

## POSITION DESCRIPTION

<b>Position:</b>	Registered Nurse Transition to Mental Health (TMH) Program
<b>Directorate</b>	Area Mental Health and Wellbeing Services
<b>Division:</b>	Mental Health Services
<b>Business Unit:</b>	Acute Inpatient Unit
<b>Enterprise Agreement</b>	VICTORIAN PUBLIC MENTAL HEALTH SERVICES ENTERPRISE AGREEMENT 2020-2024
<b>Reports to:</b>	Nurse Unit Manager / Psychiatric Nurse Consultant



### 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.

MBPH is proud to be affiliated with Monash and La Trobe Universities for the provision of undergraduate and postgraduate Medical, Nursing and Allied Health education. Affiliations also exist with other universities for clinical placement and training

### 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

Transition positions are supported to transfer skills attained from other clinical practice areas into the mental health setting and build capability for clinical mental health practice. This is achieved by working through a learning program and post-graduate studies, support from a Clinical Nurse Educator and participating in structured orientation program, regular professional development days, discipline-specific clinical supervision and a group supervision program. The program is part of a broader inter-professional early careers program, incorporating nursing and other allied health disciplines.

This position is required to undertake mental, social and physical assessments, inpatient care, treatment and planning, and deliver continuing care / case coordination for people with serious mental illness in the community as well as providing support, advice and assistance for external agencies.

The 12 month program will include rotations in 2 different teams within Mental Health – Inpatient Unit and Community Services. This program is derived from the Royal Commission into Victoria's Mental Health system recommendations.

## KEY RESPONSIBILITIES AND DUTIES

- To complete all Registered Nurse Transition to Mental Health Program competencies, study and assessment requirements and identify continual learning needs through reflective practice.
- Participate in the Transition to Mental Health Program's clinical supervision program
- Attend all professional development opportunities or complete substitute tasks as agreed with Mental Health Nurse Educator
- Conduct (nursing) mental state, social state and physical assessments of patients, which will assist with recommendations for formulation of Individual treatment/recovery plans and ensure accurate documentation of client records
- To provide safe client-focussed care in an interdisciplinary environment.
- Provide acute assessment and treatment for clients in psychiatric crisis or risk of serious self-harm or suicide.
- Perform all crisis, intake, case management and case co-ordination tasks in relation to clients, ensuring the implementation of treatment plans, comprehensive documentation on client files, the performance of reviews and appropriate client transfer/discharge procedures.
- Provide support, information, and education to family members, carers and significant others.
- To assess the need for and provide health education for clients and their carers/family/significant others within the scope of practice for the beginning practitioner.
- Contribute to internal policy development, service development and planning, and evaluation of Mental Health Services, in line with relevant legislation.

- Demonstrate commitment to enhancing the capacity of primary and specialist care services for early identification and assessment through education and training. This includes understanding early warning signs / risk factors and symptoms of serious mental illness.
- Utilise a multi-sectorial approach in conjunction with key stakeholders, such as GPs, Psychiatric Disability Support Services and Community Health Services to achieve effective and responsive service provision for the client group/s.
- Work across health, education, and welfare sectors to develop systems and protocols that facilitates best practice in prevention, early detection and intervention within the above identified groups of people.
- Under the leadership and direction of experienced nurses, act as a positive role model to undergraduate nursing students.
- To develop and maintain professional nursing standards and practice
- Adhere to service reporting mechanisms as appropriate including gathering of data, prepare reports to demonstrate service effectiveness, participate in continuous improvement activities.
- Contribute to Mental Health planning
- Work collaboratively with all internal and external service providers to ensure the most appropriate care and service is provided for the client.
- To continually promote MBPH Mental Health Services to customers in the wider community and contribute to the education of the general community, other organisations and community groups.
- To protect at all times the integrity and confidentiality of information
- Demonstrate a commitment to quality and excellence in service standards by participating in quality activities and ongoing evaluation of clinical and other services delivered to clients and their families.
- Other duties as directed and required.

## 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

- Registration as a Registered Nurse with AHPRA
- Must have been working as a Registered Nurse for a minimum of 12 months (can have completed a previous Graduate program) where the majority of clinical practice was in a setting other than clinical mental health
- Demonstrated knowledge of the Nursing and Midwifery Board of Australia National competency standards, Code of ethics and Code of professional conduct for nurses in Australia.
- An understanding of the concept of recovery and an awareness of trauma informed care.
- Demonstrated experience, skill and knowledge in the provision of health care to clients



- A willingness to provide mental health support across multiple mediums including telehealth and other digital platforms.
- A commitment to Mental Health & Wellbeing promotion within the community
- A basic understanding of the mental health system and the Mental Health & Wellbeing Act and associated regulatory frameworks
- Ability to work in a multidisciplinary team, including inter/intra agency consultation.
- High level of interpersonal skills and demonstrated ability to engage clients, and liaise and consult with relevant family members, as well as a broad range of health professionals, and community agencies
- A willingness, ability and commitment to learn and contribute to further self-development and education.

## **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

*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: \_\_\_\_\_



## 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

