>Liaison</b>	<ul style="list-style-type: none"> <li>• Discuss plans, formulation and follow-up with supervision psychiatrist/registrar</li> <li>• And relay the above plan to relevant medical teams</li> <li>• Appropriately supervised (and co-signed) documentation of above including in medical files, letters and providing written plan to patients</li> <li>• Participate in multi-disciplinary team meetings with medical/surgical teams in the general hospital</li> <li>• Present patients in following morning handover</li> </ul>
<b>Legal</b>	<ul style="list-style-type: none"> <li>• Observation of review of assessment orders with the psychiatrist or delegated registrar</li> <li>• Observation of review of treatment orders with the psychiatrist</li> <li>• Observation at Mental Health Tribunals with consent of the patient</li> <li>• Assist in file review for the purposes of report writing for mental health tribunal</li> <li>• Observation of consent to medical procedure by psychiatrist</li> <li>• Observation of consent for ECT</li> <li>• Participate in VCAT assessment including permission for medical treatment or special procedure (e.g. limb amputation or surgical termination of pregnancy in patient who is unable to give consent due to mental illness)</li> <li>• Observe and learn about documentation required for chemical, physical and</li> </ul>

	<p>mechanical restraint per mental health act</p> <ul style="list-style-type: none"> <li>• Observe and understand requirements for mandatory reporting to Child Protective Services</li> </ul>
<b>Education and training</b>	<ul style="list-style-type: none"> <li>• Attend registrar rostered weekly education (calendar to be shared with pre-qual at beginning of rotation)</li> <li>• Attend the journal club, present if interested</li> <li>• Attend and contribute to medical staff meetings</li> <li>• Attend and observe examination preparation tutorials</li> <li>• Participate in reflective practice groups per registrar roster</li> <li>• Attend own weekly supervision with registrar or psychiatrist (as rostered at commencement of placement)</li> <li>• Become familiar with RANZCP processes for selection into psychiatry training</li> <li>• Become familiar with RANZCP training pathway, mandatory rotations and training requirement</li> <li>• Attend complex client meeting (monthly)</li> <li>• Attend weekly grand round</li> </ul>
<b>Treatment</b>	<ul style="list-style-type: none"> <li>• Understand and respond to, and report emergencies as per hospital policy</li> <li>• Become familiar with RANZCP position statements and clinical practice guidelines, and observe and participate in treatment per these guidelines</li> <li>• Observe Electroconvulsive Therapy</li> <li>• Physical observations including weighing in the eating disorders clinic</li> <li>• Participate in non-pharmacological behavioural management on the general wards, including assisting in writing plans for dementia and delirium</li> <li>• Observe and participate in treatment planning for medically complex patients with mental illness</li> <li>• Observation and participation in family meetings of patients with terminal illness, and elderly patients requesting to downgrade limitations of medical treatment</li> <li>• Be familiar with physical side effects of regularly used antipsychotics (e.g. eosinophilic myocarditis secondary to clozapine)</li> <li>• Observe chemical, physical and mechanical restraint of patients on the general wards, and observe documentation required</li> </ul>

<b>Quality and service improvement, clinical governance</b>	<ul style="list-style-type: none"> <li>• Participate and present patients in clinical reviews</li> <li>• Attend and observe clinical safety meeting</li> <li>• Participate in audits required at the time of placement</li> </ul>
<b>Other duties</b>	<ul style="list-style-type: none"> <li>• Attend pre-Qual debrief and reflective sessions</li> <li>• Attend and report at staff meetings</li> <li>• Initiative emergency response alarms as per organisational policy</li> <li>• Observation of procedures/assessments performed by the clinicians or community preceptor if time permits</li> </ul>

#### **Appendix 4: Scope of Practice - Exclusion list**

### **Exclusion List**

<b>AREA OF CARE</b>	<b><u>EXCLUDED ACTIVITY</u></b>
<b>Assessment</b>	<ul style="list-style-type: none"> <li>• Independently conduct assessment of new patients (overdose, psychosis, eating disorder)</li> <li>• Assess capacity</li> </ul>
<b>Liaison</b>	<ul style="list-style-type: none"> <li>• Liaise with external organisations without support or guidance from treating team</li> <li>• Attend multi-disciplinary team meetings independently</li> </ul>
<b>Legal</b>	<ul style="list-style-type: none"> <li>• Place patient on assessment order</li> <li>• Review mental health act paperwork independently</li> <li>• Participate in tribunal independently</li> </ul>

	<ul style="list-style-type: none"> <li>• Notify Child Protective Services</li> <li>• Notify VCAT</li> <li>• Apply for special medical procedure through VCAT or OPA</li> </ul>
<b>Education and training</b>	<ul style="list-style-type: none"> <li>• Undertake examinations</li> </ul>
<b>Treatment</b>	<ul style="list-style-type: none"> <li>• Perform Electroconvulsive Therapy</li> <li>• Prescribe medications or ECT</li> <li>• Independently perform cognitive behavioural therapy for eating disorders</li> <li>• Manage physically aggressive patients (dementia, delirium psychosis) independently</li> <li>• Physical or mechanically restrain, or seclude patients</li> <li>• Run family meeting</li> <li>• Inform patient of terminal illness</li> </ul>
<b>Quality and service improvement, clinical governance</b>	<ul style="list-style-type: none"> <li>• Perform any duties that do not have a direct line of supervision, or that the medical pre-qual is not comfortable in performing</li> </ul>

### ***Appendix 5: Key Selection Criteria***

## **POSITION DESCRIPTION**

**Position:** Mental Health Pre-Qualified Social Worker

<b>Award Classification:</b>	<b>MHO Level 1, Year 5</b>
<b>Award/Agreement Name:</b>	VICTORIAN PUBLIC MENTAL HEALTH SERVICES ENTERPRISE AGREEMENT 2020-2024
<b>Position Reports to:</b>	Allied Health Educator Project Lead/Pre-Qualification Program

### Essential

- Be studying in their third or final year of relevant undergraduate course of Social Work from an accredited University course. (Bachelor or Master of Social Work)
- Fully vaccinated with COVID-19 vaccination and able to provide evidence
- Excellent interpersonal and communication skills, including building relationships, team cooperation and conflict resolution
- Demonstrated ability to communicate effectively and in a professional manner with a wide range of people, including co-workers, health professions, clients and family members
- Ability to make sound decisions and accept responsibility for own practice
- Computer literacy, including knowledge of the Microsoft suite of programs and the internet
- Ability to commit to working minimum of 15 and a maximum of 30 shifts over the duration of the 12-month program

### Desirable

- Understanding of the Australian Public Health system
- Awareness and understanding of the Australian Association of Social Workers (AASW) Practice Standards and Code of Ethics
- The ability to work under supervision and understand the process of role delegation
- Good understanding and adherence to the principles underpinning person-centred care
- Demonstrated ability to work collaboratively within a multidisciplinary team
- Demonstrated commitment to ongoing professional development
- Good organisational and planning skills with the ability to successfully prioritise tasks

### Appendix 5: Scope of Practice - Core Activities List

#### Social Work Pre Qual Scope of Practice Core Activities

<u>AREA OF CARE</u>	<u>CORE ACTIVITY</u>
Admission/Intake	<ul style="list-style-type: none"> <li>• Assist the mental health clinician with any intake interview and assessment</li> </ul>

	<p>documentation</p> <ul style="list-style-type: none"> <li>• Observe the mental health clinician and become familiar with how to discuss the relevant legal and professional matters (confidentiality, consent, etc) with consumers</li> <li>• Observe and assist at intake and allocation meetings</li> <li>• For inpatient setting, assist staff with consumer's orientation to unit environment</li> </ul>
<b>Discharge/Closure</b>	<ul style="list-style-type: none"> <li>• Observe discharge review meetings under the direction of mental health clinician</li> <li>• Observe family meetings under the direction of mental health clinician and assist with facilitating communication and support to families/carers</li> <li>• Assist the discharging clinician with any discharge documentation</li> <li>• Assist the client with any self-assessment forms</li> </ul>
<b>Client engagement</b>	<ul style="list-style-type: none"> <li>• Assist with facilitating communication and support to consumer</li> <li>• Demonstrate appropriate support and guidance to consumers</li> <li>• Assist with and observe the mental health clinician as they provide a range of intervention strategies with individuals and families</li> <li>• Support clinicians with provision of community awareness/education in relation to relevant issues that impact mental health</li> <li>• Engaging consumers and community members to build knowledge and skills to improve mental health</li> <li>• Understand the role of the lived experience workforce and its vital role in providing informed mental health care</li> <li>• Engaging consumers and community members to build knowledge and skills to improve mental health</li> <li>• For inpatient setting, assist community preceptor with community visits and care</li> <li>• Promote, facilitate and engage with consumers in meaningful, purposeful and therapeutic use of activity (either individually or in small groups)</li> </ul>
<b>Collaboration and Connection</b>	<ul style="list-style-type: none"> <li>• Reporting and/or escalating all care and concerns to consumers allocated staff member</li> <li>• Referring all aspects of care out of scope to supervisor</li> </ul>

	<ul style="list-style-type: none"> <li>• Participate in and contribute to a well-functioning multidisciplinary team</li> <li>• Build and maintain professional working relationships with other staff within Mental Health</li> <li>• Collaborate with consumer families, carers and supporters when developing psychosocial assessments and formulations, under direction of mental health clinician</li> <li>• Demonstrate appropriate support and guidance to consumers</li> <li>• Develop understanding of how to collaborate and connect with clients from diverse backgrounds</li> </ul>
<b>Environment</b>	<ul style="list-style-type: none"> <li>• Understand and respond to, and report any emergencies as per hospital policy</li> </ul>
<b>Documentation</b>	<ul style="list-style-type: none"> <li>• Develop an understanding of the Mental Health Act (2023), it's role and legal and clinical impact</li> <li>• Develop working knowledge of the Charter of Human Rights and Responsibilities Act and apply a human rights and social justice framework to everyday practice</li> <li>• Complete all client documentation under guidance.</li> </ul>
<b>Other duties</b>	<ul style="list-style-type: none"> <li>• Attend professional development and education sessions</li> <li>• Participate in group supervision</li> <li>• Attend pre-qual debrief and reflective sessions</li> <li>• Attend and report at staff meetings</li> <li>• Raise emergency response alarms as per organisational policy</li> <li>• Developing health promotion and engagement resources</li> <li>• Assisting with conducting of ward audits and surveys or similar</li> </ul>

#### ***Appendix 5: Scope of Practice - Exclusion list***

### **Exclusion List**

<b><u>AREA OF CARE</u></b>	<b><u>EXCLUDED ACTIVITY</u></b>
<b>Admission</b>	<ul style="list-style-type: none"> <li>• Independently complete Crisis Intake assessments</li> <li>• Independently conduct an interview and assessments</li> <li>• Independently discuss the relevant legal and professional matters (confidentiality, consent, etc) with consumers.</li> </ul>

<b>Discharge/Closure</b>	<ul style="list-style-type: none"> <li>• Observe discharge meetings on their own</li> <li>• Observe family meetings on their own</li> <li>• Complete clinical progress notes</li> </ul>
<b>Client Engagement</b>	<ul style="list-style-type: none"> <li>• Provide clinical information and advice to clients or families/carers</li> <li>• Taking verbal clinical orders from unregulated health care workers: administrative, medical or allied health staff</li> <li>• Taking verbal pathology results via telephone</li> <li>• Taking phone orders for medications via telephone</li> </ul>
<b>Environment</b>	<ul style="list-style-type: none"> <li>• Assuming responsibility for emergency equipment check or documentation of same</li> </ul>
<b>Documentation</b>	<ul style="list-style-type: none"> <li>• Complete progress notes (or in the event of completing same, this is to be co-signed and witnessed by another staff member)</li> <li>• Complete client notes for handover sheet</li> </ul>
<b>Other duties</b>	<ul style="list-style-type: none"> <li>• Pre-Qualified SWs are not to collect medication from pharmacy</li> <li>• Pre-Qualified SWs are not to be the sole staff member or responsible staff member for any escorts involving consumers.</li> <li>• Pre-Qualified SWs are not to be the sole staff member or responsible staff member to support any consumers on supported leave on or off hospital grounds</li> <li>• Pre-Qualified SWs are not to assume the role of an allocated staff member when set numbers or gender ratio are required. (i.e. second clinician were two may be identified for a high risk home visit or assessment, only female staff during a personal search)</li> </ul>



## Happy WE ARE POSITIVE

### As an organisation

We aspire to be happy in all our dealings with people. Everyday we strive to be the best version of ourselves, and we seek to continuously improve our organisation, ourselves and each other through personal and professional growth. We believe that happy people do their best work. We know that joy in our journey is invaluable to a sustainable and lasting success.

### Individually

- Use positive language in interactions with staff, patients and community
- Honour the work we do and choose candour, respect and kindness everyday
- Focus on the positive aspects of a situation, what is going well and what can be learned
- Share in moments of joy
- Welcome others to MBPH
- Bring an energy to work that is infectious to others
- Provide growth opportunities and effective feedback to staff to ensure they are supported to achieve their best



## Empathetic WE ARE CARING

### As an organisation

We put our patients first, and we listen and deal with their needs. We are compassionate people who make MBPH a place for healing, growth and success for patients, their families and our staff.

### Individually

- Make time to actively listen and understand one another
- Walk in others' shoes
- Consider an individual person's needs when making decisions and recommendations
- Treat others how I would like to be treated
- Recognise and support one another
- Make decisions based on patient's needs and in consultation with others involved in care



## Accountable WE ARE COMMITTED

### As an organisation

We take ownership of the actions and decisions made. We do the right thing in all our interactions. We reward based on great outcomes, and we are transparent in both our successes and failures. We use good judgement and everyday we make our patients' journey better.

### Individually

- Be courageous in challenging the process to get a better result
- Ensure the project is clear on roles, responsibilities and timeframes
- Be engaged throughout
- Keep a 'whole of life' picture
- Comply with Code of Conduct; company policies and procedures; industry standards and legislation
- Be responsible for monitoring the right way to do things.



## Respectful WE ARE OPEN TO OTHERS

### As an organisation

We build effective relationships and emphasise the importance of diversity and inclusion in our workplace. We recognise and value the views and the experiences our staff and patients bring to our organisation.

### Individually

- Show pride in our roles and our workplace
- Recognise and understanding the influence of a person's situation, background and beliefs and how they can be shown due respect
- Include all backgrounds – gender/ age/sex/abilities/race/religion/sexual orientation/culture
- Be aware of assumptions and biases when making decisions
- Take care of and sustain our workplace, equipment and environment
- Embrace awareness for other perspectives and experiences



## Team-based WE ARE ONE TEAM

### As an organisation

We do our best work when we collaborate within and across teams. Everyday we strive to be our best selves. We know that individual differences can strengthen teams and we trust and respect each others' contribution. We make sure we have the right people in the right jobs with the right tools, resources and equipment. And we know, no single person is bigger than the team.

### Individually

- Acknowledge contributions of team members
- Seek to understand the bigger picture, collaborate with others openly and honestly
- Lend a hand, always
- Encourage connections with relevant internal and external stakeholders to meet patients' needs
- Collaborate and share knowledge within and across teams
- Connect with exceptional industry leaders to build capabilities
- Recognise and foster talents in others

## LANGUAGE WE USE

"I choose..."  
"I care..."  
"I prefer..."  
"I will..."  
"I can..."  
"Is there a better way to do this?"  
"Can we explore that more so I can understand it better?"  
"We will...us...we can..."

## LANGUAGE WE DON'T USE

"I have to..."  
"I must..."  
"If only..."  
"Ah well, that is because of XYZ..."  
"Our processes do not let us do it"  
"Things have always been done this way"  
"Them and us"

## THINGS WE DON'T DO

- Negativity, sledging, rumours or gossip
- Unprofessional, inconsistent or showing lack pride in our work
- See only problems, block progress
- Wait for others to do the work
- Do nothing
- Find fault, see obstacles
- Victim mentality
- Lack of understanding for others' needs
- Emphasis on status, hierarchy, egos
- Ignore, disregard and show lack of appreciation for a person's situation, background and experience when making decisions and reacting to situations
- We will not waste others' time or keep people waiting
- Dismiss the efforts of others to achieve an outcome

