



Job Description Form

Department of Justice Purpose

To provide a safe, secure and decent justice service which contribute to community safety and reduced offenders' involvement in the justice system.

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| Position title Senior Registered Nurse Mental Health, Alcohol and Other Drugs | | Special conditions |
| Effective date May 2018 | Position number Generic | Level SRN1 |
| Division Corrective Services | Directorate Offender Management | Branch Health Services |

Divisional Outcomes

To reduce re-offending, protect the community and direct offenders towards the adoption of law-abiding lifestyles through custody and containment, care and well-being, reparation, rehabilitation and reintegration.

Directorate Outputs

Offender Management is responsible for the development and provision of programs and services that facilitate the rehabilitation of offenders. It includes the provision of health services to offenders in custody and the provision of programs, psychological assessment, counselling and support as part of an integrated offender management framework.

Branch Outputs

Health Services role is to work in partnership with Adult and Juvenile Custodial Services to provide a comprehensive range of health care services to patients in custody, at a standard comparable to that available in the general community.

This is achieved through assessing health determinants, delivering preventative health care, health screening, delivering acute care within a primary care context and assessing the effectiveness of health care delivery.

The majority of health care provided to patients in custody is based on a primary health care model and predominantly relates to the management of Chronic Disease, Communicable Disease, Co-morbidity (Alcohol and Drug Addiction Services and Mental Health Services) and Acute Care response as required. The branch is also responsible for establishing and maintaining policy and standards.

Role of the Position

The role of the position is to:

- Assist the Clinical Consultant MHAOD (SRN3) to manage the clinical practice
- To provide clinical leadership to Mental Health/Alcohol and Other Drugs Nursing staff
- To assess referred offenders
- To plan, implement and evaluate the care of those identified as having mental health and/or drug and alcohol related problems
- To assess and manage risk issues together with participating in the development of the MHAOD service.

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| May 2018 | Generic | SRN1 |
| Division | Directorate | Branch |
| Corrective Services | Offender Management | Health Services |

Responsibilities of this position

As part of the Health Services, the successful applicant will be expected to:

- Maintain focus on the Department's goals concerning safety, security and rehabilitation
- Work to improve communication and model integrity and respect in all interactions
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity
- Operate within chain of command facilities to coordinate activities required to meet the Department's strategic objectives
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate.

Clinical

- Assessment, planning, implementation, and evaluation of treatment, for patients identified as requiring clinical interventions for mental illness and drug and alcohol ((MHAOD) issues.
- Conducts risk-assessments and participates in the prevention of suicide and self-harm as a member of the Prison Risk Assessment Group.
- Works with the multi-disciplinary team and clients to develop and evaluate clinical care plans.
- Liaises with visiting psychiatrists and other professionals as necessary.
- Responsible for the discharge-planning of MHAOD Service clients.
- Provides effective liaison with external service providers.
- Undertakes coordination and dispensing of medications, for MHAOD Service clients as required.
- Acts as a consultant to other health and custodial staff, applying knowledge / skills in collaboration with the multi-disciplinary team
- Complies with and demonstrates a positive commitment to the following; Mental Health Act 2014, Equal Employment Opportunity principles and practices, Occupational Safety and Health legislation, Nurses and Midwives Board of Western Australia – Code of Conduct, Medicines and Poisons Act.
- Responds to medical emergencies arranging timely interventions within the facility and transfer to tertiary care.
- Participates in development, promotion, evaluation and maintenance of Standards of Practice, guidelines and policies with the multi-disciplinary team.
- Provides appropriate risk management for patients identified at risk of self-harm
- Collaborates with multi-disciplinary team from patient admission to discharge.
- Actively promotes, participates and evaluates continuous quality improvement in clinical services.
- Promotes philosophy of nursing services and the Health service.
- Maintains accurate, legible records of clinical care provided in all patient interactions.
- Maintains patient confidentiality at all times.
- Management
- Coordinates individualised patient / care services with Manager/Supervisor.
- Demonstrates effective utilisation of human and material resources.
- Demonstrates effective communication skills with all team members.
- Actively participates in a multi-disciplinary nursing service.
- Provides supervisory support to team members dependent on level.
- Actively participates in unit performance management.

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Responsibilities of this position

Staff Development

- Provides clinical-supervision to less experienced MHAOD Service staff.
- Participates in the education of health and custodial staff.
- Assists in the development, recruitment and orientation of new personnel and students.
- Maintains ongoing professional development and attends mandatory-competency training.
- Accept responsibility for own professional development through continuing education
- Act as a role model / educator in development of clinical skills.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Quality Improvement

- Participates in performance appraisal based on current JDF as required by the Department's development policy.
- Promotes quality improvement and service evaluation projects, participates in Health Services meetings and committees, and undertakes any research, collection and analysis of data which may be relevant to service improvement.
- Actively participates in developing and maintaining contemporary clinical practices consistent with National Mental Health Standards and the National Drug Strategy, and established standards applying within the community.

Security

- Maintains personal security by adhering to custodial policies and procedures.
- Performs nursing duties adhering to the security requirements of the custodial environment.

Ethical Behaviour

- Adheres to relevant Professional and Public Sector Codes of Practice and Ethics

Equity, Diversity and Occupational Safety and Health

- Applies and promote the principles of equity, diversity, occupational safety and health in the workplace and behaves and manages staff in accordance with relevant standards, values and policies.

Other

- Other duties as required or directed

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| Work related requirements (Selection Criteria) | Context within which criteria will be applied and/or general standard expected |
|--|---|
| Essential | |
| 1. Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia and Australian Health Practitioner Regulation Agency (AHPRA). | |
| 2. Clinical Skills | <ul style="list-style-type: none"> • Demonstrated advanced clinical skills and extensive and recent nursing experience in the area of mental health, including alcohol and drug related problems. |
| 3. Communication skills | <ul style="list-style-type: none"> • Demonstrated effective communication and interpersonal skills across a wide range of cultures |
| 4. Leadership | <ul style="list-style-type: none"> • Demonstrated experience in leadership and coordinating the clinical work of less experienced staff. • Demonstrated knowledge and application of patient safety Quality Improvement processes. |
| 5. Team Work | <ul style="list-style-type: none"> • Demonstrated ability to work as a team member and leader. |
| 6. Legislative requirement | <ul style="list-style-type: none"> • Demonstrated knowledge and skills in the implementation of the Mental Health Act 2014, Criminal Law (Mentally Impaired Accused) Act, and other legislation which governs practice in the MHAOD setting. • Demonstrated working knowledge of National and State strategies such as the WA Suicide Prevention, National Mental Health and National Drug Strategy. • Demonstrated knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery. |
| Desirable | |
| 7. Desirable | <ul style="list-style-type: none"> • Possession of tertiary qualification, bachelor or post graduate or willing to work towards post basic qualification in Mental Health, Alcohol and Other Drugs or relevant areas. • Current Authorised Mental Health Practitioner (AMHP) by the Office of the Chief Psychiatrist of Western Australia. • Demonstrated computer skills and information technology as it relates to Nursing. |

(Note: When applying for vacant positions, applicants are required to address the Work Related Requirements in the left-hand column only. The context and standards only provide general guidelines within which the Work Related Requirements will be applied).

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Reporting relationships

| Title Director Nursing Classification SRN 10 | | | | | | | |
|--|--|--|--|--|--|--|--|
| Responsible to | | | | | | | |
| Title Clinical Nurse Manager Classification SRN 3 or 4 | Other offices reporting to this office Title and classification Various | | | | | | |
| Responsible to | | | | | | | |
| <div style="border: 1px solid black; width: 100%; height: 40px; display: flex; align-items: center; justify-content: center;"> This office </div> | | | | | | | |
| Offices under direct responsibility | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Title</th> <th style="width: 33%;">Classification</th> <th style="width: 33%;">Number of FTEs supervised and controlled</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </tbody> </table> | Title | Classification | Number of FTEs supervised and controlled | | | | |
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Location and accommodation

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| Location |
| Accommodation |

Allowances / special conditions

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| The Contract of Employment specifies conditions relating to this position. |
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Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Delegated Authority Approval

| | |
|-----------|----------|
| Signature | |
| Date | / / |