



## Mental Health Nurse (Credentialed and non-credentialed)

Permanent Position - Up to Full Time (1 EFT)  
to 30 June 2012

### POSITION DESCRIPTION

#### Introduction

The Central West Gippsland Division of General Practice Inc. is an incorporated association that supports general practice in the Baw-Baw and Latrobe Valley areas.

The Division has a membership of approximately 100 General Practitioners, 32 general practices and services an area with a population of approximately 107,000. The offices of Central West Gippsland Division of General Practice Inc. are located at 16 Kirk St, Moe Vic 3825.

The Division is primarily funded through the Commonwealth Department of Health & Ageing's Primary Care Practice Support Branch and the **headspace** National Youth Mental Health Initiative; a key strategic goal of the organisation is to expand and diversify its streams of income.

**headspace Central West Gippsland** is an innovative service funded to improve early intervention for youth with mental health and Drug and Alcohol problems. It is part of a national initiative that is a world-first approach to early intervention in youth mental health. **headspace CWG** provides access, information and assistance for young people aged 12 to 25 who are experiencing mental health and alcohol and other drug problems, and their families.

**headspace CWG** is overseen by a consortium of six agencies led by the Division and includes Latrobe Community Health Service, West Gippsland Healthcare Group, Latrobe Regional Hospital – Mental Health Services, Youth Support and Advocacy Service (YSAS), and mind Australia.

#### Position

The headspace Mental Health Nurses will provide coordinated clinical care for young people aged 12 to 25 with severe mental disorders, working closely with GPs, allied health and headspace staff to facilitate the provision of coordinated clinical care and treatment for these patients, in keeping with the Australian Government Mental Health Nurse Incentive Program guidelines.

#### Conditions, Hours of Work and Salary

The position is offered at up to full time (hours negotiable) and employment is based on sessions. A session consists of 3.5 hours with an average nurse caseload of at least two individual services to patients per session. A session may consist of clinical contact, case planning and coordination, interagency liaison, case notes and clinical briefings to relevant GP and/or psychiatrists.

A typical caseload for a Mental Health Nurse will consist of patients with different levels of care requirements that fall broadly into three groups:

- low (risk of relapse without clinical input)
- medium (active symptoms requiring close monitoring)
- high care (high risk of hospitalisation)

A patient will exit the program when they do not require the level of support as described. They will be reviewed every six months.

The full time salary is \$69,000 per annum for a non-credentialed nurse and \$76,000 per annum for a credentialed, plus 9% superannuation. The opportunity to salary package is available.

All entitlements will be in accordance with the Australian Nurses Award 2010 and Division Policies and Procedures.

Hours are generally to be worked between 9.00am and 5.30pm Monday to Friday. The position will operate at both the Morwell and Warragul site, providing outreach to different settings such as schools and other community settings.

### **Eligibility Patients**

- ✓ The patient has a diagnosis of a mental disorder according to the criteria defined in the World Health Organisation Diagnostic and Management Guidelines for Mental Disorder in Primary Care: ICD 10 Chapter V Primary Care Version or the Diagnostic and Statistical Manual of Mental Disorders –IV edition DSM IV
- ✓ The disorder causes significant disablement to the persons social, personal and occupational functioning
- ✓ The person has experienced at least one episode of hospitalisation for treatment of their mental disorder or is at risk of requiring hospitalisation in the future if appropriate treatment and care is not provided
- ✓ The person is expected to require continuing treatment and management of their mental disorder over the next two years
- ✓ The GP or Psychiatrist is principally responsible for the persons clinical mental health care
- ✓ The patient provides consent to treatment from the Mental Health Nurse

### **Job Specification and Key Responsibilities**

- Work closely with General Practitioners and/or Psychiatrist, allied health and headspace staff to facilitate the provision of coordinated care and treatment for people with a severe mental illness
- Provide clinical nursing services for patients i.e. medication management and mental health assessment (this does not include general observations i.e. ECG etc)
- Coordinate clinical services
- Liaise closely with the patient, and family/carers where appropriate
- Complete evidence based outcome tools and risk assessments
- Complete Patient Mental Health Measurement using the HONOS tool (Health of the Nation Outcome Scale)
- Undertake interagency liaison , case planning and coordination
- Complete all requirements for Medicare Australia claiming
- Maintain a current knowledge of legislation and government policy relating to mental health
- Manage a patient caseload
- Participate in relevant network meetings/forums
- Attend clinical supervision session once a month

### **Child Protection Requirements**

- This position is designated as child-related employment. Child-related employment means any employment, where at least one of the responsibilities of the position involves direct contact with children where that contact is not directly supervised.
- Provide proof of identity (a current Drivers License, or birth certificate or passport)
- Consent to a Working With Children Employment Screening Check;
- Be validated by an Approved Screening Agency as being eligible for child-related employment.

**Before commencing employment with the Division you will be required to provide an original Victoria National Police check. Your employment in the above position is dependent on a clearance from one or more screening agencies. Police and other checks may be undertaken prior to or at anytime during your employment with CWGDOGP.**

### **Key Selection Criteria** (*applicants must address each criteria in their application*)

1. A specialist qualification in mental health. Credentialed Mental Health Nurses must be registered with the Australian College of Mental Health Nurses (ACMHN)
2. An understanding of headspace and the role of general practice.
3. A minimum of 3 years experience in mental health nursing
4. Knowledge of relevant organisations and ability to co-ordinate referrals
5. Demonstrated ability to network and consult with relevant organisations and agencies
6. Demonstrated ability to undertake mental health assessments and develop a collaborative mental health treatment plan
7. Demonstrated high level oral and written communication skills
8. Demonstrated high level organisational skills
9. Ability to use a computer and a range of software applications necessary for the delivery of quality clinical services
10. Ability to work as a sole practitioner and as part of a multi-disciplinary team
11. A fully endorsed Victorian Driver's Licence

### **Accountability**

Mental Health Nurses are accountable to the Clinical Manager – Mental Health for all aspects of employment.

### **Legal Compliance**

- Knowledge and understanding of the Equal Opportunity Act 1995
- Knowledge and understanding of the Mental Health Act 1986
- Knowledge and understanding of relevant Division Policies and Procedures.

### **Occupational Health & Safety**

Ensure that work and services are provided in a safe manner at all times by regularly reviewing practices and environment, being familiar with OH&S legislation and by participating in OH&S training or drills where required.

### **Continuous Quality Improvement**

Identify continuous quality improvement opportunities; participate in the development of quality procedures and processes and contribute to internal and external continuous improvement activities as required.

### **Performance Management Framework**

Actively participate in supervision and an annual performance plan, which determines key responsibilities, strategies and performance indicators, which are in line with the Divisions Strategic and Business Plans

### **Other relevant information to assist you**

- You will be required to provide a current Victorian National Police Check certificate;
- You will be required to provide evidence of your professional qualifications;
- You will be required to continuously hold a fully endorsed current Driver's Licence;
- You will need resilience and a sense of humour.

### **Further information:**

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This position description was reviewed on December 2011