



Clinical Management Unit – Mental Health Nurse Position Description

Background

The Knox Division of General Practice is a Commonwealth-funded organisation, which is run by and for General Practitioners. The Division's mission is "to assist local General Practitioners in providing excellent health care to the community". There are approximately 184 General Practitioners who are eligible to use Knox Division services.

Position

To assist in the development and implementation of a responsive mental health nurse service; which provides support to General Practitioners in their provision of co-ordinated care for people with severe mental health disorders.

Central to the role is the establishment mental health nursing sessions within the general practice setting. A session operates for 3.5 hours, a mental health nurse can engage in between one and 10 sessions per week with an average nurse caseload of at least three individual patient contacts per session (patient contact includes both phone and in-clinic contact).

As a guide, an eligible organisation engaging the services of a full-time mental health nurse must have a current minimum case load of 20 individual patients with a severe mental disorder per week, averaged over three months.

When taking into account patient turnover, the expected annual caseload managed by a full-time mental health nurse is 35 patients with a severe mental disorder, most of whom will require ongoing care over the course of the year.

It is expected that a full-time mental health nurse engaged for 10 sessions per week would provide an average of 25 hours of clinical contact time per week, with the balance of time spent in related tasks including interagency liaison, case planning and coordination, clinical briefings to relevant general practitioners and/or psychiatrists and travel.

A typical caseload for the mental health nurse will comprise patients with different levels of care requirements that fall into three groups: low (risk of relapse without clinical input), medium (active symptoms requiring close monitoring) or high care (high risk of hospitalisation).

The mental health nurse will assess eligible patients at entry, every 90 days and at exit from the initiative using the Health of the Nation Outcomes Scale (HoNOS). These measures include the Child and Adolescent (HoNOSCA), Adult (HoNOS), and Older Person (HoNOS 65+) tools.

A Mental Health Care Plan will be developed with the General Practitioner, in collaboration with the mental health nurse with reference to specific roles and responsibilities of both the nurse and the treating medical practitioner.

It is a requirement of the program that the mental health nurse is credentialed or be eligible for credentialing by the Australian College of Mental Health Nurses by October 2009. If required; support will be provided for completion of the required documentation to achieve this credentialing.

Eligible Patients

To be eligible for the program, participants must meet all of the following criteria:

- The patient has a diagnosis of a mental disorder according to the criteria defined in the *World Health Organisation Diagnostic and Management Guidelines for Mental Disorders in Primary Care: ICD 10 Chapter V Primary Care Version*, or the *Diagnostic and Statistical Manual of Mental Disorders—Fourth Edition (DSM-IV)*;
- The disorder causes significant disablement to the person's social, personal and occupational functioning;
- The person has experienced at least one episode of hospitalisation for treatment of their mental disorder, OR is at risk of requiring hospitalisation in the future if appropriate treatment and care is not provided;
- The person is expected to require continuing treatment and management of their mental disorder over the next two years;
- The General Practitioner or psychiatrist is principally responsible for the persons' clinical mental health care;
- The patient provides consent to treatment from the mental health nurse

Key Responsibilities

1. Mental Health Nurse Initiative

The Mental Health Initiative nurse will be responsible for the day-to-day implementation of the mental health nurse initiative, including:

- Work closely with psychiatrists or General Practitioners to facilitate the provision of coordinated clinical care and treatment for people with a severe mental disorder.
- Provision of clinical nursing services for patients e.g. medication management
- Coordination of clinical services for patients
- Liaising closely with family and carers as appropriate
- Patient Assessment with Health of the Nation Outcome Scale
- Develop and support mental health programs within the Division
- Liaise with relevant stakeholders e.g. acute and community mental health services, Mental health personal helpers and mentors, mental health respite,
- Assist General Practitioners or psychiatrists to implement the Mental Health Care Plan.
- Manage an individual patient caseload
- Interagency liaison, case planning and coordination, clinical briefings to relevant General Practitioners and / or psychiatrists
- Complete all requirements for Medicare Australia Claiming
- Education and training as required
- Attendance at monthly clinical supervision

2. Other Tasks

- Adhere to and comply with relevant legislation (i.e. Mental Health Act & Privacy Legislation)
- Promote the project and develop strategies to maximise GP, hospital, community and other services engagement
- Encourage patient recruitment
- Collection of appropriate data relevant to and consistent with requirements of the project evaluation.
- Work with the reference group to ensure that the key objectives, timelines and anticipated outcomes of the project are met
- Assist Clinical Education Coordinator in preparation of quarterly clinical education program reports for the Clinical Education Committee
- Participate in relevant network meetings and workshops as required.
- To prepare articles for the Division newsletter

- Actively participate in the Division's Occupational Health & Safety activities, ensuring the OH&S policy is abided by at all times
- Actively participating in the Division's ongoing quality and accreditation activities (NZS ISO 9001:2000 Quality management systems), ensuring compliance with the Division's policies and procedures
- Actively participate on the Division's Clinical Management Team, including attending meetings and participating in the workload of the team.
- Participate in relevant meetings, seminars, and information sessions reporting back to the Division as appropriate.
- Other tasks as directed/negotiated
- Act as an ambassador for Knox Division of General Practice.

Key Performance Indicators

1. Establishment of a credible reputation as a representative of the Division
2. Successful management and conduct of mental health nurse incentive program
3. Proactive identification and implementation of mental health nurse initiatives specific to nurse speciality
4. Timely and satisfactory resolution of all service requests from General Practitioners. and / or psychiatrist
5. Timely and satisfactory delivery of program deliverables
6. Successful management in the provision of patient and carer/family care.
7. Building and maintaining an effective minimum caseload of 3 patient contacts per session
8. Ensuring 100% of patients have current Mental Health Plans and 6/12 month Mental Health Reviews

Key Selection Criteria

Mandatory

- Current Victorian Nursing Registration Division 1 and / or Division 3. Until 31 December 2009 interim arrangements will apply for those nurses not eligible to be credentialed immediately. Nurses taking up positions under the interim arrangements will need to meet the following requirements:
 - have current registration as a registered nurse,
 - have obtained, or are working towards obtaining, specialist qualifications in mental health nursing, and
 - have 3 years recent experience in mental health nursing.
 All nurses working under the incentive program must be credentialed by 31 December 2009.
- Applicants are required to have professional indemnity insurance (eg: Member of ANF, APNA or other provider).
- Ability to function independently, operate under pressure and meet deadlines
- Hold a current Victorian Drivers Licence and have the use of a reliable private motor vehicle

Preferred

- Mental Health Nurse Credential with the Australian College of Mental Health Nurses (ACMHN).

Appointment

This contract is permanent and ongoing subject to funding and satisfactory completion of three month probation period. The appointment may be extended by mutual agreement and subject to establishing a financially viable service

In the event of voluntary termination, one month's notice in writing is required.

Notwithstanding any period of notice that may otherwise apply, the Division may terminate the contract without notice upon any of the following occurring:

- The Mental Health Nurse being in persistent breach of any of the terms of the contract or engage in an act of serious misconduct;
- The Mental Health Nurse being convicted of any serious criminal offence resulting in imprisonment or which by its nature diminishes the Division's confidence in the officer's capacity to perform the duties of the position.

Upon termination of this contract, all equipment, documentation and information held relating to the Division remains the property of the Division and should be returned.

Conditions of Employment

- The Mental Health Nurse position is directly line-managed by the Clinical Management Coordinator
- The Mental Health Nurse is required to participate in an annual staff appraisal by the Clinical Management Co-ordinator
- As an employee of the Division, the Clinical Management Program Support Officer will be required to follow Knox Division policies and procedures in performance of administrative duties
- Payment on a fortnightly PAYE basis with Workcover and Superannuation levy (currently 9%).
- Salary negotiable subject to qualifications and experience with a range between \$56,000 and \$63,000 per annum for an equivalent full-time position (pro rata)
- Minimum 6 sessions per week, Monday to Friday (minimum of 80% core hours, eg. set days and hours) with rest breaks, maximum shift hours, flexi-time and time-in-lieu system as per Division Policy and Procedure Manual
- 17.5% annual leave loading
- Travel allowance in accordance with Division policy (not including travel from and to place of residence and the Division). Travel reimbursement as per Australian Taxation Office rates
- All other employment conditions will be as per provisional Knox Division of General Practice Enterprise Bargaining Agreement.
- Attractive Salary Packaging arrangements available on voluntary basis, as per Division –policy.
- Smoke-free work environment

RISK MANAGEMENT

Knox Division of General Practice follows Worksafe guidelines. We require all staff to follow safe work practices, procedures, instructions and rules. It is expected that staff perform all duties in a manner that ensures personal health and safety of others in the workplace. Any hazards and/or incidents that can cause harm are to be reported immediately to management.

How to apply:

To apply for this position please email you CV and cover letter addressing the key selection criteria to Lachlan Henderson on lachlan.henderson@vital.jobs or call 1300 184 825.