



## POSITION DESCRIPTION

<b>Position Title:</b>	Mental Health Nurse Part-Time or Full-Time, Fixed Term
<b>Program:</b>	Mental Health Nurse Incentive Program
<b>Location:</b>	Kiama and Wollongong CBD

### Purpose of the Position

To provide clinical nursing services for patients with severe mental disorders and to work closely with GPs and allied health staff to facilitate the provision of coordinated clinical care and treatment for these patients, in keeping with the Australian Government Mental Health Nurse Incentive Program (MHNIP) guidelines.

### Key Responsibilities

#### *Provision of clinical nursing services for patients with severe mental disorders:*

- Establishing a therapeutic relationship with patients
- Liaising closely with family and carers as appropriate
- Regularly reviewing the patients' mental state
- Administering, monitoring and ensuring compliance by patients with their medication
- Providing information on physical health care to patients

#### *Coordination of clinical services for patients with severe mental disorders*

- Maintaining links and undertaking case conferencing with GPs, allied health workers, psychiatrists, psychologists etc
- Coordinating services for the patient in relation to general practitioners, psychiatrists and allied health workers, such as psychologists, including arranging access to interventions from other health professionals as required
- Contributing to the planning and care management of the patient
- Communicating with GPs on progress of care provision

#### *Care Plan Development and Data Management*

- Develop Mental Health Care Plans in collaboration with the GP, with input from appropriate allied health workers
- Regularly review Care Plan in collaboration with the GP and relevant allied health professional input.
- Maintain current and accurate patient records of patients' assessment, treatment, progress and discharge which reflect patient needs.
- Use the Health of the Nation Outcomes Scale (HoNOS) to measure and monitor patient symptoms and functioning in line with MHNIP requirements.
- Undertake monthly review of systems of Medicare reporting

#### *General*

- Participate in organisation-wide team meetings, collaborative planning activities and quality assurance activities.
- Occupational Health and Safety responsibilities as identified in IDGP policies and procedures.
- Equal Employment Opportunity responsibilities as identified in IDGP policies and procedures.

## **Competencies**

The qualifications, experience, knowledge and skills required to successfully fulfil the responsibilities of this position.

1. Current Nursing and Midwifery Board of Australia Certificate of Registration
2. Credentialed with the Australian College of Mental Health Nurses (ACMHN)
3. Wide-ranging knowledge of mental illness and skills in evidence-based practice in the management of people with severe mental illnesses.
4. Commitment to the principles of continuous quality improvement and evidence-based practice in nursing
5. Understanding of the principles and issues relevant to coordinated, multidisciplinary team approaches in the provision of mental health services
6. Demonstrated ability to comply with protocols in relation to staff and patient safety, maintaining patient records and following clear lines in relation to clinical accountability.
7. Ability to keep abreast of, evaluate and apply current knowledge and trends in the management and care of those with a mental illness and their carers.
8. Teamwork: As a team member, the ability and desire to work cooperatively with others in a team.
9. Verbal and written communication skills
10. Building Collaborative Relationships: the ability to develop, maintain, and strengthen partnerships with others inside or outside the organisation who can provide information, assistance and support.
11. Initiative: identifying what needs to be done and doing it before being asked or before the situation requires it.

## **Special Job Requirements**

In order to fulfil the responsibilities of the position you must hold a current drivers licence and have access to a comprehensively insured motor vehicle. On the occasions when you use a privately owned motor vehicle for work-related purposes, the IDGP will pay a motor vehicle allowance on a per kilometre basis, according to the IDGP's Policies and Procedures.