

## POSITION DESCRIPTION

# Aboriginal Mental Health and Drug and Alcohol Trainee

COLLABORATION  
OPENNESS  
RESPECT  
EMPOWERMENT

## SPEAKING UP FOR SAFETY

Organisation	NSW Health
Local Health District / Agency	Northern Sydney Local Health District
Position Classification	Aboriginal Hlth Worker
State Award	Aboriginal Health Workers (State) Award
Category	Aboriginal Health   Aboriginal Health Worker
Vaccination Category	Category A
ANZSCO Code	411511 Aboriginal and Torres Strait Islander Health Worker
Website	<a href="http://www.nslhd.health.nsw.gov.au/">www.nslhd.health.nsw.gov.au/</a>

## PRIMARY PURPOSE

### MHDA Declaration

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.

### **MHDA Statement of Intention**

The intention of the NSLHD MHDA is to provide recovery-oriented, trauma informed services that are guided by evidence based practices and collaboration.

Aboriginal Mental Health Drug and Alcohol Workforce Program goals are to improve the health of Aboriginal people in NSW by enhancing access to and ensuring mental health and drug and alcohol services are culturally sensitive and responsive. The training program was established to build a highly skilled and professional Aboriginal Mental Health and Drug and Alcohol workforce and provide opportunities to undertake placements and learning in arrange of Mental Health and Drug and Alcohol services across NSLHD that included being paid while you study and train towards a degree and a rewarding career in the field of Mental Health and Drug and Alcohol. The purpose of this position requires the trainee to:

- Undertake and successfully complete within course timeframe, the Bachelor or Health Science (Mental Health) course at Charles Sturt University (three year degree study period).
- Under supervision and as part of a multidisciplinary team, provide appropriate health care to consumers referred to the NSLHD Mental Health and Drug and Alcohol Service
- Develop the necessary skills and knowledge to be a competent clinician.
- Promote the mental health and well-being of Aboriginal and Torres Strait Islander people and wider communities and where possible, work in a holistic way to prevent the development of mental health problems and substance use problems

The Trainee position will have opportunities to undertake placements and learning in a range of Mental Health and Drug and Alcohol services across NSLHD.

One day study time per week will be allocated during work hours to assist in the completion of university course requirements.

As the position includes 'on the job learning', a senior clinician workplace peer mentor will be allocated to the Trainee at each placement to provide on-site support and assistance.

The Trainee will be supported by the NSLHD Director of Aboriginal Health and NSLHD Training and Development Team and be supported to identify a Senior Aboriginal Worker for regular cultural support.

The day to day operational management of the position is provided by the senior management of the MHDA service

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where the Trainee is located.

The NSLHD MHDA Clinical Partnership Coordinator coordinates the Aboriginal Trainee program providing the Trainee with education support, clinical supervision, financial management of the program and liaison with Charles Sturt University.

The ability to travel for training to attend up to four (4) 7 day University study blocks at Charles Sturt University (CSU) Wagga Wagga Campus or other Campus as identified by CSU, is a requirement of the position. Financial assistance to attend study blocks and accommodation is provided by CSU.

On completion of the three year traineeship, it is envisaged that the incumbent will continue to work as a Mental Health and Drug and Alcohol Clinician and facilitate the ongoing access to mental health and drug and alcohol services by the local Aboriginal and Torres Strait Islander Community and the general population.

## COVID-19 VACCINATION COMPLIANCY

All NSW Health workers are required to have completed a primary course of a COVID-19 vaccine which has been approved or recognised by the Therapeutics Goods Administration (TGA). Additionally, Category A workers are required to receive a booster dose three months after completing the primary course of COVID-19 vaccinations. New applicants must have completed the vaccination course prior to commencement with NSW Health, or provide an approved medical contraindication certificate (IM011 immunisation medical exemption form) certifying the worker cannot have any approved COVID-19 vaccines available in NSW.

Acceptable proof of vaccination is the Australian Immunisation Register (AIR) Immunisation History Statement or AIR COVID-19 Digital Certificate. Booster doses are highly recommended for all health care workers who have completed the primary course of COVID-19 vaccinations.

For Category A applicants, if dose 3 is not yet due they can sign the undertaking form to confirm they will receive the vaccine within 6 weeks of the dose due date.

## RESPIRATOR USE

NSW Health workers may be required to use a respirator, as part of their appointment with NSW Health. Where a respirator is required for use, workers will be instructed in their safe use; including donning, doffing and fit checking. Staff may be required to complete fit testing to selected respirator/s to assess their facial fit/seal.

At all times when a health worker is required to use a respirator, the health worker must not have any facial hair present. Processes are in place to support workers that need to keep facial hair due to religious observance requirements and/ or health conditions.

## ESSENTIAL REQUIREMENTS

You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing.

NSLHD supports [diversity and inclusion](#) and these principles should be applied when interacting with our patients and work colleagues.

## KEY ACCOUNTABILITIES

### Customer Service

The Aboriginal Mental Health and Drug and Alcohol Trainee must commit to gain knowledge and skills, both through workplace and formal education learning, in the delivery of Mental Health and Drug and Alcohol Clinical Care. The Aboriginal Mental Health and Drug and Alcohol Trainee will recognise the importance of providing and achieving a high level of customer service to all consumers, carers and relevant stakeholders. Where possible, The Aboriginal Mental Health Drug and Alcohol Trainee will support the delivery of culturally sensitive Mental Health and Drug and Alcohol services and health promotion to Aboriginal and Torres Strait Islander people.

### Operational and Advisory

The Aboriginal Mental Health and Drug and Alcohol Trainee will participate in the NSLHD Aboriginal Mental Health and Drug and Alcohol committee and training programs to enhance the knowledge of Aboriginal and Torres Strait Islander Mental Health and Drug and Alcohol amongst NSLHD staff.

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# Aboriginal Mental Health and Drug and Alcohol Trainee

It is mandatory that the incumbent attend all training courses.

### Strategic

The Aboriginal Mental Health and Drug and Alcohol Trainee will assist in the implementation of the NSLHD Aboriginal Health Strategic and NSLHD Strategic and Operational plans.

### Safe Practice and Environment

The Aboriginal Mental Health and Drug and Alcohol Trainee will work according to the Departmental safe work methods and guidelines. The incumbent must adhere to all NSWHealth and NSLHD Policies and Procedures.

## KEY CHALLENGES

- To successfully complete a Full time Bachelor degree whilst employed full time, balancing workplace, university and clinical placement requirements of the role.
- Working within a service that has a small Aboriginal workforce and to develop the capacity to advocate for the mental health needs of Aboriginal and Torres Strait Islander people and programs within this context.
- To find a balance of working and living within a local Aboriginal community.

## KEY RELATIONSHIPS

Who	Why
Management	To report on day to day tasks and any issues.
MHDA Staff	Communication purposes, to share information and provide a high quality service.
Allied Health Staff	Communication purposes, to share information and provide a high quality service.
Local Aboriginal Community	Communication purposes, to deliver a high quality service.
Aboriginal and Torres Strait Islander Leaders and Organisations	Communication purposes, to deliver a high quality service.

## SELECTION CRITERIA

1. 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.
2. Must be Aboriginal or Torres Strait Islander descent (N.B. an applicants race is a genuine occupational qualification and is authorised under section 14 of the Anti-Discrimination Act 1977, NSW).
3. Willingness and commitment to undertake and demonstrate progression in the completion of the Bachelor of Health Science (Mental Health) course currently located at Charles Sturt University Wagga Wagga Campus. This includes being able to demonstrate the oral and written communication skills to a standard sufficient to undertake a university degree. NOTE: Applicants who are currently enrolled and/or who have partially completed the Bachelor of Health Science (Mental Health) are also invited to apply for the position.
4. Commitment to work as an Aboriginal Mental Health and Drug and Alcohol Worker Trainee under supervision, with consumers who have a mental health and drug and alcohol issues and their carers/ families.

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5. Ability to organise and prioritise work and study activities and achieve work tasks and responsibilities within identified timeframes.
6. Willingness and commitment to work effectively as part of a multidisciplinary team (including nursing, social work, medical, psychology and occupational therapist staff) and deliver services to the whole community.
7. Knowledge and understanding of Aboriginal and Torres Strait Islander culture and the mental health, social, emotional and wellbeing issues experienced by people.
8. Ability to travel for training and to attend Charles Sturt University residential teaching blocks and placements.

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Administration Officer - Team Leader	
<b>STAFFLINK POSITION NO.</b>	557617	
<b>COST CENTRE</b>	252262	
<b>CLASSIFICATION</b>	Administration Officer Level 5	
<b>AWARD</b>	Health Employees Administrative Staff (State) Award	
<b>REGISTRATION/LICENCE REQUIREMENTS</b>	N/A	
<b>VACCINATION CATEGORY</b>	Category A	
<b>PRE-EMPLOYMENT SCREENING CHECKS</b>	Working With Children and National Criminal Record Check	
<b>RESPONSIBLE TO</b>	Office Manager, Drug and Alcohol Services	
<b>RESPONSIBLE FOR</b>	Nil	
<b>PRIMARY PURPOSE OF THE ROLE</b>	This position has the key role of providing efficient and high-level administration and customer support and assisting with managing the administration team and workflows in Drug & Alcohol Services to support the achievement of administration efficiency and positive patient journey	
<b>KEY ACCOUNTABILITIES</b> <i>(Maximum of 8)</i>	Assisting with leading the administration team in Drug and Alcohol Services to provide administrative duties such as managing the internal and external phone calls, client registration, appointment scheduling, record maintenance	
	Working under limited direction and guidance with regard to setting priorities and monitoring workflow for the administration team	
	Exercising judgement in problem solving through established principles, procedures and guidelines	
	Writing reports, procedural manuals, meeting papers and complex documents	
	Operation of all computer-based systems as required including but not limited to patient medical records, scheduling systems, email, office systems, TRIM, Healthroster, iProcurement and Recruitment and On-Boarding (ROB) systems	
	Delegate work where appropriate and carrying out inspection and monitoring functions to ensure outputs are of a high quality	
	Assisting with education and training of staff within the business unit	
	Working in different sites within the Services as required.	
<b>KEY CHALLENGES</b> <i>(Maximum of 3)</i>	Assisting with managing the administration team with a varied and busy workload and different locations	
	Ensuring appropriate verbal and written communication in a fast-paced work environment	
	Working to resolve issues that arise and ensure escalation	
	WHO	WHY

<b>KEY INTERNAL RELATIONSHIPS</b> <i>(Maximum of 3)</i>	Drug and Alcohol Executive Team	To report on day-to-day tasks and any issues requiring attention
	Drug and Alcohol Management team and staff	To provide administration support, information and high quality services
	Administration Staff	Communication purposes to ensure team work and administration efficiency and to support positive patient journey

KEY EXTERNAL RELATIONSHIPS <i>(Maximum of 2)</i>	WHO	WHY
	Patients, Carers, Visitors, and other staff	To provide information and ensure high quality of services
	External service providers	To provide information and ensure high quality of services
SELECTION CRITERIA <i>(Minimum of 3 maximum of 8)</i>	<p>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.</p> <p>Ability to guide team members to deliver high quality customer services</p> <p>Demonstrated organisational skills to work under limited direction and guidance with regard to work priorities and monitoring workflow of a team</p> <p>Highly professional phone manner and excellent communication and interpersonal skills</p> <p>Ability to write reports, procedural manuals, meeting papers and complex documents accurately and clearly</p> <p>Highly developed problem-solving skills with sound judgement and initiative in the resolution of issues</p> <p>Demonstrated proficiency in computer-based or NSW health systems and Microsoft Office including Outlook, Word and Excel</p> <p>Demonstrated flexibility with work duties and locations. Current NSW driver licence</p>	

## 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 or 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	Constant
<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	Infrequent
<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	Infrequent
<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	Not applicable
<b>Climbing (stairs/ladders)</b> - Ascend / descend stairs, ladders, steps	Infrequent
<b>Lifting / Carrying</b> - Light lifting & carrying: 0 - 9 kg	Infrequent
<b>Lifting / Carrying</b> - Moderate lifting & carrying: 10 - 15 kg	Not applicable
<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	Occasional
<b>Grasping / Fine Manipulation</b> - Gripping, holding, clasping with fingers or hands	Occasional
<b>Work At Heights</b> - Using ladders, footstools, scaffolding, or other objects to perform work	Infrequent
<b>Driving</b> - Operating any motor powered vehicle	Occasional



<b>Sensory Demands</b>	<b>Frequency</b>
<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	Frequent
<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	Not applicable
<b>Psychosocial Demands</b>	<b>Frequency</b>
<b>Distressed People</b> - e.g. Emergency or grief situations	Occasional
<b>Aggressive &amp; Uncooperative People</b> - e.g. drug / alcohol, dementia, mental illness	Occasional
<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	Not applicable
<b>Environmental Demands</b>	<b>Frequency</b>
<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	Not applicable
<b>Inadequate Lighting</b> - Risk of trips, falls or eyestrain	Not applicable
<b>Sunlight</b> - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not applicable
<b>Extreme Temperatures</b> - Environmental temperatures are less than 15C or more than 35C	Not applicable
<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	Not applicable
<b>Inadequate Housekeeping</b> - Obstructions to walkways and work areas cause trips and falls	Not applicable
<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

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Manager, Community Drug & Alcohol Programs and Allied Health Manager
<b>STAFFLINK POSITION NO.</b>	60035
<b>COST CENTRE</b>	NS D&A Community Programs DAS 263060
<b>CLASSIFICATION</b>	Health Service Manager 3
<b>AWARD</b>	Health Service Managers Award
<b>REGISTRATION/LICENCE REQUIREMENTS</b>	Nil
<b>VACCINATION CATEGORY</b>	Category A
<b>PRE-EMPLOYMENT SCREENING CHECKS</b>	Working With Children and National Criminal Record Check
<b>RESPONSIBLE TO</b>	Operationally: Service Director, Drug & Alcohol Service, Northern Sydney LHD Professionally: Professional head of discipline
<b>RESPONSIBLE FOR</b>	Community D&A Team Leaders at Lower North Shore/Ryde, Brookvale and their staff. In addition, this position holds professional responsibility for allied health personnel across Drug and Alcohol services
<b>PRIMARY PURPOSE OF THE ROLE</b>	Position is responsible professionally for allied health personnel across Drug and Alcohol services and for the operational management of community based Drug and Alcohol services across the District
<b>KEY ACCOUNTABILITIES</b> <i>(Maximum of 8)</i>	<ul style="list-style-type: none"> <li>Responsible professionally for allied health personnel across Drug and Alcohol services and for the operational management of all community based Drug and Alcohol services</li> <li>Provides leadership in the development of treatment best practices that ensures contemporary service delivery to people with drug or alcohol issues.</li> <li>Provide Workforce support to Team Leaders and staff and to take an operational role in issues related to workforce issues</li> <li>Promote a culture of quality improvement projects and to contribute to research projects relevant to improving the health care of people presenting for counselling with the D&amp;A service</li> <li>Promote professional supervision of community program staff members within the D&amp;A Service</li> <li>Responsible for the management of resources within budget and for the delivery of services within KPI requirements.</li> <li>Participation in the Drug and Alcohol Executive On-Call roster</li> </ul>
<b>KEY CHALLENGES</b> <i>(Maximum of 3)</i>	To manage a service which provides evidence based and client centred treatment within a multidisciplinary team in outpatient settings where there are complex presentations, changing service delivery models and increasing service demand and accountability.

	To take leadership responsibility for planning, development and maintenance of evidence based counselling practice protocols within the Community D&A service portfolios to support implement of strategic direction	
	To work in partnership with drug and alcohol service providers, primary health networks and key stakeholders to ensure integrated planning and service delivery.	
<b>KEY INTERNAL RELATIONSHIPS</b> <i>(Maximum of 3)</i>	Who	Why
	Work team	Provide direction and manage performance
	Management of D&A, MHDA Services & NSLHD executives	Reporting lines through the organisation
	Other clinical departments in the NSLHD	Reports on Child at risk issues, liaison with mental health, aboriginal health, opioid treatment, detoxification and rehabilitation units
<b>KEY EXTERNAL RELATIONSHIPS</b> <i>(Maximum of 3)</i>	General Practitioners & Primary Health Networks	Referral networks & pathways
	D&A Non-Government organisations	Consultancy and networking
	Community organisations eg Community Drug Action Teams	Promoting community initiatives to reduce harm of alcohol and drug use
<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.	
	Tertiary clinical and management qualifications, or tertiary clinical qualifications and extensive management experience	
	Demonstrated ability to professionally manage a multi-disciplinary workforce	
	Demonstrated ability to develop and manage contemporary drug and alcohol treatment services across broad settings	
	Demonstrated ability in ensuring and maintaining high clinical and professional standards across workforce	
	Demonstrated ability to meet KPI requirements and to work within budgets	
	Demonstrated brief, program evaluation and submission writing skills.	
	Able to demonstrate significant professional knowledge and judgement	
	Ability to participate in on call rosters and has a current NSW Driver's License	

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<b>Unpredictable People</b> – eg dementia, mental illness, head injuries	Infrequent
<b>Restraining</b> - involvement in physical containment of patients / clients	Infrequent
<b>Exposure to Distressing Situations</b> - e.g. Child abuse, viewing dead / mutilated bodies	Infrequent
<b>Environmental Demands</b>	<b>Frequency</b>
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<b>Gases</b> - Working with explosive or flammable gases requiring precautionary measures	Not applicable
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<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

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Drug and Alcohol Clinician – Assertive Case Management
<b>STAFFLINK POSITION NO.</b>	TBC
<b>COST CENTRE</b>	252278 (ICE Funding)
<b>CLASSIFICATION</b>	Health Education Officer, Counsellor Lvl 1 ,Counsellor Lvl 2, Occupational Therapist Lvl 1, Occupational Therapist Lvl 2, Social Worker Lvl 1, Social Worker Lvl 2, Psychologist
<b>AWARD</b>	NSW Health Service Health Professionals (State) Award
<b>REGISTRATION/LICENCE REQUIREMENTS</b>	
<b>VACCINATION CATEGORY</b>	Category A
<b>PRE-EMPLOYMENT SCREENING CHECKS</b>	National Criminal Record Check
<b>RESPONSIBLE TO</b>	Team Leader – Assertive Community Management Team
<b>RESPONSIBLE FOR</b>	Nil
<b>PRIMARY PURPOSE OF THE ROLE</b>	<p><a href="#">MHDA Declaration</a></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><b>MHDA Statement of Intention</b></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 Clinicians in the Assertive Community Management (ACM) team will provide direct frontline services to drug and alcohol patients who experience a range of drug and alcohol issues and associated comorbidities. This service is an outreach model that aligns with both the ACM model of care and the outreach component of the IDAT Model of Care</p>
<b>KEY ACCOUNTABILITIES</b> <i>(Maximum of 8)</i>	<ul style="list-style-type: none"> <li>• Providing assertive follow up for patients including undertaking home visits.</li> <li>• Undertaking practice that aligns with the ACM Model of Care. This includes comprehensive drug and alcohol assessments, treatment and case management, periodic review of care plans, discharge and referral planning. The role promotes the principles of harm minimisation and a recovery model of care from drug and alcohol dependency.</li> </ul>

	<ul style="list-style-type: none"> <li>Undertake the ongoing outreach program for clients post discharge from the IDAT program in accordance with the IDAT Model of Care. This will include participating in discharge planning processes and meetings with the IDAT Team.</li> </ul>	
	<ul style="list-style-type: none"> <li>Participate in developing and promoting linkages and referral pathways across a range of community-based support services.</li> </ul>	
	<ul style="list-style-type: none"> <li>Provide education and information to patients, carers and staff regarding ongoing care plans and community resources.</li> </ul>	
	<ul style="list-style-type: none"> <li>Work within risk management, safety, infection control and quality frameworks applicable to the organisation.</li> </ul>	
	<ul style="list-style-type: none"> <li>Participate in continuous improvement initiatives to enhance service delivery and patient outcomes.</li> </ul>	
	<ul style="list-style-type: none"> <li>Function independently within scope of practice and level of experience</li> </ul>	
<b>KEY CHALLENGES</b> <i>(Maximum of 3)</i>	Establishing effective and sustainable working relationships with identified services and service partners to provide holistic health care to a complex and marginalised patient group.	
	Applying evidence-based practices that are acceptable and accessible to the most socially disadvantaged groups within the population	
	Prioritising competing clinical demands.	
<b>KEY INTERNAL RELATIONSHIPS</b> <i>(Maximum of 3)</i>	WHO	WHY
	Management of D&A	Direct reporting lines through the organisation
	IDAS, OTP and other NSLHD D&A Services	Ensuring access and continuity of care for D&A clients

<b>KEY EXTERNAL RELATIONSHIPS</b> <i>(Maximum of 2)</i>	WHO	WHY
	General Practitioners & Primary Health Networks	Engagement and communication through the referral networks
	Other service providers eg. NGOs, residential rehabs etc	Consultancy and networking promoting community initiatives to reduce harm of alcohol and drug use
<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.	
	Tertiary qualifications in Psychology, Social Work or Occupational Therapy or Rehabilitation Counsellor. Current membership (or eligibility) with The Psychotherapy and Counsellors Association of Australia (PACFA), Australian Association Social Workers (AASW) or AHPRA registration.	

	<p>Demonstrated clinical skills in assessment, planning and evaluation of psychosocial interventions with adult patients including exercising independent professional judgement on routine matters.</p>
	<p>Demonstrated experience with using advanced reasoning skills when undertaking a patient's assessment of cognitive capacity and their complex issues, report writing, developing and reviewing care plans, delivering case management activities and psychosocial interventions.</p>
	<p>Demonstrated experience and commitment to professional and ethical boundaries in consultation with a medically led multi-disciplinary treatment team.</p>
	<p>Knowledge and understanding of the social and emotional needs of patients with drug and alcohol issues including clinical response and management of trauma, grief and loss, domestic and family violence and child protection.</p>
	<p>Knowledge of and commitment to working and partnering with Aboriginal patients, families and communities as well as improving the health outcomes for socially disadvantaged groups of patients within the local community.</p>
	<p>Current Driver's Licence and willingness to use for work purpose travel.</p>



## 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.

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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 or 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	Frequent
<b>Walking</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Frequent
<b>Running</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Not applicable
<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	Occasional
<b>Kneeling</b> - remaining in a kneeling posture to perform tasks	Infrequent
<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	Occasional
<b>Lifting / Carrying</b> - Light lifting & carrying: 0 - 9 kg	Occasional
<b>Lifting / Carrying</b> - Moderate lifting & carrying: 10 - 15 kg	Not applicable
<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	Frequent
<b>Grasping / Fine Manipulation</b> - Gripping, holding, clasping with fingers or hands	Frequent
<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	Occasional

<b>Sensory Demands</b>	<b>Frequency</b>
<b>Sight</b> - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	Frequent
<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	Not applicable
<b>Psychosocial Demands</b>	<b>Frequency</b>
<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	Frequent
<b>Restraining</b> - involvement in physical containment of patients / clients	Infrequent
<b>Exposure to Distressing Situations</b> - e.g. Child abuse, viewing dead / mutilated bodies	Infrequent
<b>Environmental Demands</b>	<b>Frequency</b>
<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	Not applicable
<b>Inadequate Lighting</b> - Risk of trips, falls or eyestrain	Choose an item.
<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	Not applicable
<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	Not applicable
<b>Inadequate Housekeeping</b> - Obstructions to walkways and work areas cause trips and falls	Not applicable
<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

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Business Manager Drug and Alcohol Service
<b>STAFFLINK POSITION NO.</b>	TBC
<b>COST CENTRE</b>	252278 (ICE Funding)
<b>CLASSIFICATION</b>	Health Manager 03
<b>AWARD</b>	Health Manager (State) Award
<b>REGISTRATION/LICENCE REQUIREMENTS</b>	Nil
<b>VACCINATION CATEGORY</b>	Category B
<b>PRE-EMPLOYMENT SCREENING CHECKS</b>	National Criminal Record Check
<b>RESPONSIBLE TO</b>	Manager Operations, Governance and Quality, Drug and Alcohol Services (DAS)
<b>RESPONSIBLE FOR</b>	Nil
<b>PRIMARY PURPOSE OF THE ROLE</b>	The Business Manager is a member of the Drug and Alcohol management team and reports to the Manager Operations, Governance and Quality. The position is responsible for the financial management of all departments of the local service. The position will participate in the preparation, maintenance and evaluation of the local Business and Operational Plans. The position reports professionally to the Northern Sydney Local Health District Mental Health Drug and Alcohol (NSLHD MHDA) Management Accountant providing data and advice on financial, capital and other matters.
<b>KEY ACCOUNTABILITIES</b> <i>(Maximum of 8)</i>	Maintain detailed staff establishment records, review FTE Staffing reports each month and identify any issues with staffing. Distribute FTE data to DAS Executive and Cost Centre Managers. Verify Stafflink reports to ensure staff are allocated to the correct Cost Centres and Position Numbers. Review and verify all recruitment and Webreq requests and arrange for sign off by the Service Director. Provide Support for the use of Health Roster. Meet regularly with Cost Centre Managers to ensure they are aware of Staffing and Financial reports and funding requirements.
	Develop budget worksheets for Goods, Services and Repairs, Maintenance and Renewals including Management of Capital works programmes in conjunction with the DAS Service Director and MHDA for all cost centres within the local service in collaboration with Cost Centre Managers and in consultation with the MHDA Management Accountant. Ensure that expenditure is progressed in accordance with Cash Flow.
	Responsible for the performance of the Service in relation to revenue, this includes opportunities for expansion and reporting on current process. Review, develop and implement audit processes for revenue collection in accordance with relevant policies and procedures. Provide Leadership for the implementation and management of Activity Based Funding. Promote Salary Packaging to staff. Conduct training for staff involved in revenue collection.

	<p>Analyse and provide reports relating to the financial performance of the organisation to the relevant management on a monthly basis. Monitor expenditure and FTE Reports to identify variances and provide data with recommendations for improvement. Analyse, report, and implement strategies to reduce expenditure on high cost goods and services. Participate in monthly MHDA Finance and Performance Decision Support Meeting. Develop, chair and participate in meetings as required</p>	
	<p>Develop and maintain personal finance skills in relation to this role. Develop and maintain effective relationships with all internal and external stakeholders. Participate in the Accreditation process.</p>	
	<p>Participate in the preparation, maintenance and evaluation of the local Business and Operational Plans.</p>	
	<p>In consultation with other Business Managers, the Management Accountant for MHDA and Workforce, evaluate and implement the MHDA training program for Cost Centre Managers for Financial and FTE Reporting. Focus on ROB, Oracle Requisitions, Health Roster and Stafflink. Promote NSLHD Financial Management Leadership Course to Cost Centre Managers.</p>	
	<p>As a leader you are expected to support the organisation achieve the aims of the safety management system, to maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.</p>	
<b>KEY CHALLENGES</b> <i>(Maximum of 3)</i>	<p>Promotion of the MHDA Revenue Strategy and identification of any local revenue opportunities.</p>	
	<p>Meeting the financial goals of the LHD, MHDA and the DAS in a period of tight fiscal management.</p>	
	<p>Development of the cost centres into fully functioning entities that are also reflective of ABF requirements.</p>	
<b>KEY INTERNAL RELATIONSHIPS</b> <i>(Maximum of 3)</i>	WHO	WHY
	Manager Operations, Governance and Quality	Direct reporting line, and operational manager. Escalate issues, keep informed, advise and receive instructions from the manager
	DAS Service Director, Executive team members	Provide regular updates on DAS finances, issues and priorities.
	MHDA Management Accountant	Escalate issues, strategically align with MHDA and NSLHD strategic priorities. Professional reporting line.

<b>KEY EXTERNAL RELATIONSHIPS</b> <i>(Maximum of 2)</i>	WHO	WHY
	Ministry of Health and Audit Office of NSW	Reporting of capital performance and funding issues to ministry of Health. Reporting of audit requirements and provision of required information to Audit Office of NSW.
	Non-Government Organisations if required.	Collaborate on funding opportunities provided through the NSLHD DAS to NGO's.
<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.	
	Relevant tertiary qualification in Business Administration, Accounting or a related discipline or extensive experience that would meet the criteria to be a member of an Australian professional accounting body as well as a record of ongoing professional development.	
	Proven experience in the development and implementation of business, strategic and operational plans as well as financial and workforce reports with associated advice/dialogue.	
	Experience in Business operations including an understanding of the current challenges, issues, risks and major cost drivers impacting its' financial position.	
	Well-developed issues management skills with the ability to apply sound judgement and work within tight deadlines in order to respond to sensitive and complex matters.	
	Demonstrated skills in relationship management, conflict resolution, influencing and negotiating, mentoring, consulting and communicating, both orally and written.	
	Highly developed IT skills including the use of EXCEL and Oracle and current NSW Drivers Licence.	
	Proven record of achievement in change management, continuous improvement, planning and customer service principles including the management and running of administrative teams and associated procedures.	

## JOB DEMANDS CHECKLIST

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 Constant: activity exists for more than 2/3 or 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	Infrequent
<b>Standing</b> - remaining standing without moving about to perform tasks	Constant
<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	Frequent
<b>Trunk Twisting</b> - Turning from the waist while sitting or standing to perform tasks	Frequent
<b>Kneeling</b> - remaining in a kneeling posture to perform tasks	Not applicable
<b>Squatting / Crouching</b> - Adopting a squatting or crouching posture to perform tasks	Not applicable
<b>Leg / Foot Movement</b> - Use of leg and / or foot to operate machinery	Not applicable
<b>Climbing (stairs/ladders)</b> - Ascend / descend stairs, ladders, steps	Infrequent
<b>Lifting / Carrying</b> - Light lifting & carrying: 0 - 9 kg	Infrequent
<b>Lifting / Carrying</b> - Moderate lifting & carrying: 10 - 15 kg	Infrequent
<b>Lifting / Carrying</b> - Heavy lifting & carrying: 16kg & above	Not applicable
<b>Reaching</b> - Arms fully extended forward or raised above shoulder	Not applicable
<b>Pushing / Pulling / Restraining</b> - Using force to hold / restrain or move objects toward or away from the body	Not applicable
<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	Not applicable
<b>Grasping / Fine Manipulation</b> - Gripping, holding, clasping with fingers or hands	Not applicable
<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	Infrequent

<b>Sensory Demands</b>	<b>Frequency</b>
<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	Not applicable
<b>Psychosocial Demands</b>	<b>Frequency</b>
<b>Distressed People</b> - e.g. Emergency or grief situations	Infrequent
<b>Aggressive &amp; Uncooperative People</b> - e.g. drug / alcohol, dementia, mental illness	Infrequent
<b>Unpredictable People</b> – eg dementia, mental illness, head injuries	Not applicable
<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	Not applicable
<b>Environmental Demands</b>	<b>Frequency</b>
<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	Not applicable
<b>Inadequate Lighting</b> - Risk of trips, falls or eyestrain	Not applicable
<b>Sunlight</b> - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not applicable
<b>Extreme Temperatures</b> - Environmental temperatures are less than 15C or more than 35C	Not applicable
<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	Not applicable
<b>Inadequate Housekeeping</b> - Obstructions to walkways and work areas cause trips and falls	Not applicable
<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

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Intake Health Professional
<b>STAFFLINK POSITION NO.</b>	TBC
<b>COST CENTRE</b>	ICE - 252278
<b>CLASSIFICATION</b>	Social Worker/Psychologist/Health Education Officer/Registered Nurse/Counsellor
<b>AWARD</b>	Health Professionals and Support Services Award/Psychologist Award/NSW Nurses Award
<b>REGISTRATION/LICENCE REQUIREMENTS</b>	Registration with AHPRA
<b>VACCINATION CATEGORY</b>	Category A
<b>PRE-EMPLOYMENT SCREENING CHECKS</b>	Working With Children and National Criminal Record Check
<b>RESPONSIBLE TO</b>	Access and Information manager
<b>CLINICALLY RESPONSIBLE FOR</b>	Nil
<b>PRIMARY PURPOSE OF THE ROLE</b>	This clinical position involves the provision of evidence based assessment, intake, referral and information to clients entering Drug and Alcohol Services.
<b>KEY ACCOUNTABILITIES</b> <i>(Maximum of 8)</i>	<p>Clinical Services and Consultancy:</p> <ul style="list-style-type: none"> <li>• Provide professional clinical services demonstrating sound clinical reasoning and practice skills in client engagement, effective problem-solving skills, evidence based strategies and quality management to improve the health and wellbeing of substance users in NSLHD. This includes assessment, intake, advocacy, booking internal appointments and referral to appropriate services and agencies.</li> </ul>
	<p>Education &amp; Training:</p> <ul style="list-style-type: none"> <li>• Provide education and training to other staff and students on how Intake operates.</li> <li>• Actively participate in clinical supervision and complete associated activities as negotiated with manager, in order to develop and maintain professional skills and deliver evidence based treatment for substance users with mental health issues. Actively contribute to regular staff and clinical meetings</li> </ul>
	<p>Quality Improvements &amp; Research:</p> <ul style="list-style-type: none"> <li>• Contribute to quality improvement projects</li> <li>• Accurate collation and timely completion of health care information in the relevant health care records systems to ensure necessary information is available to meet legal requirements and guide ongoing treatment.</li> </ul>



	<p>General:</p> <ul style="list-style-type: none"> <li>The role and responsibilities are to be carried out in a manner that is consistent with all relevant delegations, policies and procedures at both the NSLHD and the NSW Health levels. Develop and demonstrate cultural competence and respect for diversity, working to improve the health outcomes of First Nation people.</li> <li>Staff are expected to provide safe, high quality healthcare and services, identify and manage clinical risk as applicable to the role and participate in continuous quality improvement activities.</li> </ul>	
<b>KEY CHALLENGES</b> <i>(Maximum of 3)</i>	To provide quality assessment and triage in a timely and patient fashion for clients who may be at high risk due to vulnerabilities, comorbidities, distress, intoxication.	
	Consolidate external linkages between D&A Services and referring agencies to improving access for clients to reduce the harm caused by drug & alcohol problems	
	To participate in quality projects and research to improve the service provided to the community	
<b>KEY INTERNAL RELATIONSHIPS</b> <i>(Maximum of 3)</i>	Who	Why
	IDAS, OTP and other NSLHD D&A Services	Ensuring access and continuity of care for D&A clients
	Management of D&A	Direct reporting lines through the organisation
	Mental Health services, Emergency Department, Child Youth and Family services, other NSLHD services	Ensuring access to relevant agencies for multidisciplinary care
<b>KEY EXTERNAL RELATIONSHIPS</b> <i>(Maximum of 3)</i>	General Practitioners & Primary Health Networks	Engagement and communication through the referral networks
	Other service providers eg. NGOs, residential rehabs etc	Consultancy and networking promoting community initiatives to reduce harm of alcohol and drug use
<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.	
	Tertiary qualifications in Psychology, Social Work or Occupational Therapy or Rehabilitation Counsellor. Current membership (or eligibility) with The Psychotherapy and Counsellors Association of Australia (PACFA), Australian Association Social Workers (AASW) or AHPRA registration.	
	Demonstrated current clinical knowledge and experience to effectively manage clinical issues in the assessment and treatment of people with drug & alcohol problems	

	Demonstrated advanced skills in the assessment and/or management of people with substance use disorders
	Demonstrated ability in continuous improvement with experience in health promotion, quality projects, accreditation and research
	Demonstrated ability to work independently and as part of a multidisciplinary team, liaise with key stakeholders and provide education to other health professionals, and the boarder community on drug and alcohol issues
	Sound communication and interpersonal skills including the ability to document accurately, write clearly and succinctly, and consult effectively with others
	Competency in the use of information and communication technology, including standard office software, for email, internet, analysis of clinical data, and clinical documentation.

## JOB DEMANDS CHECKLIST

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Physical Demands	Frequency
<b>Sitting</b> - remaining in a seated position to perform tasks	Constant
<b>Standing</b> - remaining standing without moving about to perform tasks	Infrequent
<b>Walking</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Infrequent
<b>Running</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Infrequent
<b>Bend/Lean Forward from Waist</b> - Forward bending from the waist to perform tasks	Frequent
<b>Trunk Twisting</b> - Turning from the waist while sitting or standing to perform tasks	Occasional
<b>Kneeling</b> - remaining in a kneeling posture to perform tasks	Infrequent
<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	Not applicable
<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	Frequent
<b>Grasping / Fine Manipulation</b> - Gripping, holding, clasping with fingers or hands	Frequent
<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	Occasional

<b>Sensory Demands</b>	<b>Frequency</b>
<b>Sight</b> - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	Frequent
<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	Not applicable
<b>Psychosocial Demands</b>	<b>Frequency</b>
<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	Frequent
<b>Restraining</b> - involvement in physical containment of patients / clients	Infrequent
<b>Exposure to Distressing Situations</b> - e.g. Child abuse, viewing dead / mutilated bodies	Infrequent
<b>Environmental Demands</b>	<b>Frequency</b>
<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	Not applicable
<b>Inadequate Lighting</b> - Risk of trips, falls or eyestrain	Not applicable
<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	Not applicable
<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	Not applicable
<b>Inadequate Housekeeping</b> - Obstructions to walkways and work areas cause trips and falls	Not applicable
<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

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Drug and Alcohol Service Clinical Nurse Education
<b>STAFFLINK POSITION NO.</b>	TBC
<b>COST CENTRE</b>	252278 (ICE Funding)
<b>CLASSIFICATION</b>	Clinical Nurse Educator
<b>AWARD</b>	Public Health System Nurses & Midwives (State) Award
<b>REGISTRATION/LICENCE REQUIREMENTS</b>	Australian Health Practitioner Regulation Agency (AHPRA) Current NSW Drivers Licence
<b>VACCINATION CATEGORY</b>	Category A
<b>PRE-EMPLOYMENT SCREENING CHECKS</b>	Working With Children and National Criminal Record Check
<b>RESPONSIBLE TO</b>	Nurse Manager Drug and Alcohol Service
<b>RESPONSIBLE FOR</b>	n/a
<b>PRIMARY PURPOSE OF THE ROLE</b>	<p><a href="#"><u>MHDA Declaration</u></a></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><b>MHDA Statement of Intention</b></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 Clinical Nurse Educator will be guided by the Nurse Manager in leading, developing, co-ordinated and implementing all structured learning for nurses within Drug and Alcohol Services.</p> <p>The Clinical Nurse Educator will provide clinical teaching, orientation, skill accreditation and professional development support for all nursing staff and students.</p> <p>The Clinical Nurse Educator will have a role in the provision of hospital orientation and mandatory training. They will also be expected to teach in courses appropriate to nursing within and at facilities external to NSLHD.</p> <p>The Clinical Nurse Educator will participate in the development and teaching of the NSLHD Nursing Professional Development Program (this includes travelling to other sites within the LHD for lecturing and facilitation of workshops).</p>
<b>KEY ACCOUNTABILITIES</b>	<p><b>Strategic Planning</b></p> <p>The Clinical Nurse Educator (CNE) is an experienced Registered Nurse who</p>

<i>(Maximum of 8)</i>	<p>integrates clinical excellence into their practice in order to facilitate the learning and development of all levels of the nursing profession within Drug and Alcohol Services.</p>
	<p><b>Leadership</b>  The CNE will promote their role as an integral part of the nursing team and act as a role model to the Drug and Alcohol nursing staff. The CNE will interpret and respond to the policies, procedures and guideline documents that have implications for nursing education. The incumbent will use a supportive method of helping others to recognise deviation from appropriate standards of care so as to ensure safe patient outcomes. The CNE will promote and support the vision and values of the service.</p>
	<p><b>Operational and Clinical Teaching</b>  The CNE will be responsible for the provision of clinical teaching to all levels of nursing staff in Drug and Alcohol, with particular emphasis on transitional registered nursing and newly starting nurses, facilitating orientation to all new nursing staff. The CNE will liaise with the Mental Health Drug and Alcohol Learning and Capability Development team to provide clinical input and classroom teaching in courses appropriate to speciality. The incumbent will use principles of adult learning to assist nurses and midwives in identifying their learning needs and plan learning activities to meet their needs. The CNE will facilitate the development of Registered Nurses to the status of Clinical Nurse Specialist. The incumbent will collaborate in the development, implementation and evaluation of education programs in the clinical area.</p>
	<p><b>Communication</b>  The CNE will use formal written communication skills to provide effective documentation and feedback to learners. The CNE will use effective communication skills to achieve learner outcomes. The incumbent will communicate effectively with all levels of nursing staff within Drug and Alcohol Services.</p>
	<p><b>Customer Service and Public Relations</b>  The CNE will establish and maintain collaborative relationships across the health care team. The incumbent will have the ability to identify and respond appropriately to situations in a ward or unit which may impact upon patient care.</p>
	<p><b>Physical and Intellectual</b>  The CNE will use effective human resource management to achieve educational outcomes and use environmental resources appropriately to facilitate educational outcomes.</p>
	<p><b>Education, Training and Research</b>  The CNE will maintain an up-to-date knowledge of clinical service delivery whilst preserving professional competency standards and ethics. The CNE will complete all mandatory training and attend any lectures, tutorials, programs and development activities that management deems necessary. Part of the responsibility of the CNE is to assist with the education and training of students and staff within the Drug and Alcohol Service. The incumbent must develop and maintain a continuous program of self-improvement in conjunction with Management.</p>
	<p><b>Safe Practice and Environment</b>  The CNE will work according to the Departmental safe work methods and guidelines. The incumbent must adhere to all NSW Health and NSLHD Policies and Procedures.</p>

<b>KEY CHALLENGES</b> <i>(Maximum of 3)</i>	<ul style="list-style-type: none"> <li>Managing a varied and busy workload with competing demands, priorities and services across the District wide Drug and Alcohol Service.</li> </ul>	
	<ul style="list-style-type: none"> <li>Ensuring own continuing professional development.</li> </ul>	
	<ul style="list-style-type: none"> <li>Ensuring educational opportunities are made available to all staff in accordance with their learning needs.</li> </ul>	
<b>KEY INTERNAL RELATIONSHIPS</b> <i>(Maximum of 3)</i>	WHO	WHY
	D&A Service and Clinical Directors	Operational function, management, and strategic direction
	D&A Nursing Staff	Ongoing support and education

<b>KEY EXTERNAL RELATIONSHIPS</b> <i>(Maximum of 2)</i>	WHO	WHY
	External Drug and Alcohol and Mental Health Services and External Specialists and General Practitioners	Education opportunities provided by external services.
	Education Providers, relevant tertiary education providers, General Practitioners, Non-Government Organisations	Collaboration on the development and delivery of education
<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.	
	Holds AHPRA Registration as a Registered Nurse AND holds relevant clinical or education post registration qualifications or such education and clinical experience relevant to Drug and Alcohol Services.	
	Demonstrated effective communication skills, both written and verbal.	
	Demonstrated ability to work both independently and as part of a team.	
	Demonstrated computer literacy.	
	Demonstrated ability to practice safe nursing care and knowledge of policies and clinical practice guidelines.	
	Demonstrated commitment to evidence based clinical and education practice, continuous quality improvement and risk management relevant to Drug and Alcohol Services.	
	Demonstrated ability to apply principles of adult learning, teaching and assessment in the clinical setting and proven ability to develop, implement and evaluate nursing education programs.	

## 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 or 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	Frequent
<b>Walking</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Frequent
<b>Running</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Not applicable
<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	Occasional
<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	Occasional
<b>Leg / Foot Movement</b> - Use of leg and / or foot to operate machinery	Occasional
<b>Climbing (stairs/ladders)</b> - Ascend / descend stairs, ladders, steps	Occasional
<b>Lifting / Carrying</b> - Light lifting & carrying: 0 - 9 kg	Occasional
<b>Lifting / Carrying</b> - Moderate lifting & carrying: 10 - 15 kg	Not applicable
<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	Occasional
<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	Occasional



<b>Sensory Demands</b>	<b>Frequency</b>
<b>Sight</b> - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	Frequent
<b>Hearing</b> - Use of hearing is an integral part of work performance e.g. Telephone enquiries	Frequent
<b>Smell</b> - Use of smell is an integral part of work performance e.g. Working with chemicals	Occasional
<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	Not applicable
<b>Psychosocial Demands</b>	<b>Frequency</b>
<b>Distressed People</b> - e.g. Emergency or grief situations	Occasional
<b>Aggressive &amp; Uncooperative People</b> - e.g. drug / alcohol, dementia, mental illness	Occasional
<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	Infrequent
<b>Environmental Demands</b>	<b>Frequency</b>
<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	Not applicable
<b>Inadequate Lighting</b> - Risk of trips, falls or eyestrain	Not applicable
<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	Not applicable
<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	Not applicable
<b>Inadequate Housekeeping</b> - Obstructions to walkways and work areas cause trips and falls	Not applicable
<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	Infrequent

## POSITION DESCRIPTION

# NSLHD - Clinical Nurse Consultant Drug and Alcohol, Dual Diagnosis



Northern Sydney  
Local Health District



Organisation	NSW Health
Local Health District / Agency	Northern Sydney Local Health District
Position Classification	Clinical Nurse Consultant Gde 2
State Award	Public Health System Nurses & Midwives (State) Award
Category	Nursing & Midwifery   Clinical Nurse Consultant
Website	<a href="http://www.nslhd.health.nsw.gov.au/">www.nslhd.health.nsw.gov.au/</a>

## PRIMARY PURPOSE

### MHDA Declaration

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.

### MHDA Statement of Intent

The intention of the NSLHD MHDA is to provide recovery oriented, trauma informed services that are guided by evidence based practices and collaboration.

NSLHD Drug and Alcohol Services offer a range of treatment and support services for people with problematic alcohol, or other drug use. This position provides expert advice, assessment, clinical treatment, psychosocial interventions and treatment planning for patients with Drug and Alcohol and Mental Health co-morbidities across the Local Health District.

## COVID-19 VACCINATION COMPLIANCY

All NSW Health workers are required to have completed a primary course of a COVID-19 vaccine which has been approved or recognised by the Therapeutics Goods Administration (TGA). Additionally, Category A workers are required to receive a booster dose three months after completing the primary course of COVID-19 vaccinations. New applicants must have completed the vaccination course prior to commencement with NSW Health, or provide an approved medical contraindication certificate (IM011 immunisation medical exemption form) certifying the worker cannot have any approved COVID-19 vaccines available in NSW.

Acceptable proof of vaccination is the Australian Immunisation Register (AIR) Immunisation History Statement or AIR COVID-19 Digital Certificate. Booster doses are highly recommended for all health care workers who have completed the primary course of COVID-19 vaccinations.

For Category A applicants, if dose 3 is not yet due they can sign the undertaking form to confirm they will receive the vaccine within 6 weeks of the dose due date.

## RESPIRATOR USE

NSW Health workers may be required to use a respirator, as part of their appointment with NSW Health. Where a respirator is required for use, workers will be instructed in their safe use; including donning, doffing and fit checking. Staff may be required to complete fit testing to selected respirator/s to assess their facial fit/seal.

## POSITION DESCRIPTION

# NSLHD - Clinical Nurse Consultant Drug and Alcohol, Dual Diagnosis

At all times when a health worker is required to use a respirator, the health worker must not have any facial hair present. Processes are in place to support workers that need to keep facial hair due to religious observance requirements and/ or health conditions.

## ESSENTIAL REQUIREMENTS

As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.

NSLHD supports [diversity and inclusion](#) and these principles should be applied when interacting with our patients and work colleagues.

## KEY ACCOUNTABILITIES

- Provide expert advice, assessment, clinical treatment, psychosocial interventions and treatment planning for patients with Drug and Alcohol and Mental Health co-morbidities. The position develops, facilitates implementation and evaluates care management plans for patients with complex health needs.
- Provide leadership that facilitates the ongoing development of clinical practice in Drug and Alcohol and Mental Health for patients with Drug and Alcohol and Mental Health co-morbidities.
- Initiate and utilise findings of research in the provision of clinical services – including dissemination of research results through specialist publications and presentations.
- Lead and contribute to the development and delivery of specialty related education programs. This includes undertaking primary responsibility for the planning and implementation of specialist clinical education across the Local Health District where appropriate.
- Participates in formal processes for the strategic and operational planning for clinical services. The also involves the organisation and delivery of specialist consultant services.

## KEY CHALLENGES

- Working across and engaging a range of services throughout the Local Health District regarding patients with Drug and Alcohol and Mental Health co-morbidities.
- Promoting a collaborative approach to the treatment of patients with Drug and Alcohol and Mental Health co-morbidities.
- Being a leader in promoting positive treatment and clinical outcomes for patients with Drug and Alcohol and Mental Health co-morbidities.

## POSITION DESCRIPTION

# NSLHD - Clinical Nurse Consultant Drug and Alcohol, Dual Diagnosis



Northern Sydney  
Local Health District

## KEY RELATIONSHIPS

Who	Why
D&A Service and Clinical Directors	Operational function, management, and strategic direction
D&A Medical and Nursing Staff	Ongoing support
Mental Health Services	Referral and patient flows
External Drug and Alcohol and Mental Health Services and External Specialists and General Practitioners	Referral and patient flows

## SELECTION CRITERIA

1. 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.
2. Current Authority to Practice as a Registered Nurse/Midwife, Nursing and Midwifery Board of Australia and current NSW Driver's license.
3. Minimum 5 years full time post graduate experience with 3 years full time equivalent experience in the field of Drug and Alcohol/Mental Health clinical practice. In addition, must have an approved post graduate qualification, minimum graduate Diploma/Certificate or evidence of working towards Masters level qualification in this field.
4. Proven clinical leadership skills, and an ability to work collaboratively within a multidisciplinary framework with a demonstrated commitment to excellence in nursing practice in the D&A field
5. Demonstrated effective communication and inter-personal skills across a variety of mediums and knowledge of the practice development framework to D&A clinical practice
6. Demonstrated involvement in the development/change of clinical practice underpinned by evidence based research relevant to Drug and Alcohol clinical practice
7. Proven skills in clinical teaching, the identification of education needs in the Drug and Alcohol clinical area, and competency in the use of contemporary information systems
8. Demonstrated high level clinical skills in D&A assessment, withdrawal, opioid and other pharmacotherapies, psychosocial interventions, treatment planning for patients and ability to apply clinical expertise in client-centred consultancy with the ability to work independently.

## POSITION DESCRIPTION





# NSLHD - Clinical Nurse Consultant Drug and Alcohol, Dual Diagnosis

## CAPABILITIES FOR THE ROLE

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available via the [Public Service Commission website](#).

### Capability Summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
	Display Resilience and Courage	Adept
	Act with Integrity	Intermediate
	<b>Manage Self</b>	<b>Adept</b>
	Value Diversity	Intermediate
	<b>Communicate Effectively</b>	<b>Adept</b>
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	<b>Think and Solve Problems</b>	<b>Adept</b>
	Demonstrate Accountability	Intermediate
	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	Intermediate

## POSITION DESCRIPTION

# NSLHD - Clinical Nurse Consultant Drug and Alcohol, Dual Diagnosis



Northern Sydney  
Local Health District

### NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Manage Self	Adept	<ul style="list-style-type: none"><li>• Look for and take advantage of opportunities to learn new skills and develop strengths</li><li>• Show commitment to achieving challenging goals</li><li>• Examine and reflect on own performance</li><li>• Seek and respond positively to constructive feedback and guidance</li><li>• Demonstrate a high level of personal motivation</li></ul>
<b>Relationships</b> Communicate Effectively	Adept	<ul style="list-style-type: none"><li>• Tailor communication to the audience</li><li>• Clearly explain complex concepts and arguments to individuals and groups</li><li>• Monitor own and others' non-verbal cues and adapt where necessary</li><li>• Create opportunities for others to be heard</li><li>• Actively listen to others and clarify own understanding</li><li>• Write fluently in a range of styles and formats</li></ul>
<b>Results</b> Think and Solve Problems	Adept	<ul style="list-style-type: none"><li>• Research and analyse information, identify interrelationships and make recommendations based on relevant evidence</li><li>• Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options</li><li>• Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness</li><li>• Identify and share business process improvements to enhance effectiveness</li></ul>

## POSITION DESCRIPTION

# NSLHD - Clinical Nurse Consultant Drug and Alcohol, Dual Diagnosis

**Job Demands for:** NSLHD - Clinical Nurse Consultant Drug and Alcohol, Dual Diagnosis

Physical Demands	
<p><b>Respirator use</b> - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials</p> <p>Frequent</p>	<p><b>Sitting</b> - remaining in a seated position to perform tasks</p> <p>Occasional</p>
<p><b>Standing</b> - remaining standing without moving about to perform tasks</p> <p>Occasional</p>	<p><b>Walking</b> - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Infrequent</p>
<p><b>Running</b> - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Not Applicable</p>	<p><b>Bend/Lean Forward from Waist</b> - forward bending from the waist to perform tasks</p> <p>Not Applicable</p>
<p><b>Trunk Twisting</b> - turning from the waist while sitting or standing to perform tasks</p> <p>Not Applicable</p>	<p><b>Kneeling</b> - remaining in a kneeling posture to perform tasks</p> <p>Not Applicable</p>
<p><b>Squatting/Crouching</b> - adopting a squatting or crouching posture to perform tasks</p> <p>Not Applicable</p>	<p><b>Leg/Foot Movement</b> - use of leg and/or foot to operate machinery</p> <p>Not Applicable</p>

## POSITION DESCRIPTION

# NSLHD - Clinical Nurse Consultant Drug and Alcohol, Dual Diagnosis

<p><b>Climbing (stairs/ladders)</b> - ascend/descend stairs, ladders, steps</p> <p>Infrequent</p>	<p><b>Lifting/Carrying</b> - light lifting and carrying (0 to 9 kg)</p> <p>Occasional</p>
<p><b>Lifting/Carrying</b> - moderate lifting and carrying (10 to 15 kg)</p> <p>Not Applicable</p>	<p><b>Lifting/Carrying</b> - heavy lifting and carrying (16kg and above)</p> <p>Not Applicable</p>
<p><b>Reaching</b> - arms fully extended forward or raised above shoulder</p> <p>Not Applicable</p>	<p><b>Pushing/Pulling/Restraining</b> - using force to hold/restrain or move objects toward or away from the body</p> <p>Not Applicable</p>
<p><b>Head/Neck Postures</b> - holding head in a position other than neutral (facing forward)</p> <p>Not Applicable</p>	<p><b>Hand and Arm Movements</b> - repetitive movements of hands and arms</p> <p>Occasional</p>
<p><b>Grasping/Fine Manipulation</b> - gripping, holding, clasping with fingers or hands</p> <p>Frequent</p>	<p><b>Work at Heights</b> - using ladders, footstools, scaffolding, or other objects to perform work</p> <p>Not Applicable</p>
<p><b>Driving</b> - Operating any motor powered vehicle</p> <p>Infrequent</p>	



**POSITION DESCRIPTION**

**NSLHD - Clinical Nurse Consultant Drug and Alcohol, Dual Diagnosis**

<b>Sensory Demands</b>	
<p><b>Sight</b> - use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)</p> <p>Frequent</p>	<p><b>Hearing</b> - use of hearing is an integral part of work performance (e.g. Telephone enquiries)</p> <p>Frequent</p>
<p><b>Smell</b> - use of smell is an integral part of work performance (e.g. working with chemicals)</p> <p>Not Applicable</p>	<p><b>Taste</b> - use of taste is an integral part of work performance (e.g. food preparation)</p> <p>Not Applicable</p>
<p><b>Touch</b> - use of touch is an integral part of work performance</p> <p>Infrequent</p>	

<b>Psychosocial Demands</b>	
<p><b>Distressed People</b> - e.g. emergency or grief situations</p> <p>Infrequent</p>	<p><b>Aggressive and Uncooperative People</b> - e.g. drug/alcohol, dementia, mental illness</p> <p>Not Applicable</p>
<p><b>Unpredictable People</b> - e.g. dementia, mental illness, head injuries</p> <p>Not Applicable</p>	<p><b>Restraining</b> - involvement in physical containment of patients/clients</p> <p>Not Applicable</p>

**POSITION DESCRIPTION**

**NSLHD - Clinical Nurse Consultant Drug and Alcohol, Dual Diagnosis**



<p><b>Exposure to Distressing Situations</b> - e.g. child abuse, viewing dead/mutilated bodies</p> <p>Not Applicable</p>	
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<p align="center"><b>Environmental Demands</b></p>	
<p><b>Dust</b> - exposure to atmospheric dust</p> <p>Not Applicable</p>	<p><b>Gases</b> - working with explosive or flammable gases requiring precautionary measures</p> <p>Not Applicable</p>
<p><b>Fumes</b> - exposure to noxious or toxic fumes</p> <p>Not Applicable</p>	<p><b>Liquids</b> - working with corrosive, toxic or poisonous liquids or chemicals requiring PPE</p> <p>Not Applicable</p>
<p><b>Hazardous Substances</b> - e.g. dry chemicals, glues</p> <p>Not Applicable</p>	<p><b>Noise</b> - environmental/background noise necessitates people raise their voice to be heard</p> <p>Infrequent</p>
<p><b>Inadequate Lighting</b> - risk of trips, falls or eyestrain</p> <p>Infrequent</p>	<p><b>Sunlight</b> - risk of sunburn exists from spending more than 10 minutes per day in sunlight</p> <p>Not Applicable</p>
<p><b>Extreme Temperatures</b> - environmental temperatures are less than 15°C or more than 35°C</p> <p>Not Applicable</p>	<p><b>Confined Spaces</b> - areas where only one egress (escape route) exists</p> <p>Not Applicable</p>



**POSITION DESCRIPTION**

**NSLHD - Clinical Nurse Consultant Drug and Alcohol, Dual Diagnosis**

<p><b>Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground</b></p> <p>Infrequent</p>	<p><b>Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls</b></p> <p>Not Applicable</p>
<p><b>Working At Heights - ladders/stepladders/scaffolding are required to perform tasks</b></p> <p>Not Applicable</p>	<p><b>Biological Hazards - exposure to body fluids, bacteria, infectious diseases</b></p> <p>Infrequent</p>

## POSITION DESCRIPTION

# Clinical Nurse Specialist – Substance Use In Pregnancy and Parenting (SUPPS), Consultation Liaison



Northern Sydney  
Local Health District



Organisation	NSW Health
Local Health District / Agency	Northern Sydney Local Health District
Position Classification	Clinical Nurse Specialist Gde 2
State Award	Public Health System Nurses & Midwives (State) Award
Category	Nursing & Midwifery   Clinical Nurse Specialist
Vaccination Category	Category A
ANZSCO Code	254414 Registered Nurse (Community Health)
Website	<a href="http://www.nslhd.health.nsw.gov.au/">www.nslhd.health.nsw.gov.au/</a>

## PRIMARY PURPOSE

***The NSLHD Nursing and Midwifery Workforce will be compassionate, competent, confident, contemporary, capable and committed to leading person-centred health care.***

The Clinical Nurse Specialist Grade 2 (CNS2) provides a conduit to facilitate information sharing, planned care and care coordination for patients within the hospital and the continuum through liaising and networking with key stakeholders both internal and external. The CNS2 is an expert in their area of speciality who provides leadership, advice and recommendations on all aspects of related care. The CNS2 formulates and implements policy, guides practice, and engages in education and research activities. The CNS2 acts as a role model providing complex care to those patients requiring advanced clinical skills regarding their area of speciality.

The aim of the Substance use in Pregnancy and Parenting Service is to provide coordinated, collaborative and client centred care to women who use substances and are pregnant and/or are the parents of children under the age of 2. The desired outcome being a reduction in the social, emotional and physical impact on women, children and families. The Substance Use in Pregnancy and Parenting Service also aims to build the capacity of health service providers to identify, respond, and engage substance using parents in health care.

The CNS2 additionally supports the service Consultation/Liaison Service. The CNS2 provides consultancy and comprehensive Drug and Alcohol assessment, clinical treatment, psycho-educational interventions and referral processes in accordance with relevant drug and alcohol guidelines and best practice standards in their hospital setting

## COVID-19 VACCINATION COMPLIANCY

All NSW Health workers are required to have completed a primary course of a COVID-19 vaccine which has been approved or recognised by the Therapeutics Goods Administration (TGA). Additionally, Category A workers are



## POSITION DESCRIPTION

# Clinical Nurse Specialist – Substance Use In Pregnancy and Parenting (SUPPS), Consultation Liaison

required to receive a booster dose three months after completing the primary course of COVID-19 vaccinations. New applicants must have completed the vaccination course prior to commencement with NSW Health, or provide an approved medical contraindication certificate (IM011 immunisation medical exemption form) certifying the worker cannot have any approved COVID-19 vaccines available in NSW.

Acceptable proof of vaccination is the Australian Immunisation Register (AIR) Immunisation History Statement or AIR COVID-19 Digital Certificate. Booster doses are highly recommended for all health care workers who have completed the primary course of COVID-19 vaccinations.

For Category A applicants, if dose 3 is not yet due they can sign the undertaking form to confirm they will receive the vaccine within 6 weeks of the dose due date.

## RESPIRATOR USE

NSW Health workers may be required to use a respirator, as part of their appointment with NSW Health. Where a respirator is required for use, workers will be instructed in their safe use; including donning, doffing and fit checking. Staff may be required to complete fit testing to selected respirator/s to assess their facial fit/seal.

At all times when a health worker is required to use a respirator, the health worker must not have any facial hair present. Processes are in place to support workers that need to keep facial hair due to religious observance requirements and/ or health conditions.

## ESSENTIAL REQUIREMENTS

You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing.

NSLHD supports [diversity and inclusion](#) and these principles should be applied when interacting with our patients and work colleagues.

## KEY ACCOUNTABILITIES

- Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values of Collaboration, Openness, Respect and Empowerment, through demonstrated behaviours and interactions with patients/clients/employees.
- Maintain responsibilities for personal and professional development by participating in training/education activities and performance reviews in order to continuously improve the level and quality of service.
- All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others. All staff are also expected to comply with any reasonable instruction that is given to them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/ risks or incidents to their managers.
- The SUPPS D&A C/L nurse is a vital component of the multidisciplinary team providing high level skills and knowledge, clinical services including assessment, counselling, brief intervention, case management, advocacy, treatment and care planning.
- Work collaboratively with all members of the multidisciplinary care teams in the planning, implementation and evaluation of service provision in the Opioid treatment programs, D&A, MHDA and NSLHD.
- Assess, act and refer appropriately in situations where Domestic Violence, Child Protection and elder abuse are identified issues. Act accordingly to NSW Ministry of Health (MoH) policies and NSLHD guidelines in cases where there is an identified risk of harm

## KEY CHALLENGES

## POSITION DESCRIPTION

# Clinical Nurse Specialist – Substance Use In Pregnancy and Parenting (SUPPS), Consultation Liaison

- Working with clients with a spectrum of drug and alcohol issue
- Working with clients in antenatal settings and with clients who may have young children in their care
- Working with clients in crisis, distressed or intoxicated and where child protection issues may evident

## KEY RELATIONSHIPS

Who	Why
Hospital Executive	Manage the clinical processes within the service to achieve and maintain optimal levels of efficiency in clinical practice
Department Heads	Facilitates open communication and consultation with all staff
Visitors/ patients /community	Facilitates open communication to promote a high level of customer service

## SELECTION CRITERIA

1. 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
2. Division 1 Registered Nurse with post registration qualification relevant to speciality and at least 3 years experience working in the clinical area of their post graduate qualification
3. High level clinical skills in D&A assessment, withdrawal, opioid and other pharmacotherapies, psychosocial interventions, and treatment planning for patients with complex presentations
4. Proven clinical leadership skills and an ability to work collaboratively within a multidisciplinary framework with a demonstrated commitment to excellence in nursing practice.
5. Demonstrated effective communication and inter-personal skills across a variety of mediums and knowledge of the practice development framework to clinical practice.
6. Demonstrated ability to apply clinical expertise in client-centred consultancy with the ability to work within scope of practice in relation to balancing working with autonomy and when to seek advice
7. Demonstrated involvement in the development/change of clinical practice underpinned by evidence based research and demonstrated ability to contribute to strategic and clinical service planning
8. Proven skills in clinical teaching, the identification of education needs in the clinical area, and competency in the use of contemporary information systems.

## POSITION DESCRIPTION

# Clinical Nurse Specialist – Substance Use In Pregnancy and Parenting (SUPPS), Consultation Liaison



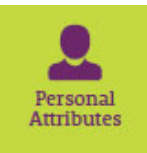



Northern Sydney  
Local Health District

## CAPABILITIES FOR THE ROLE

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available via the [Public Service Commission website](#).

### Capability Summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Adept
	<b>Act with Integrity</b>	<b>Intermediate</b>
	Manage Self	Advanced
	Value Diversity	Intermediate
 Relationships	<b>Communicate Effectively</b>	<b>Intermediate</b>
	Commit to Customer Service	Adept
	Work Collaboratively	Foundational
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Foundational
	<b>Think and Solve Problems</b>	<b>Intermediate</b>
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	<b>Project Management</b>	<b>Intermediate</b>



## POSITION DESCRIPTION

# Clinical Nurse Specialist – Substance Use In Pregnancy and Parenting (SUPPS), Consultation Liaison



Northern Sydney  
Local Health District

### NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Act with Integrity	Intermediate	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way</li> <li>• Support a culture of integrity and professionalism</li> <li>• Understand and follow legislation, rules, policies, guidelines and codes of conduct</li> <li>• Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct</li> <li>• Recognise and report misconduct, illegal or inappropriate behaviour</li> <li>• Report and manage apparent conflicts of interest</li> </ul>
<b>Relationships</b> Communicate Effectively	Intermediate	<ul style="list-style-type: none"> <li>• Focus on key points and speak in 'Plain English'</li> <li>• Clearly explain and present ideas and arguments</li> <li>• Listen to others when they are speaking and ask appropriate, respectful questions</li> <li>• Monitor own and others' non-verbal cues and adapt where necessary</li> <li>• Prepare written material that is well structured and easy to follow by the intended audience</li> <li>• Communicate routine technical information clearly</li> </ul>
<b>Results</b> Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> <li>• Research and analyse information and make recommendations based on relevant evidence</li> <li>• Identify issues that may hinder completion of tasks and find appropriate solutions</li> <li>• Be willing to seek out input from others and share own ideas to achieve best outcomes</li> <li>• Identify ways to improve systems or processes which are used by the team/unit</li> </ul>
<b>Business Enablers</b> Project Management	Intermediate	<ul style="list-style-type: none"> <li>• Perform basic research and analysis which others will use to inform project directions</li> <li>• Understand project goals, steps to be undertaken and expected outcomes</li> <li>• Prepare accurate documentation to support cost or resource estimates</li> <li>• Participate and contribute to reviews of progress, outcomes and future improvements</li> <li>• Identify and escalate any possible variance from project plans</li> </ul>



**POSITION DESCRIPTION**

**Clinical Nurse Specialist – Substance Use  
In Pregnancy and Parenting (SUPPS),  
Consultation Liaison**



Northern Sydney  
Local Health District

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Drug and Alcohol Data Support Officer
<b>STAFFLINK POSITION NO.</b>	TBC
<b>COST CENTRE</b>	252278 (ICE Funding)
<b>CLASSIFICATION</b>	Health Manager Level 1
<b>AWARD</b>	Health Managers (State) Award
<b>REGISTRATION/LICENCE REQUIREMENTS</b>	N/A
<b>VACCINATION CATEGORY</b>	Category B
<b>PRE-EMPLOYMENT SCREENING CHECKS</b>	National Criminal Record Check
<b>RESPONSIBLE TO</b>	Manager Access, Information and Performance
<b>RESPONSIBLE FOR</b>	Nil
<b>PRIMARY PURPOSE OF THE ROLE</b>	<p>The purpose of the position is to support data collection, data administration, data analysis and data quality for NSLHD Drug &amp; Alcohol Service (DAS).</p> <p>The position holder will assist with c service delivery via change request development, specification, acceptance testing, training and evaluation.</p> <p>The position holder will support staff to accurately account for the complexity of the work they deliver via education and support, with particular focus on the D&amp;A clinical documentation suite.</p> <p>The position holder will support data projects and data collections such as the NSW AODTS MDS and Non admitted Patient Data Collection.</p>
<b>KEY ACCOUNTABILITIES</b> <i>(Maximum of 8)</i>	<p>Education, training and support to staff on the usage of the drug and alcohol data collection system.</p> <p>Ensure workflows and correct documentation procedures are adhered to for administrative and clinical staff. This includes registration, scheduling, the D&amp;A clinical documentation suite and discharge processes.</p> <p>Coordination of data error reports and assisting staff in data correction including the development and maintenance of reference guides and educational material.</p> <p>Advise clinical and non-clinical staff on policies/procedures relating to data collection and reporting including implementation of changes to rules. Develop work instructions as required.</p> <p>Participate in Quality improvement activities and provide a high level of customer service to all stakeholders including patients, staff and others.</p> <p>Perform all other delegated tasks appropriately and in line with grading and capabilities</p> <p>Comply with all NSW Health and NSLHD policies and procedures.</p>

	Demonstrated commitment to and behaviours which align with the NSW Health CORE values	
<b>KEY CHALLENGES</b> <i>(Maximum of 3)</i>	Time Management - Ability to complete tasks to a high standard within set deadlines. Ability to prioritise workload.	
	Communication - Ability to communicate effectively with clinicians, other clinical and administrative staff to ensure needs are met	
	Change management - Ability to adapt to new and changing computer systems, software updates and changing priorities.	
<b>KEY INTERNAL RELATIONSHIPS</b> <i>(Maximum of 3)</i>	WHO	WHY
	Manager Access, Information and Performance	Reporting line, and senior manager responsible for overseeing all data, information and performance, and producing reporting to NSLHD DAS management and complex analysis of DAS data.
	Drug and Alcohol Team Leaders and Managers (incl. Executive)	Assist with training needs and assigned projects.
	Drug and Alcohol Staff	To support education, training and revision of data entry and correction processes for clinicians within the DAS service.

<b>KEY EXTERNAL RELATIONSHIPS</b> <i>(Maximum of 2)</i>	WHO	WHY
	External Health Care Providers	Collaborate with external providers on LHD or Statewide projects, including other LHDs.
	Ministry of Health	Support required and requested ad hoc reporting to Ministry of Health.
<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.	
	Appropriate tertiary qualifications and/or demonstrated relevant, equivalent professional experience such as data manager, data analyst, systems or database administrator, or similar roles.	
	Demonstrated high level understanding and knowledge in clinical data administration, data cleansing and data maintenance within a health E-Systems environment.	
	Demonstrated experience in education training, resource development & the ability to be a point of contact for clinicians to seek assistance in troubleshooting with e-system compliance.	
	Demonstrated analytical thinking and problem solving skills, and the capacity to successfully manage competing priorities and meet deadlines.	
	Understanding of data quality and reporting including the NSW Health Activity Based Management, NSW D&A Minimum Data Set, and Ministry of Health reporting requirements. Or similar dataset reporting requirements and willingness to learn NSW D&A Specific Data Sets.	

	Well-developed verbal and written communication skills
	Demonstrated, high-level experience using information technology and systems including MS Excel, MS Word, MS PowerPoint. Power BI and advanced MS Access skills desirable.

## 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 or 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	Constant
<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	Not applicable
<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	Infrequent
<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	Occasional
<b>Lifting / Carrying</b> - Light lifting & carrying: 0 - 9 kg	Infrequent
<b>Lifting / Carrying</b> - Moderate lifting & carrying: 10 - 15 kg	Infrequent
<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	Occasional
<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	Infrequent

<b>Sensory Demands</b>	<b>Frequency</b>
<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	Frequent
<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	Constant
<b>Psychosocial Demands</b>	<b>Frequency</b>
<b>Distressed People</b> - e.g. Emergency or grief situations	Not applicable
<b>Aggressive &amp; Uncooperative People</b> - e.g. drug / alcohol, dementia, mental illness	Infrequent
<b>Unpredictable People</b> – eg dementia, mental illness, head injuries	Infrequent
<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	Infrequent
<b>Environmental Demands</b>	<b>Frequency</b>
<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	Not applicable
<b>Sunlight</b> - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not applicable
<b>Extreme Temperatures</b> - Environmental temperatures are less than 15C or more than 35C	Not applicable
<b>Confined Spaces</b> - areas where only one egress (escape route) exists	Infrequent
<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	Not applicable
<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

## Position Description Template for Interim Electronic Recruitment System

<b>Position Number:</b>	<Auto Generated>			
<b>Position Title:</b>	Drug and Alcohol Access, Information and Performance Manager - NSLHD			
<b>Cost Centre:</b>	250691			
<b>Organisation:</b>	Northern Sydney Local Health District			
<b>Geographical Locations/Suburbs:</b>	Covers all NSLHD based at RNS			
<b>Facilities/Hospitals:</b>	NSLHD Drug and Alcohol Services			
<b>Multiple Awards? Y/N</b>	N			
<b>Award Grouping(s):</b>	Health Managers (State) Award			
<b>Classification(s):</b>	Health Service Manager Level 3			
<b>Registration/Licence Requirements</b>	Drivers Licence			
<b>A) Specialty Coding - MEDICAL:</b> (Only complete A or B)	<b>Professional Category</b>	<b>Primary Function</b>	<b>Client Group</b>	<b>Speciality Code</b>
	<input type="checkbox"/> Medical	<input type="checkbox"/> Basic training med / other <input type="checkbox"/> Advanced / Comb Training medicine / other <input type="checkbox"/> Paed - Adv/Combined Training <input type="checkbox"/> Medicine / Other <input type="checkbox"/> Paed & Child Health <input type="checkbox"/> Surgery - Basic Training <input type="checkbox"/> Surgery - Advanced Training <input type="checkbox"/> Surgery - Other <input type="checkbox"/> Unstreamed	<input type="checkbox"/> Adult <input type="checkbox"/> Paediatric <input type="checkbox"/> Mixed	
<b>B) Specialty Coding - NURSING:</b> (Only complete A or B)	<b>Professional Category</b>	<b>Primary Function</b>	<b>Client Group</b>	<b>Speciality Code</b>
	<input type="checkbox"/> Nursing	<input type="checkbox"/> Critical Care / ED <input type="checkbox"/> Medical <input type="checkbox"/> Surgical <input type="checkbox"/> Mixed Medical / Surgical <input type="checkbox"/> Peri operative <input type="checkbox"/> Midwifery/Obstetrics <input type="checkbox"/> Aged Care <input type="checkbox"/> Rehabilitation/Disability <input type="checkbox"/> Mental Health <input type="checkbox"/> Family & Child Health <input type="checkbox"/> Community Health <input type="checkbox"/> Other	<input type="checkbox"/> Adult <input type="checkbox"/> Paediatric <input type="checkbox"/> Mixed	
<b>Vaccination Category:</b>	<input type="checkbox"/> Category A <input checked="" type="checkbox"/> Category B			

<b>Responsible To:</b>	Service Director Drug and Alcohol, NSLHD
<b>Responsible For (staff):</b>	2.6
<b>Purpose of Position:</b>	<p>The position holder is a key Drug and Alcohol Executive member providing expert advice in the areas of performance, decision support, information management, planning and service delivery (including service promotion).</p> <p>The position holder is required to plan and develop and negotiate outcomes in areas of complexity</p> <p>The position manages all NSLHD Drug and Alcohol Clinical information systems (incl. Design, implementation, upgrades, consultation and business process reviews).</p> <p>The position holder will be required to work with the Ministry of Health at the forefront of emerging state-wide initiatives in the specialist field of Drug and Alcohol treatment and participate in working groups responsible for setting the Strategic Direction for the State. Experience in the area of clinical information systems is essential to enable the position holder to function at this level.</p> <p>The position holder manages the service intake systems and its personnel and is supported by a Data Information officer.</p>



<b>Key Accountabilities</b>	<ul style="list-style-type: none"> <li>• Develop and maintain strong effective working relationships and communications with key internal and external stakeholders to facilitate data collection, review, analysis and reporting.</li> <li>• Manage the Drug and Alcohol minimum Data Set, Activity Based Funding requirements and support the operation of the Drug and Alcohol Electronic Medical Record (CHOC).</li> <li>• Develop, monitor, evaluate and report on performance against local and state benchmarks.</li> <li>• Assist in the development of models of care and business processes for new services.</li> <li>• Participate in NSW Health forums as a subject matter expert.</li> <li>• Promote and participate in the formulation and review of policies and standards consistent with MoH incl. participation in expert working parties.</li> <li>• Provide leadership and management in D&amp;A services in relation to MHDAO mandated initiatives.</li> <li>• Manage the service Centralised Intake system, workforce and the role and function of the Data Information Officer</li> <li>• Foster a culture of learning and continuous improvement.</li> </ul>				
<b>Challenges / Problem Solving</b>	<p>The position requires a person with high level problem solving skills, knowledge management skills and an ability to manage multiple competing priorities, and complex tasks both of a technical nature and clinical nature.</p> <p>The position is required to implement change within clinical services to incorporate emerging technologies and performance monitoring /outcome demands (including activity based funding models)</p> <p>Work demands the conceptualisation, identification and development of ideas, the detailed analysis of alternative courses of action and their implications, addressing difficulties/problems in the work environment, devising action plans and advancing new approaches.</p>				
<b>Communication</b>	<table border="1"> <tr> <td data-bbox="411 1249 544 1406"> <b>Internal</b> </td> <td data-bbox="544 1249 1458 1406"> MHDA Executive, Managers and Staff  D&amp;A Managers and staff  NSLHD Performance Unit  MHDA Governance Support Unit  Mental Health Information Team </td> </tr> <tr> <td data-bbox="411 1406 544 1509"> <b>External</b> </td> <td data-bbox="544 1406 1458 1509"> MHDAO  InforMH  Community based groups including Drug and Alcohol NGO's. </td> </tr> </table>	<b>Internal</b>	MHDA Executive, Managers and Staff D&A Managers and staff NSLHD Performance Unit MHDA Governance Support Unit Mental Health Information Team	<b>External</b>	MHDAO InforMH Community based groups including Drug and Alcohol NGO's.
<b>Internal</b>	MHDA Executive, Managers and Staff D&A Managers and staff NSLHD Performance Unit MHDA Governance Support Unit Mental Health Information Team				
<b>External</b>	MHDAO InforMH Community based groups including Drug and Alcohol NGO's.				
<b>Decision Making</b>	<p>The position is responsible for decision making related to clinical information management and systems.</p> <p>As a member of the D&amp;A Executive the position is responsible for providing recommendations based on analysis of information from multiple sources in relation to service delivery, the meeting of KPI's, ABF and meeting community demand for services.</p>				

<b>Selection Criteria</b> (max 8 criteria)		Relevant tertiary qualifications and/or experience in a Health related discipline
		Extensive experience in Information/Knowledge Management including clinical information systems
		Highly developed analytical and problem solving skills and the ability to provide high level advice.
		Management and service delivery experience incl. demonstrated skills and experience in project management, program management and change management.
		Demonstrated experience in policy development and implementation
		Highly developed oral and written communication skills, including the ability to prepare high level internal/external briefing documents and submissions, as well as sound negotiation, leadership and interpersonal skills
		Advanced computer skills and use of Microsoft Office, E-mail systems and database management systems such as Microsoft Access.
		Current Drivers Licence
<b>Position Dimensions</b>	<i>Staffing</i>	Nil
	<i>Budget</i>	Nil
	<i>Financial Delegation</i>	NA
<b>Pre Employment Screening Check – select one</b>		What pre-employment screening check is required for this position: <ul style="list-style-type: none"> <li><input type="checkbox"/> National Criminal Record Check</li> <li><input type="checkbox"/> Working With Children</li> <li><input type="checkbox"/> Aged Care</li> </ul>
<b>Attachments – provide as a separate document(s)</b>		<ul style="list-style-type: none"> <li><input type="checkbox"/> Attachment 1: Competency Framework</li> <li><input type="checkbox"/> Attachment 2: Organisational Profile &lt;Auto Generated&gt;</li> <li><input type="checkbox"/> Attachment 3: Organisational Chart</li> <li><input type="checkbox"/> Attachment 4: Medical Board Information</li> </ul>

# Job Demands Checklist

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

## Psychosocial Demands

	Infrequent	Occasionally	Frequent	Constant	Repetitive	Not Applicable
<b>Distressed People</b> - e.g. Emergency or grief situations		✓				
<b>Aggressive &amp; Uncooperative People</b> - e.g. drug / alcohol, dementia, mental illness		✓				
<b>Unpredictable People</b> - e.g. Dementia, mental illness, head injuries		✓				
<b>Restraining</b> - involvement in physical containment of patients / clients						✓
<b>Exposure to Distressing Situations</b> - e.g. Child abuse, viewing dead / mutilated bodies						✓

## Environmental Demands

	Infrequent	Occasionally	Frequent	Constant	Repetitive	Not Applicable
<b>Dust</b> - Exposure to atmospheric dust						✓
<b>Gases</b> - Working with explosive or flammable gases requiring precautionary measures						✓
<b>Fumes</b> - Exposure to noxious or toxic fumes						✓
<b>Liquids</b> - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE						✓
<b>Hazardous substances</b> - e.g. Dry chemicals, glues						✓
<b>Noise</b> - Environmental / background noise necessitates people raise their voice to be heard						
<b>Inadequate Lighting</b> - Risk of trips, falls or eyestrain						
<b>Sunlight</b> - Risk of sunburn exists from spending more than 10 minutes per day in sunlight						
<b>Extreme Temperatures</b> - Environmental temperatures are less than 15C or more than 35C						
<b>Confined Spaces</b> - areas where only one egress (escape route) exists						
<b>Slippery or Uneven Surfaces</b> - Greasy or wet floor surfaces, ramps, uneven ground						
<b>Inadequate Housekeeping</b> - Obstructions to walkways and work areas cause trips and falls						
<b>Working At Heights</b> - Ladders / stepladders / scaffolding are required to perform tasks						
<b>Biological Hazards</b> - e.g. exposure to body fluids, bacteria, infectious diseases						



# POSITION DESCRIPTION **TEMPLATE**



<b>POSITION TITLE</b>	Team Leader, Drug and Alcohol, Northern Beaches - NSLHD
<b>STAFFLINK POSITION NO.</b>	
<b>COST CENTRE</b>	263060
<b>CLASSIFICATION</b>	Multidiscipline (Health Clinician Level 4): Counsellor L4, Social Worker L4, Senior Psychologist, Clinical Psychologist, Nursing Unit Manager Level 1.
<b>AWARD</b>	NSW Health Service Health Professionals (State) Award Health and Community Employees Psychologists (State) Award Public Health System Nurses' and Midwives' (State) Award
<b>REGISTRATION/LICENCE REQUIREMENTS</b>	Current Registration with appropriate recognised professional organisation
<b>VACCINATION CATEGORY</b>	Category A
<b>PRE-EMPLOYMENT SCREENING CHECKS</b>	Working With Children and National Criminal Record Check
<b>RESPONSIBLE TO</b>	Allied Health Manager – Drug and Alcohol Services
<b>RESPONSIBLE FOR</b>	Community Program Team Members
<b>PRIMARY PURPOSE OF THE ROLE</b>	<p><a href="#"><u>MHDA Declaration</u></a> 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><b>MHDA Statement of Intention</b> 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 Drug and Alcohol Team Leader ensures consistent high level care that is innovative and evidence based for clients that have drug and/or alcohol issues.</p> <p>The Team Leader provides clinical leadership and support, demonstrating knowledge and a comprehensive understanding of the issues that affect individuals with drug and/or alcohol issues.</p> <p>The Team Leader also has a clinical responsibility which involves face-to-face client contact as part of a multi- disciplinary team. The Team Leader supports and promotes client and carer rights in both a clinical context and in service planning capacity.</p> <p>The promotion of a culture of clinical practice improvement is the responsibility of the Team Leader who will initiate and develop Quality Improvement projects within the drug and alcohol team and ensure the processes of care are clearly understood.</p>

	The Team Leader manages the Youth Team with the support of the Clinical Lead for Youth.	
<b>KEY ACCOUNTABILITIES</b> <i>(Maximum of 8)</i>  <small>KEY ACCOUNTABILITIES CANNOT EXCEED 3800 CHARACTERS TOTAL</small>	Oversee and manage the clinical activities of the team including assessment, review, treatment, care planning and discharge and allocation of duties.	
	To ensure the processes of Multidisciplinary Clinical Review and handover are of consistent high quality and that documentation is completed in line with NSW Health and NSLHD policies and procedures.	
	Ensure completion of health record information and data collection systems in accordance with NSW Health targets.	
	To lead and support the Team in a culture of Quality improvement including preparation for Australian Council of Healthcare Standards review	
	Provide leadership in the in the management and review of incidents ensuring recommendations are implemented and evaluated in a timely manner.	
	Attend to all workforce issues including rostering, recruitment, leave management, performance management, the completion of mandatory training, and ensuring all staff have an annual performance review.	
	To ensure the workplace is safe and risks are identified and entered in Risk-It as required and that consultation occurs with staff regarding any Work Health & Safety (WHS) issues.	
<b>KEY CHALLENGES</b> <i>(Maximum of 3)</i>	Prioritising competing demands and managing time effectively.	
	Ensuring consistent evidence based best practice in Drug and Alcohol	
	Promote a recovery focused model of service delivery in Drug and Alcohol	
<b>KEY INTERNAL RELATIONSHIPS</b> <i>(Maximum of 3)</i>	WHO	WHY
	Drug and Alcohol staff including Executive, Consultants, Team Leaders and NUMs.	To ensure consistent, innovative, safe, timely, effective and evidence based service delivery within fiscal restraints.  Encourage and support district based clinical practice improvement and professional development.
	Mental Health staff	To ensure consistent, innovative, safe, timely, effective and evidence based service delivery within fiscal restraints.  Encourage and support district based clinical practice improvement and professional development.
<b>KEY EXTERNAL RELATIONSHIPS</b> <i>(Maximum of 3)</i>	WHO	WHY
	Referring agencies and individuals	To ensure people receive timely assessments to clients in line with their treatment needs, assisting in patient flow and access issues.
	Max 200 Characters per cell	Max 500 Characters per cell

<b>SELECTION CRITERIA</b>  <i>(Minimum of 3 maximum of 8)</i> <b>CRITERIA CANNOT EXCEED 3800 CHARACTERS TOTAL INCLUDING CORE ABOVE</b>	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.	
	Relevant qualification in Clinical Psychology, Social Work, Counsellor or Nursing with current AHPRA registration. For Social Work, eligibility for membership with AASW. For Psychology, a Master's degree or higher in Clinical Psychology from an APAC Accredited University.	
	Demonstrated experience working with clients with drug and/or alcohol issues and in managing a multidisciplinary team.	
	Demonstrated high level of administrative and clinical competency and ability to lead a multi-disciplinary team.	
	Demonstrated ability to communicate and negotiate effectively with a diverse range of people including NSW Health & other key stakeholders as required.	
	Demonstrated clinical leadership and commitment to facilitate and maintain a safe and effective working environment for both staff and clients, consistent with the requirements of national/area/local policies and procedures, and relevant legislation	
	Demonstrated high level of written and verbal communication, negotiation, interpersonal and conflict resolution skills.	
	Advanced Computer Skills such as Microsoft Office and hold a current NSW Driver's Licence.	



## JOB DEMANDS CHECKLIST

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 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	Not applicable
<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	Infrequent
<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	Not applicable
<b>Climbing (stairs/ladders)</b> - Ascend / descend stairs, ladders, steps	Not applicable
<b>Lifting / Carrying</b> - Light lifting & carrying: 0 - 9 kg	Infrequent
<b>Lifting / Carrying</b> - Moderate lifting & carrying: 10 - 15 kg	Not applicable
<b>Lifting / Carrying</b> - Heavy lifting & carrying: 16kg & above	Not applicable
<b>Reaching</b> - Arms fully extended forward or raised above shoulder	Not applicable
<b>Pushing / Pulling / Restraining</b> - Using force to hold / restrain or move objects toward or away from the body	Not applicable
<b>Head / Neck Postures</b> - Holding head in a position other than neutral (facing forward)	Not applicable
<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	Not applicable
<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	Occasional

<b>Sensory Demands</b>	<b>Frequency</b>
<b>Sight</b> - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	Frequent
<b>Hearing</b> - Use of hearing is an integral part of work performance e.g. Telephone enquiries	Frequent
<b>Smell</b> - Use of smell is an integral part of work performance e.g. Working with chemicals	Occasional
<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	Frequent
<b>Psychosocial Demands</b>	<b>Frequency</b>
<b>Distressed People</b> - e.g. Emergency or grief situations	Occasional
<b>Aggressive &amp; Uncooperative People</b> - e.g. drug / alcohol, dementia, mental illness	Occasional
<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
<b>Environmental Demands</b>	<b>Frequency</b>
<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	Not applicable
<b>Inadequate Lighting</b> - Risk of trips, falls or eyestrain	Not applicable
<b>Sunlight</b> - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not applicable
<b>Extreme Temperatures</b> - Environmental temperatures are less than 15C or more than 35C	Not applicable
<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	Not applicable
<b>Inadequate Housekeeping</b> - Obstructions to walkways and work areas cause trips and falls	Not applicable
<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

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Nurse Manager - Speciality Clinical Programs Drug and Alcohol
<b>STAFFLINK POSITION NO.</b>	TBC
<b>COST CENTRE</b>	252278 (ICE Funding)
<b>CLASSIFICATION</b>	Nurse Mgr Lvl 2
<b>AWARD</b>	Public Health System Nurses & Midwives (State) Award
<b>REGISTRATION/LICENCE REQUIREMENTS</b>	Australian Health Practitioner Regulation Agency (AHPRA) Current NSW Drivers Licence
<b>VACCINATION CATEGORY</b>	Category A
<b>PRE-EMPLOYMENT SCREENING CHECKS</b>	Working With Children and National Criminal Record Check
<b>RESPONSIBLE TO</b>	Nurse Manager Drug and Alcohol Service
<b>RESPONSIBLE FOR</b>	Consultation Liaison Clinical Nurse Specialists Co-morbidity Clinical Nurse Consultants Substance Use in Pregnancy Program Clinical Nurse Specialists Speciality Clinical Nursing Programs relevant to Drug and Alcohol
<b>PRIMARY PURPOSE OF THE ROLE</b>	<p><a href="#"><u>MHDA Declaration</u></a></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><b>MHDA Statement of Intention</b></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 Nurse Manager (NM) Speciality Clinical Programs Drug and Alcohol, will manage the speciality nursing clinical programs in order to provide a quality standard of care to NSLHD clients.</p> <p>As a leader you are expected to support Drug and Alcohol Speciality Nursing Clinical Programs achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.</p> <p>NSLHD supports diversity and inclusion, and these principles should be applied when interacting with our patients and work colleagues.</p>

<b>KEY ACCOUNTABILITIES</b> <i>(Maximum of 8)</i>	<b>Patient Care Co-Ordination and the Practice of Nursing</b> The Nurse Manager (NM) Speciality Clinical Programs will lead, direct and co-ordinate care across the Speciality Nursing Clinical Programs in Drug and alcohol that they are responsible for. This will be achieved through managing client flow and ensuring rosters are developed to support the delivery of excellent patient care. The NM will facilitate collaborative teams in the delivery of client care, attending team meetings, and when required, ward rounds with multidisciplinary team members where appropriate. The NM will lead discussions with doctors, nurses, and allied health professionals. The incumbent will use client and carer feedback to inform client care service delivery. The NM will enable a culture of enquiry and questioning regarding the provision and practice of nursing. The incumbent will establish and maintain the use of evidence-based practice in the delivery of nursing care. The incumbent will adhere to all Australian Nursing and Midwifery Council, NSW Health and NSLHD Policies and Procedures.	
	<b>Staff Management and Leadership</b> The NM Speciality Clinical Programs will be an exemplary role model for the professionals of nursing, maintaining a high level of communication and establishing relationships and trust within the Drug and Alcohol Service. This will be achieved through ensuring up to date performance reviews for staff, nurturing talent and enabling participation. The NUM must maintain an awareness of broader professional and health care issues and activities, participating in the professional association. The incumbent must inspire and support others to achieve their potential and enable others to achieve a shared vision.	
	<b>Resource Management</b> The NM will ensure the human, physical and financial resources of the speciality nursing clinical programs are managed, in collaboration with relevant subject matter experts, to deliver safe and efficient health care within available resources. The incumbent will utilise problem solving skills in relation to issues within the speciality nursing clinical programs. The NM will monitor and maintain a safe environment for clients, staff and visitors, in collaboration with the relevant subject matter experts.	
<b>KEY CHALLENGES</b> <i>(Maximum of 3)</i>	Managing all aspects the speciality nursing clinical programs to ensure high quality patient care is delivered through the efficient use of resources.	
	Managing the speciality nursing clinical programs in a fiscal manner which ensures appropriate use of resources and meeting the budget allocation.	
	Managing busy and varied workload with competing demands and priorities.	
	WHO	WHY

<b>KEY INTERNAL RELATIONSHIPS</b> <i>(Maximum of 3)</i>	D&A Service and Clinical Directors, and Nurse Manager	Operational function, management, and strategic direction
	D&A Nursing Staff	Ongoing support and management.

<b>KEY EXTERNAL RELATIONSHIPS</b> <i>(Maximum of 2)</i>	WHO	WHY
	Clients, their families and relevant parties.	Provides appropriate high quality patient centred care that meets needs and expectations in line with CORE values.
	External Non-Government Agencies	To share information.

<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-Division 1 with Australian Health Practitioner Regulation Agency (APHRA) and relevant tertiary qualifications and experience.	
	Demonstrated ability to work both independently and in a team environment.	
	Demonstrated ability to effectively lead a nursing team within a complex multidisciplinary team environment	
	Demonstrated excellence in written and verbal communication skills and computer literacy in Microsoft Applications, roster management systems and electronic medical records.	
	Demonstrated knowledge and/or experience in change management and initiating a new service delivery model within an established service.	
	Evidence of and commitment to client focussed care, clinical governance and quality improvement.	
	Demonstrable motivational, leadership, interpersonal and high level communication skill and conflict resolution skills	

## JOB DEMANDS CHECKLIST

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 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	Frequent
<b>Walking</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Frequent
<b>Running</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Not applicable
<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	Occasional
<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	Occasional
<b>Leg / Foot Movement</b> - Use of leg and / or foot to operate machinery	Occasional
<b>Climbing (stairs/ladders)</b> - Ascend / descend stairs, ladders, steps	Occasional
<b>Lifting / Carrying</b> - Light lifting & carrying: 0 - 9 kg	Occasional
<b>Lifting / Carrying</b> - Moderate lifting & carrying: 10 - 15 kg	Not applicable
<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	Occasional
<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	Occasional

<b>Sensory Demands</b>	<b>Frequency</b>
<b>Sight</b> - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	Frequent
<b>Hearing</b> - Use of hearing is an integral part of work performance e.g. Telephone enquiries	Frequent
<b>Smell</b> - Use of smell is an integral part of work performance e.g. Working with chemicals	Occasional
<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	Not applicable
<b>Psychosocial Demands</b>	<b>Frequency</b>
<b>Distressed People</b> - e.g. Emergency or grief situations	Occasional
<b>Aggressive &amp; Uncooperative People</b> - e.g. drug / alcohol, dementia, mental illness	Occasional
<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	Infrequent
<b>Environmental Demands</b>	<b>Frequency</b>
<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	Not applicable
<b>Inadequate Lighting</b> - Risk of trips, falls or eyestrain	Not applicable
<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	Not applicable
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<b>Inadequate Housekeeping</b> - Obstructions to walkways and work areas cause trips and falls	Not applicable
<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	Infrequent





# POSITION DESCRIPTION **TEMPLATE**

<b>POSITION TITLE</b>	Nurse Practitioner – Northern Sydney Local Health District Area Drug and Alcohol Service
<b>STAFFLINK POSITION NO.</b>	
<b>COST CENTRE</b>	252278 (ICE Funding)
<b>CLASSIFICATION</b>	Nurse Practitioner
<b>AWARD</b>	Public Health System Nurses’ & Midwives (State) Award
<b>REGISTRATION/LICENCE REQUIREMENTS</b>	Australian Health Practitioner Regulation Agency (AHPRA) Annual Registration- Registered Nurse Division 1 and holds a current authority to practice Current endorsement as a Practitioner Current NSW Drivers Licence
<b>VACCINATION CATEGORY</b>	Category A
<b>PRE-EMPLOYMENT SCREENING CHECKS</b>	Working With Children and National Criminal Record Check
<b>RESPONSIBLE TO</b>	OPERATIONAL: Clinical Director – Drug and Alcohol  PROFESSIONAL: Senior Nurse – Drug and Alcohol  Director of Nursing - MHDA
<b>RESPONSIBLE FOR</b>	Nil
<b>PRIMARY PURPOSE OF THE ROLE</b>	<p><a href="#">MHDA Declaration</a></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><b>MHDA Statement of Intention</b></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 Nurse Practitioner role is to provide consultation, treatment and referral services to patients with substance use issues in accordance with the role’s Scope of Practice</p> <p>The NP role is grounded in the nursing profession's values, knowledge, theories and practice and provides innovative and flexible health care delivery that complements other health care providers (ANMC 2006). NPs practice collaboratively as an interdependent member of the multidisciplinary health care team and provide autonomous, person-centred care.</p>

<b>KEY ACCOUNTABILITIES</b> <i>(Maximum of 8)</i>	<ul style="list-style-type: none"> <li>• Provide consultation, treatment and referral services to patients with substance use issues within the Scope of Practice in the Drug and Alcohol Service and wider hospital system.</li> <li>• To operate at a high level of practice and customer service to patient, families, staff and others.</li> <li>• Provide education and training to the service, health professionals and the broader community on Drug &amp; Alcohol issues.</li> <li>• Take a leadership role in the co-ordination of health care within and across different care contexts to facilitate optimal health outcomes.</li> <li>• Participate at a senior level (eg. Ministry of Health) in the development of guidelines relating to management of alcohol and other drug related issues</li> <li>• Lead and participate in research and quality improvement activities</li> <li>• Maintain all requirements for currency of Nurse Practitioner Scope of Practice and AHPRA registration.</li> </ul>	
<b>KEY CHALLENGES</b> <i>(Maximum of 3)</i>	Managing demand and priorities in a busy and competing hospital environment  Managing relationships across service settings both across the broader hospital settings and within Drug and Alcohol settings	
<b>KEY INTERNAL RELATIONSHIPS</b> <i>(Maximum of 3)</i>	Emergency Departments	
	Mental Health	
	Drug and Alcohol	
<b>KEY EXTERNAL RELATIONSHIPS</b> <i>(Maximum of 3)</i>	Drug and Alcohol NGOs	
	External public and private Drug and Alcohol service providers	
<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.  Nurse Registration List A with AHPRA National Registration and holds a current authority to practice	

	Current authorisation to practice as a Nurse Practitioner in NSW with a minimum of 5 years' experience in Drug and Alcohol services
	Demonstrated high level of skills in the provision of consultation, treatment and referral services to patients with substance use issues in accordance with a Nurse Practitioners Scope of Practice
	Demonstrated effective written and verbal communication skills, interpersonal skills and problem solving skills.
	Demonstrated ability to liaise and provide education to other health professionals and the broader community on Drug & Alcohol issues.
	Ability to work with minimal supervision and in a team environment, and to meet projected deadlines.
	Demonstrated computer literacy.

## JOB DEMANDS CHECKLIST

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<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	Occasional
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<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	Occasional
<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	Occasional

<b>Sensory Demands</b>	<b>Frequency</b>
<b>Sight</b> - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	Frequent
<b>Hearing</b> - Use of hearing is an integral part of work performance e.g. Telephone enquiries	Frequent
<b>Smell</b> - Use of smell is an integral part of work performance e.g. Working with chemicals	Occasional
<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	Not applicable
<b>Psychosocial Demands</b>	<b>Frequency</b>
<b>Distressed People</b> - e.g. Emergency or grief situations	Occasional
<b>Aggressive &amp; Uncooperative People</b> - e.g. drug / alcohol, dementia, mental illness	Occasional
<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	Infrequent
<b>Environmental Demands</b>	<b>Frequency</b>
<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	Not applicable
<b>Inadequate Lighting</b> - Risk of trips, falls or eyestrain	Not applicable
<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	Not applicable
<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	Not applicable
<b>Inadequate Housekeeping</b> - Obstructions to walkways and work areas cause trips and falls	Not applicable
<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	Infrequent

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Manager, Operations, Governance and Quality	
<b>STAFFLINK POSITION NO.</b>	633913	
<b>COST CENTRE</b>	NS D&A Admin	
<b>CLASSIFICATION</b>	Health Service Manager 4	
<b>AWARD</b>	Health Service Managers Award	
<b>REGISTRATION/LICENCE REQUIREMENTS</b>	Nil	
<b>VACCINATION CATEGORY</b>	Category A	
<b>PRE-EMPLOYMENT SCREENING CHECKS</b>	Working With Children and National Criminal Record Check	
<b>RESPONSIBLE TO</b>	Service Director, Drug & Alcohol Service, Northern Sydney LHD	
<b>RESPONSIBLE FOR</b>	The performance of Drug and Alcohol services across the District	
<b>PRIMARY PURPOSE OF THE ROLE</b>	To provide leadership in Operations, Accreditation, Governance, Policy, Planning and Quality processes for Drug and Alcohol services To support the Director and Clinical Director in the information, financial, human resource and service delivery systems of services across the LHD	
<b>KEY ACCOUNTABILITIES</b> <i>(Maximum of 8)</i>	<ul style="list-style-type: none"> <li>To ensure Drug and Alcohol services meet the corporate goals of NSLHD and priorities for NSW Health</li> <li>Provide leadership in Operations, Accreditation, Governance, Policy, Planning and Quality processes for Drug and Alcohol services</li> <li>Responsible for Risk Management systems and their management across Drug and Alcohol</li> <li>Leadership and management of incident investigations including RCA co-ordination</li> <li>Supporting the information, financial, human resource and service delivery systems of services across the LHD. This includes management of the service Business Manager and their functions.</li> <li>Management of non-government organisation contracts and performance, external partnerships</li> <li>Management of and participation in the Drug and Alcohol on call roster</li> </ul>	
<b>KEY CHALLENGES</b> <i>(Maximum of 3)</i>	Providing leadership in Operations, Accreditation, Governance, Policy, Planning and Quality processes across the LHD	
	Supporting the information, financial, human resource and service delivery systems of services across the LHD in a changing environment	
	Working in partnership with a wide variety of drug and alcohol service providers, primary health networks and key stakeholders to ensure integrated planning and service delivery.	
<b>KEY INTERNAL RELATIONSHIPS</b>	Who	Why
	Work team	Support of Director, Clinical Director and Senior Managers in achieving service goals

<i>(Maximum of 3)</i>	Management of D&A, MHDA Services & NSLHD executives	Support of all services in clinical service delivery and performance
	Other clinical departments in the NSLHD	Support of other clinical departments, where required, in clinical service development and delivery to patients with drug and alcohol issues
<b>KEY EXTERNAL RELATIONSHIPS</b> <i>(Maximum of 3)</i>	General Practitioners & Primary Health Networks	Consultancy, referral networks & pathways. External funding opportunities
	D&A Non-Government organisations	Consultancy and networking. Management of NGO contracts and performance
	Community organisations eg Community Drug Action Teams	Promoting community initiatives to reduce harm of alcohol and drug use
<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.	
	Tertiary clinical and management qualifications, or tertiary clinical qualifications and extensive management experience	
	Proven experience in quality frameworks including accreditation and systems of incident evaluation including RCA's	
	Proven experience in operational management, financial management, human resource management and service development	
	Proven experience in risk management systems at a senior level	
	Demonstrated experience in the development of policy at a health service level and understanding of NSW Health strategic directions for the delivery of Drug and Alcohol services	
	Demonstrated experience in supporting senior management in the delivery of health services	
	Ability to participate in on call rosters and has a current NSW Driver's License	

## 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 or 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	Not applicable
<b>Bend/Lean Forward from Waist</b> - Forward bending from the waist to perform tasks	Occasional
<b>Trunk Twisting</b> - Turning from the waist while sitting or standing to perform tasks	Occasional
<b>Kneeling</b> - remaining in a kneeling posture to perform tasks	Not applicable
<b>Squatting / Crouching</b> - Adopting a squatting or crouching posture to perform tasks	Not applicable
<b>Leg / Foot Movement</b> - Use of leg and / or foot to operate machinery	Occasional
<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	Infrequent
<b>Lifting / Carrying</b> - Heavy lifting & carrying: 16kg & above	Not applicable
<b>Reaching</b> - Arms fully extended forward or raised above shoulder	Occasional
<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	Frequent
<b>Grasping / Fine Manipulation</b> - Gripping, holding, clasping with fingers or hands	Frequent
<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	Occasional



<b>Sensory Demands</b>	<b>Frequency</b>
<b>Sight</b> - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	Frequent
<b>Hearing</b> - Use of hearing is an integral part of work performance e.g. Telephone enquiries	Frequent
<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	Not applicable
<b>Psychosocial Demands</b>	<b>Frequency</b>
<b>Distressed People</b> - e.g. Emergency or grief situations	Occasional
<b>Aggressive &amp; Uncooperative People</b> - e.g. drug / alcohol, dementia, mental illness	Occasional
<b>Unpredictable People</b> – eg dementia, mental illness, head injuries	Infrequent
<b>Restraining</b> - involvement in physical containment of patients / clients	Infrequent
<b>Exposure to Distressing Situations</b> - e.g. Child abuse, viewing dead / mutilated bodies	Infrequent
<b>Environmental Demands</b>	<b>Frequency</b>
<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	Not applicable
<b>Inadequate Lighting</b> - Risk of trips, falls or eyestrain	Not applicable
<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	Not applicable
<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	Not applicable
<b>Inadequate Housekeeping</b> - Obstructions to walkways and work areas cause trips and falls	Not applicable
<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

# POSITION DESCRIPTION **TEMPLATE**

<b>POSITION TITLE</b>	<b>Drug and Alcohol Services Pharmacist – Grade 1/2</b>
<b>STAFFLINK POSITION NO.</b>	TBC
<b>COST CENTRE</b>	252278 (ICE Funding)
<b>CLASSIFICATION</b>	Pharmacist Grade 1/2
<b>AWARD</b>	Health Employees Pharmacist State Award Grade ½
<b>REGISTRATION/LICENCE REQUIREMENTS</b>	Full and unrestricted Pharmacist Registration with AHPRA
<b>VACCINATION CATEGORY</b>	Category A
<b>PRE-EMPLOYMENT SCREENING CHECKS</b>	National Criminal Record Check
<b>RESPONSIBLE TO</b>	Drug and Alcohol Senior Pharmacist
<b>RESPONSIBLE FOR</b>	N/A
<b>PRIMARY PURPOSE OF THE ROLE</b>	To provide pharmaceutical care to clients within the NSLHD including pharmacist support to the Drug and Alcohol Service including Brookvale and Herbert Street Opioid Treatment Program (OTP) Clinics. To provide education and medicines information services to clients, carers and families, and other health care professionals. To participate as active members of multi-disciplinary teams.
<b>KEY ACCOUNTABILITIES</b> <i>(Maximum of 8)</i>	<p><b>Clinical Pharmacy Services</b> The Pharmacist will provide clinical pharmacy services to clients of the NSLHD Drug and Alcohol Services including OTP Clinics as rostered according to approved standards and protocols.</p>
	<p><b>Drug Distribution Services</b> The Pharmacist will dispense medications to clients of NSLHD Drug and Alcohol Services including OTP clinics, according to approved standards, policies, and procedures. The Pharmacist will perform final checks on medications dispensed by other pharmacists and technical staff and provide Imprest stock and requisitioned items to client care areas when required. The Pharmacist will supply Accountable (Schedule 8) drugs to clients care areas on requisition, ensuring that all required documentation is completed and balance checks performed.</p>
	<p><b>Production Services</b> The Pharmacist will assist in the production of dose forms requiring manipulation before being administered to clients. These will include non-sterile, sterile and cytotoxic preparations.</p>
	<p><b>Coordination and Development of Clinical Pharmacy Services</b> The pharmacist will assist the Pharmacist L3 in leading the coordinating and developing of clinical pharmacy services at Brookvale and Herbert St OTP clinics. This includes working closely with the dispensaries to provide support, education, and medicines information services to patients and other healthcare professionals.</p>

	The pharmacist is expected to maintain a timely and high standard of clinical practice and efficient Pharmacy service.	
<b>KEY CHALLENGES</b> <i>(Maximum of 3)</i>	Balance resources and high volume workloads to meet competing client, carers and family's needs to achieve positive outcomes.	
	Exercise independent professional judgement on routine matters and seek direct professional supervision from senior staff when performing novel, complex or critical tasks.	
	WHO	
<b>KEY INTERNAL RELATIONSHIPS</b> <i>(Maximum of 3)</i>	Direct supervisor and Manager	WHY
	Staff within the health service	To report on day-to-day tasks and any issues.

<b>KEY EXTERNAL RELATIONSHIPS</b> <i>(Maximum of 2)</i>	WHO	WHY
	Consumers, Carers and Families	Partnership in care.
	External health services and agencies	For communication, best care practice purposes and share information.
<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.	
	Demonstrated extensive experience in clinical hospital pharmacy with satisfactory pharmacy dispensing experience in Australia (or equivalent).	
	Must hold registration with the Pharmacy Board of Australia.	
	Demonstrated well developed interpersonal, written and verbal communication skills with the ability to communicate with internal and external stakeholders. Demonstrated computer literacy and ability to use health information systems.	
	Commitment to participation in professional development and quality improvement activities.	
	Demonstrated skills and knowledge in the provision of Pharmacy services to clients, carers and families requiring medication reconciliation, dispensing and dosing.	
	Demonstrated ability to prioritise and manage workload demands, meet deadlines and complete activities (including ability to work within scope of practice and seek assistance when required).	
	Proven ability to work independently, with good time management and attention to detail and to establish effectively collaboratively working relationships within a multi-disciplinary team and interagency networks.	

## 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 or 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	Occasional
<b>Standing</b> - remaining standing without moving about to perform tasks	Constant
<b>Walking</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Constant
<b>Running</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Not applicable
<b>Bend/Lean Forward from Waist</b> - Forward bending from the waist to perform tasks	Occasional
<b>Trunk Twisting</b> - Turning from the waist while sitting or standing to perform tasks	Occasional
<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	Occasional
<b>Lifting / Carrying</b> - Light lifting & carrying: 0 - 9 kg	Occasional
<b>Lifting / Carrying</b> - Moderate lifting & carrying: 10 - 15 kg	Infrequent
<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	Not applicable
<b>Head / Neck Postures</b> - Holding head in a position other than neutral (facing forward)	Occasional
<b>Hand &amp; Arm Movements</b> - Repetitive movements of hands and arms	Frequent
<b>Grasping / Fine Manipulation</b> - Gripping, holding, clasping with fingers or hands	Frequent
<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	Infrequent

<b>Sensory Demands</b>	<b>Frequency</b>
<b>Sight</b> - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	Repetitive
<b>Hearing</b> - Use of hearing is an integral part of work performance e.g. Telephone enquiries	Repetitive
<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
<b>Psychosocial Demands</b>	<b>Frequency</b>
<b>Distressed People</b> - e.g. Emergency or grief situations	Occasional
<b>Aggressive &amp; Uncooperative People</b> - e.g. drug / alcohol, dementia, mental illness	Occasional
<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	Infrequent
<b>Environmental Demands</b>	<b>Frequency</b>
<b>Dust</b> - Exposure to atmospheric dust	Not applicable
<b>Gases</b> - Working with explosive or flammable gases requiring precautionary measures	Occasional
<b>Fumes</b> - Exposure to noxious or toxic fumes	Occasional
<b>Liquids</b> - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	Infrequent
<b>Hazardous substances</b> - e.g. Dry chemicals, glues	Occasional
<b>Noise</b> - Environmental / background noise necessitates people raise their voice to be heard	Occasional
<b>Inadequate Lighting</b> - Risk of trips, falls or eyestrain	Not applicable
<b>Sunlight</b> - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not applicable
<b>Extreme Temperatures</b> - Environmental temperatures are less than 15C or more than 35C	Not applicable
<b>Confined Spaces</b> - areas where only one egress (escape route) exists	Occasional
<b>Slippery or Uneven Surfaces</b> - Greasy or wet floor surfaces, ramps, uneven ground	Not applicable
<b>Inadequate Housekeeping</b> - Obstructions to walkways and work areas cause trips and falls	Not applicable
<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

## POSITION DESCRIPTION

# NSLHD - Staff Specialist - Psychiatry and/or Addiction Medicine - Drug & Alcohol Service, MHDA

COLLABORATION  
OPENNESS  
RESPECT  
EMPOWERMENT

SPEAKING UP FOR SAFETY

Organisation	NSW Health
Local Health District / Agency	Northern Sydney Local Health District
Position Classification	Staff Specialist
State Award	Staff Specialists (State) Award
Category	Specialist Medical & Dental Practitioner   Specialist   Psychiatry (SMDO)
Vaccination Category	Category A
ANZSCO Code	253411 Psychiatrist
Website	<a href="http://www.nslhd.health.nsw.gov.au/">www.nslhd.health.nsw.gov.au/</a>

## PRIMARY PURPOSE

Provide clinical management and treatment of patients under your care in Northern Sydney Local Health District (NSLHD) Drug and Alcohol Services. This care will be provided within the scope of practice endorsed by the NSLHD Medical and Dental Appointments Advisory Committee (MDAAC).

The position will provide clinical consultation services within NSLHD and will contribute to the teaching and training of medical students, graduates and other health care professionals and to research, evaluation and quality improvement activities within the District.

## COVID-19 VACCINATION COMPLIANCY

All NSW Health workers are required to have completed a primary course of a COVID-19 vaccine which has been approved or recognised by the Therapeutics Goods Administration (TGA). New applicants must have completed the vaccination course prior to commencement with NSW Health, or provide an approved medical contraindication certificate certifying the worker cannot have any approved COVID-19 vaccines available in NSW. Acceptable proof of vaccination is the Australian Immunisation Register (AIR) Immunisation History Statement or AIR COVID-19 Digital Certificate. Booster doses are highly recommended for all health care workers who have completed the primary course of COVID-19 vaccinations. Please provide proof of booster vaccination if available.

## ESSENTIAL REQUIREMENTS

National Police Check and Working with Children Check

## KEY ACCOUNTABILITIES

### Clinical

- Provide a specialty service consistent within your defined scope of clinical practice.
- Participate in an on call roster determined by the Head of Department.
- Liaise with other health professionals involved in patient management and care.
- Comply with Hospital / Local Health District (LHD) / Ministry of Health policies and procedures regarding the

## POSITION DESCRIPTION

# NSLHD - Staff Specialist - Psychiatry and/or Addiction Medicine - Drug & Alcohol Service, MHDA

prescription of medications and ordering of tests.

- Supervise and commit to accurate documentation in and completion of medical records to reflect clinical decisions, tests, procedures and discharge diagnoses.
- Comply with patient admission and discharge policies including documentation, planning of admission/discharge, day of procedure admission and timely discharge.
- Supervision of junior staff, formal handover, communication between clinicians with deteriorating patients and meet standards of care.

### Responsibilities to Patients

- Provide clinical management and timely treatment of patients under your care as an inpatient and/or community services e.g. opiate treatment program, drug and alcohol outpatients.
- Provide timely and appropriate advice to patients and their carers (as far as possible) in any decision making regarding care or management
- Ensure appropriate arrangements are made for patients on discharge from hospital to maximise continuity of care and good health outcomes.
- Liaise with patient family and carers as appropriate.
- Liaison with community health services and other government and non-government agencies in the coordinated provision of care

### Administrative Matters

- Attend departmental, divisional and LHD meetings as required.
- Participate in hospital and LHD committees which may include providing expert advice (in conjunction with colleagues) including equipment, clinical service development and future directions.
- Participate in at least 75% of your departmental Morbidity and Mortality meetings.
- Participate in research and clinical quality activities – including peer review, clinical practice audit, Root Cause Analysis, London Protocols and HEAPs analysis.
- Provide a minimum of four weeks' notification to Clinical Director of planned/intended leave arrangements, ensuring any on-call commitments are covered by an appropriate colleague by agreement through department internal relief.
- Notify Clinical Director of any event likely to give rise to a medico-legal claim or complaint, and complete the appropriate - Notification of Incident Form for TMF Claims

## KEY CHALLENGES

- Delivery of medical services within the Department to ensure the Department provides agreed service delivery and meets relevant performance benchmarks, expenditure and revenue targets
- There will be organisational and cultural challenges associated with working in various / multiple sites across NSLHD. It is expected that the incumbent will work with the team to ensure appropriate integration and collaboration with all sites of the Drug and Alcohol Services.



## POSITION DESCRIPTION

# NSLHD - Staff Specialist - Psychiatry and/or Addiction Medicine - Drug & Alcohol Service, MHDA

## KEY RELATIONSHIPS

Who	Why
Medical Officers and other healthcare professionals	Provide clinical leadership, teaching and patient management. Collaborate regarding patient care to deliver best practice and care
Medical Administration	Liaise with administrative staff on matters that assist with delivering efficient and effective clinical services
Patients/Clients, their families and relevant parties (in accordance with legislation related to confidentiality and privacy)	To provide appropriate, high quality, patient centred care which meets the needs and expectations in line with CORE values

## SELECTION CRITERIA

1. MBBS or equivalent, currently registered or eligible for registration with the Medical Board of Australia. Applicants must have Fellowship of the Royal Australian and New Zealand College of Psychiatrists (FRANZCP) and/or Fellowship of the Chapter of Addiction Medicine or recognition as a specialist by the medical Board of Australia. Applicants expecting to be awarded their Fellowship within 3 months may be considered.
2. 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
3. Appropriate experience to practice as a Senior Medical Practitioner in Psychiatry and/or Addiction Medicine, together with a demonstrated interest and experience in drug and alcohol issues.
4. The capacity for involvement in education, training, supervision and liaison in Psychiatry and/or Addiction Medicine, across a variety of professional disciplines and settings
5. Demonstrated excellent interpersonal, communication skills and the ability to work within a team
6. Demonstrated ability to work with staff from a variety of professional disciplines
7. Demonstrated commitment to teaching and research
8. Demonstrated knowledge of clinical governance processes

## OTHER REQUIREMENTS

### Quality and Research Activities

- Initiate and participate in appropriate departmental and hospital quality assurance and risk management projects.
- Participation in organisational accreditation processes.
- Participation in departmental Mortality and Morbidity meetings, Sentinel Event meetings, or peer review meetings.
- Systematically review clinical performance of self and department.
- Participate in patient complaint reviews and response to patient complaints.
- Participate in Root Cause Analysis teams as requested.
- Initiate research and develop projects relevant to the clinical discipline that assist in the development of new or revised clinical pathways and protocols.

### Supervision, Training and Education

- Involvement in multidisciplinary supervision, training and education – including Nursing, Allied Health, Junior Medical Staff, other members of the multidisciplinary team.
- Supervise Junior Medical Staff to the standards required by the relevant training authority (includes prescribing,



## POSITION DESCRIPTION

# NSLHD - Staff Specialist - Psychiatry and/or Addiction Medicine - Drug & Alcohol Service, MHDA

ordering of tests, general mentoring, documentation of patient care).

- Manage, coach, mentor and support the staff in the department, and trainee psychiatrist(s) as required by By-Laws of the RANZCP

### **Professional Development, Continuing Education and Maintenance of Standards**

- Meet the recertification and Continuing Professional Development standards of the RANZCP and/or RACP.

Disclose your recertification standing to the Hospital if asked.

- To develop and implement for oneself, a professional plan which is reviewed and updated regularly in the annual performance appraisal.

- Evidence of Continuing Medical Education (CPD).

- Participate in peer review meetings as requested.

### **General Duties**

- Comply with relevant Acts of Parliament, professional conduct, Health Service Code of Conduct, WHS, EEO, and Bullying and Harassment and other LHD policies and procedures.

- Use LHD resources efficiently, minimising cost and wastage, and ensure waste products are disposed of in line with LHD waste management guidelines.

- Report any risk identified (e.g. WHS, Clinical, Financial, Technology, Public Image) to the manager and request a risk assessment.

- Participate in risk management activities.

- Co-operate with other staff members to ensure that duty requirements and standards are being met and maintained.

### **Additional Key Accountabilities for this Position**

- Perform all other delegated tasks appropriately and in line with grading and capabilities.

<b>JOB DEMANDS CHECKLIST</b>	
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 or the time when performing the job
Repetitive:	activity involved repetitive movements
Not Applicable:	activity is not required to perform the job
<b>Physical Demands</b>	<b>Frequency</b>
<b>Sitting</b> - remaining in a seated position to perform tasks	Occasional
<b>Standing</b> - remaining standing without moving about to perform tasks	Frequent
<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	Occasional
<b>Trunk Twisting</b> - Turning from the waist while sitting or standing to perform tasks	Occasional
<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	Occasional
<b>Leg / Foot Movement</b> - Use of leg and / or foot to operate machinery	Occasional
<b>Climbing (stairs/ladders)</b> - Ascend / descend stairs, ladders, steps	Not applicable
<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	Occasional
<b>Reaching</b> - Arms fully extended forward or raised above shoulder	Occasional
<b>Pushing / Pulling / Restraining</b> - Using force to hold / restrain or move objects toward or away from the body	Occasional
<b>Head / Neck Postures</b> - Holding head in a position other than neutral (facing forward)	Frequent
<b>Hand &amp; Arm Movements</b> - Repetitive movements of hands and arms	Frequent
<b>Grasping / Fine Manipulation</b> - Gripping, holding, clasping with fingers or hands	Frequent
<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	Occasional
<b>Sensory Demands</b>	<b>Frequency</b>
<b>Sight</b> - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	Frequent

<b>Hearing</b> - Use of hearing is an integral part of work performance e.g. Telephone enquiries	Frequent
<b>Smell</b> - Use of smell is an integral part of work performance e.g. Working with chemicals	Occasional
<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	Frequent
<b>Psychosocial Demands</b>	<b>Frequency</b>
<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	Frequent
<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
<b>Environmental Demands</b>	<b>Frequency</b>
<b>Dust</b> - Exposure to atmospheric dust	Not applicable
<b>Gases</b> - Working with explosive or flammable gases requiring precautionary measures	Occasional
<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	Occasional
<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	Occasional
<b>Sunlight</b> - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not applicable
<b>Extreme Temperatures</b> - Environmental temperatures are less than 15C or more than 35C	Not applicable
<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	Not applicable
<b>Inadequate Housekeeping</b> - Obstructions to walkways and work areas cause trips and falls	Not applicable
<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	Frequent

As the incumbent of this position, I confirm I have read the Position Description and Job Demand Check list, Understand its content and agree to work in accordance with the requirements of the position.

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

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

Manager's Name: \_\_\_\_\_

Manager's Signature \_\_\_\_\_ Date: \_\_\_\_\_