

## POSITION DESCRIPTION



**Health**  
Northern Sydney  
Local Health District

<b>POSITION TITLE</b>	Mental Health Professional – EPIS - Registered Nurse
<b>STAFFLINK POSITION NO.</b>	
<b>COST CENTRE</b>	260268
<b>CLASSIFICATION</b>	Registered Nurse
<b>AWARD</b>	As per Professional Award
<b>REGISTRATION/LICENCE REQUIREMENTS</b>	
<b>VACCINATION CATEGORY</b>	Category A
<b>PRE-EMPLOYMENT SCREENING CHECKS</b>	Working With Children and National Criminal Record Check
<b>RESPONSIBLE TO</b>	Direct Line Manager Position Title
<b>RESPONSIBLE FOR</b>	List the direct reports of this position
<b>PRIMARY PURPOSE OF THE ROLE</b>	<p><u>MHDA Declaration:</u></p> <p>Each person's unique journey of recovery will be supported by mental health drug and alcohol services in a way that fosters hope, purpose and resilience.</p> <p><u>MHDA statement of intention:</u></p> <p>The intention of the NSLHD MHDA is to provide recovery-oriented, trauma informed services that are guided by evidence based practices and collaboration.</p> <p>The position is accountable for providing mental health care for clients receiving services from the Early Psychosis Intervention Service (EPIS). The primary purpose of the role is to provide mental health assessments, treatment and case management for the clients, and counselling, education and support for their families.</p>
<b>KEY ACCOUNTABILITIES</b> (Maximum of 8)	<p>Key Accountabilities cannot exceed 3200 characters total</p> <p><b>General Duties/Responsibilities:</b></p> <p><b>Self and Peers:</b></p> <p>To be aware of the code of conduct, policies and procedures and protocols of nursing services within Northern Sydney Area Health Service and to maintain them.</p> <p>Professional standards of practice</p>

	<p>Participation and commitment to relevant education, training and professional development programmes</p> <p><b>Key Performance Indicators</b></p> <p>Sign off on the code of conduct and demonstrated awareness of its influence on professional attitude and behaviours</p> <p><b>Management:</b></p> <p>To provide a standard of care based on the prevailing best practice guidelines and seek the advice of the Team Leader and/or nurse manager or other team members and other relevant resource persons where appropriate.</p> <p>To work as part of the team in a multi-disciplinary fashion, sharing generic work and offering discipline specific interventions</p> <p>Be accountable for nursing services within the Community Mental Health Service</p> <p>Participate in quality improvement and Q.A. activities</p> <p>Relieve in higher duties as required</p> <p>Undertake any other duties as deemed appropriate by the team leader or delegate</p> <p><b>Key Performance Indicators</b></p> <p>85% attendance to team, professional and service meetings as required by the Mental Health Service</p> <p>100% sign off on policies as directed by the Nursing Unit Manager</p> <p>Clear evidence of participation in OH&amp;S activities</p> <p><b>Client Management:</b></p> <p>To respect the individuality of each client, maintain a positive and encouraging attitude to clients and ensure their dignity and rights are safeguarded.</p> <p>To be involved in the planning and maintenance of therapeutic individual and group interventions for an allocated case load.</p> <p>To assess newly referred clients using approved tools.</p> <p>Develop and follow through with individual rehabilitation and recovery pathways for and in collaboration with clients.</p> <p><b>ROLE RESPONSIBILITIES:</b></p> <p>Functional Activities</p> <ol style="list-style-type: none"> <li>1. To assess cases as referred and to participate in the case management of young people experiencing psychosis.</li> <li>2. To develop and formulate a case management plan which promotes Optimal outcomes.</li> <li>3. To undertake recognised assessments appropriate to the client group.</li> <li>4. To provide individual counselling as appropriate.</li> </ol>
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	<p>5. To provide support and education to carers both on an individual basis and as co-leader of the family education and support groups</p> <p>6. To carry out home visits as indicated and use the Home Visit Risk Assessment Checklist.</p> <p>7. To participate in the running of the EPIS Group Programme.</p> <p>8. To ensure that clients and their carers receive education on the use of the medication, therapies and treatments prescribed.</p> <p>9. To inform young people of health issues, services and their rights and Responsibilities.</p> <p>10. To be responsible for the development of nursing services within the team</p> <p>11. To undertake nursing specific assessments when necessary</p> <p>12. To be responsible for the ordering, and administration of medication (as prescribed by treating doctor)</p> <p>13. Supervision of nursing and other students when assigned to the area</p> <p>14. To act as a consultant on nursing matters to other team members</p> <p>15. To act as a resource person for team members, clients and the families of clients on medication issues</p> <p>16. To contribute to the overall planning, implementation and evaluation of nursing services and mental health</p> <p>17. Undertake other duties as required</p>
	<p>Participate in Quality improvement activities and provide a high level customer service to patients, staff and others.</p> <p>Comply with the Code of Conduct, OHS, EEO, Smoke Free, Bullying and Harassment and other AHS policies and procedures.</p> <p>Maintain strict confidentiality in relation to all patient, staff, workplace and AHS matters.</p> <p>Use AHS resources efficiently, minimising cost and wastage, and ensure waste products are disposed of in line with AHS waste management guidelines.</p> <p>Report any risk identified (eg: OHS, Clinical, Financial, Technology, Public Image) to the manager and request a risk assessment. Participate in risk management activities.</p> <p>Implement the principles of Multiculturalism in their work by ensuring services within their area of responsibility are accessible and culturally appropriate to consumers.</p> <p>Co-operate with other staff members to ensure that duty requirements and standards are being met and maintained.</p> <p>Perform all other delegated tasks appropriately and in line with grading and capabilities.</p>

<b>KEY CHALLENGES</b> <i>(Maximum of 3)</i>	Working with a high risk vulnerable group of consumers	
	Prioritising demanding workload	
<b>KEY INTERNAL RELATIONSHIPS</b> <i>(Maximum of 3)</i>	WHO	WHY
	Max 200 Characters per cell	Max 500 Characters per cell

<b>KEY EXTERNAL RELATIONSHIPS</b> <i>(Maximum of 2)</i>	WHO	WHY
	Max 200 Characters per cell	Max 500 Characters per cell
<b>SELECTION CRITERIA</b> <i>(Minimum of 3 maximum of 8)</i>	Consistently demonstrates behaviours that reinforce the CORE Values of our organisation; Collaboration, Openness, Respect and Empowerment. Demonstrates these behaviours with all stakeholders; colleagues, direct reports, as well as our patients and consumers, and those that care for them.	
	Registered Nurse with Nurses and Midwives Board of NSW	
	Demonstrable experience in Mental Health Assessments, consumer management and treatment interventions	
	Demonstrated understanding of the principles of Early Intervention for 1 <sup>st</sup> Episode Psychosis	
	Group skills	
	Proven ability to work effectively in a Multi-disciplinary team	
	Demonstrated high level verbal and written communication skills	
	Current NSW Drivers Licence Computer Literate	

## JOB DEMANDS CHECKLIST

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment. Identification of possible risk can also assist with the development of a training plan for the occupant to ensure the risks are minimised.

Each position should be assessed at the site as to the incumbent's (or future incumbent's) OHS responsibilities specific to the position. This form is to be completed in consultation with the manager/supervisor of the position being recruited for.

Infrequent: intermittent activity exists for a short time on a very infrequent basis  
 Occasional: activity exists up to 1/3 of the time when performing the job  
 Frequent: activity exists between 1/3 and 2/3 of the time when performing the job  
 Constant: activity exists for more than 2/3 of the time when performing the job  
 Repetitive: activity involved repetitive movements  
 Not Applicable: activity is not required to perform the job

Physical Demands	Frequency
<b>Sitting</b> - remaining in a seated position to perform tasks	Frequent
<b>Standing</b> - remaining standing without moving about to perform tasks	Occasional
<b>Walking</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Occasional
<b>Running</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Occasional
<b>Bend/Lean Forward from Waist</b> - Forward bending from the waist to perform tasks	Infrequent
<b>Trunk Twisting</b> - Turning from the waist while sitting or standing to perform tasks	Infrequent
<b>Kneeling</b> - remaining in a kneeling posture to perform tasks	Occasional
<b>Squatting / Crouching</b> - Adopting a squatting or crouching posture to perform tasks	Infrequent
<b>Leg / Foot Movement</b> - Use of leg and / or foot to operate machinery	Infrequent
<b>Climbing (stairs/ladders)</b> - Ascend / descend stairs, ladders, steps	Infrequent
<b>Lifting / Carrying</b> - Light lifting & carrying: 0 - 9 kg	Occasional
<b>Lifting / Carrying</b> - Moderate lifting & carrying: 10 - 15 kg	Occasional
<b>Lifting / Carrying</b> - Heavy lifting & carrying: 16kg & above	Not applicable
<b>Reaching</b> - Arms fully extended forward or raised above shoulder	Infrequent
<b>Pushing / Pulling / Restraining</b> - Using force to hold / restrain or move objects toward or away from the body	Infrequent
<b>Head / Neck Postures</b> - Holding head in a position other than neutral (facing forward)	Infrequent
<b>Hand &amp; Arm Movements</b> - Repetitive movements of hands and arms	Infrequent
<b>Grasping / Fine Manipulation</b> - Gripping, holding, clasping with fingers or hands	Infrequent
<b>Work At Heights</b> - Using ladders, footstools, scaffolding, or other objects to perform work	Not applicable
<b>Driving</b> - Operating any motor powered vehicle	Frequent

Sensory Demands	Frequency
<b>Sight</b> - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	Constant
<b>Hearing</b> - Use of hearing is an integral part of work performance e.g. Telephone enquiries	Constant
<b>Smell</b> - Use of smell is an integral part of work performance e.g. Working with chemicals	Not applicable
<b>Taste</b> - Use of taste is an integral part of work performance e.g. Food preparation	Not applicable
<b>Touch</b> - Use of touch is an integral part of work performance	Infrequent
Psychosocial Demands	Frequency
<b>Distressed People</b> - e.g. Emergency or grief situations	Frequent
<b>Aggressive &amp; Uncooperative People</b> - e.g. drug / alcohol, dementia, mental illness	Frequent
<b>Unpredictable People</b> - eg dementia, mental illness, head injuries	Occasional
<b>Restraining</b> - involvement in physical containment of patients / clients	Not applicable
<b>Exposure to Distressing Situations</b> - e.g. Child abuse, viewing dead / mutilated bodies	Occasional
Environmental Demands	Frequency
<b>Dust</b> - Exposure to atmospheric dust	Not applicable
<b>Gases</b> - Working with explosive or flammable gases requiring precautionary measures	Not applicable
<b>Fumes</b> - Exposure to noxious or toxic fumes	Not applicable
<b>Liquids</b> - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	Not applicable
<b>Hazardous substances</b> - e.g. Dry chemicals, glues	Not applicable
<b>Noise</b> - Environmental / background noise necessitates people raise their voice to be heard	Infrequent
<b>Inadequate Lighting</b> - Risk of trips, falls or eyestrain	Infrequent
<b>Sunlight</b> - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	Infrequent
<b>Extreme Temperatures</b> - Environmental temperatures are less than 15C or more than 35C	Infrequent
<b>Confined Spaces</b> - areas where only one egress (escape route) exists	Not applicable
<b>Slippery or Uneven Surfaces</b> - Greasy or wet floor surfaces, ramps, uneven ground	Infrequent
<b>Inadequate Housekeeping</b> - Obstructions to walkways and work areas cause trips and falls	Infrequent
<b>Working At Heights</b> - Ladders / stepladders / scaffolding are required to perform tasks	Not applicable
<b>Biological Hazards</b> - e.g. exposure to body fluids, bacteria, infectious diseases	Not applicable