



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>WA COUNTRY HEALTH SERVICE</b>		<b>Position No:</b>	607240
<b>Division:</b>	Wheatbelt	<b>Title:</b>	Clinical Nurse Specialist –Mental Health Triage
<b>Branch:</b>	Wheatbelt Mental Health Service	<b>Classification:</b>	RN SRN Level 3
<b>Section:</b>	Child Adolescent, Adult & Seniors, Aboriginal MH Programs	<b>Award/Agreement</b>	Nurses and Midwives Agreement

### Section 2 – POSITION RELATIONSHIPS

<b>Responsible To</b>	<b>Title:</b> Regional Director Wheatbelt <b>Classification:</b> HSO Class 2 <b>Position No:</b> 607224	<b>OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:</b> <b>Title</b> All clinical staff
<b>Responsible To</b>	<b>Title:</b> Regional Manager Mental Health <b>Classification:</b> HSO G-10 <b>Position No:</b> 607626	
<b>This position</b>	<b>Title:</b> Clinical Nurse Specialist – Mental Health Triage <b>Classification:</b> RN SRN Level 3 <b>Position No:</b> 607240	

<b>Positions under direct supervision:</b> Nil.			<b>Other positions under control:</b>	
Position No.	Title		Category	Number
607451	Community Mental Health Nurse	RN Level 2		
607746	Community Mental Health Professional	HSO P-1		

### Section 3 – KEY RESPONSIBILITIES

- Responds to all contacts made to WMHS, identifies the nature and appropriateness of referrals, sets priorities for management, collates information for presentation at intake meetings, and coordinates emergency responses within the region.
- Liaison with Government and non-government service providers to coordinate the provision of mental health services to clients and provide educational support to those agencies.
- Undertakes senior level projects, represents the service and provides consultation at the state level as required.
- Undertakes analysis of clinical interventions and identifies trends within programs and reports appropriately.

**WA Country Health Service**  
**Wheatbelt**  
**3 May 2019**  
**REGISTERED**

TITLE	Clinical Nurse Specialist –Mental Health Triage	POSITION NO	607240
		CLASSIFICATION	RN SRN Level 3



The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle as many births as the State's major maternity hospital – and as many emergency presentations as Perth metropolitan hospitals combined. The range of health services provided cover population health, mental health, Aboriginal health and aged care.

Our dedicated and committed staff work hard to fulfil our purpose *Working together for a healthier country WA*, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

### **OUR PURPOSE – What we are here to do**

WACHS improves country people's health and well-being through access to quality services and by supporting people to look after their own health.

### **OUR STRATEGIC DIRECTIONS TO 2018**

1. Improving the experience of health care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services

### **OUR GUIDING PRINCIPLES**

Consumers first in all we do  
 Safe, high quality services and information at all times  
 Care closer to home where safe and viable.  
 Evidence based services  
 Partnerships and collaboration

### **OUR VALUES**

Community – making a difference through teamwork, cooperation, a 'can do' attitude and country hospitality.

Compassion – listening and caring with empathy, respect, courtesy and kindness.

Quality – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

Justice – valuing diversity, achieving health equality, cultural respect and a fair share for all.

**WA Country Health Service  
Wheatbelt**

**3 May 2019**

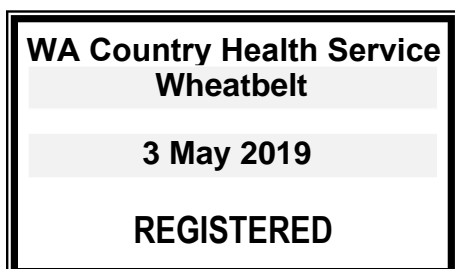
**REGISTERED**

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#### Section 4 – STATEMENT OF DUTIES

<b>Duty No.</b>	<b>Details</b>	<b>Freq.</b>	<b>%</b>
<b>1.0 TRIAGE / CLINICAL</b>		<b>D</b>	<b>80</b>
1.1	Triage of contacts made to WMHS, assessment to determine priority of need, appropriateness of referral and proper place of treatment.		
1.2	Undertakes risk assessment of all referrals and initial management of critical situations.		
1.3	Co-ordinates regional responses of urgent referrals and instigates response in conjunction with appropriate team members.		
1.4	Liaises, supports and consults with general practitioners, government and non-government agencies to provide advice and support relating to managing clients with mental health problems.		
1.5	Co-ordinates intake meetings for all programs throughout the region.		
1.6	Co-ordinates and manages PSOLIS system ensuring reporting data is accurate.		
1.7	Monitors client outcomes and reports on a regular basis to the team leaders.		
1.8	Undertakes analysis of clinical interventions and identifies trends within programs and reports appropriately.		
1.9	Provision of authorised mental health practitioner services within the region.		
1.10	Acts as a case manager for cases allocated.		
1.11	Provides assessment and treatment for persons allocated and their carers using a range of appropriate interventions.		
1.12	Participates in mental health team meetings and intersectorial case conferences.		
1.13	Maintains client case notes meeting legal requirements.		
1.14	Assists in the establishment and maintenance of effective intersectorial relationships.		
1.15	Provision of client support when case managers are unavailable.		
1.16	Provides debriefing and support to staff and other agencies following complex or critical incidents.		
1.17	Provides clinical services to the Child and Adolescent program as required within competency level.		
<b>2.0 COMMUNITY DEVELOPMENT</b>		<b>D</b>	<b>5</b>
2.1	Participates in a range of educational mental health promotion activities with external agencies.		
2.2	Development and maintenance of an up to date regional resource directory.		
2.3	Delivery of psychiatric emergency management education packages to external agencies.		
<b>3.0 MANAGEMENT AND ADMINISTRATION</b>		<b>R</b>	<b>5</b>
3.1	Collects statistical data in accordance with the WMHS requirements.		
3.2	Complies with legislation affecting clinical practice, OHS, EEO and Mental Health Act 1996 and the policies and procedures of the Avon Health Service.		
3.3	Ensures effective use of resources allocated to the position		
3.4	Active membership of the PSOLIS Advisory Committee		
3.5	Provision of clinical supervision to subordinate staff and preceptor for student and post grad nurses.		
3.6	Undertakes senior level projects as delegated.		
3.7	Represents the service and provides consultation at the state level as required.		
3.8	Advises the Manager and Program Co-ordinators on matters relating to Nursing and participates in the planning and operation of the service.		
3.9	Coordinates the development, implementation and monitoring of quality and risk management systems for the triage program in alignment with WACHS systems.		
<b>4.0 OTHER</b>		<b>O</b>	<b>5</b>
4.1	Other duties as directed by the Regional Mental Health Manager.		

*The occupant of this position will be expected to comply with and demonstrate a positive commitment to, the highest achievement level in equal employment opportunity, occupational safety and health, Public Sector Standards, PSS Code of Ethics, Wheatbelt Health Region Code of Conduct, quality improvement, performance management and development, customer focus, Disability Services Act and confidentiality throughout the course of their duties.*



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## Section 5 – SELECTION CRITERIA

### ESSENTIAL

1. Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia
2. Extensive experience as a Community Mental Health Nurse with demonstrated expert level skills in crisis intervention, assessment, treatment and case management of adults and seniors with complex mental disorders.
3. Working knowledge of Child and Adolescent, Adult and Seniors Mental Health service delivery systems.
4. Demonstrated ability to work effectively and efficiently in a multidisciplinary team and ability to work as an independent practitioner.
5. Advanced knowledge and ability to initiate & manage interventions under the Mental Health Act 96.
6. Demonstrated skills in applying the National Standards for Mental Health Services at the organisational level and in clinical practice.
7. Demonstrated clinical leadership skills including skills in providing clinical supervision, line management and performance development with supervised staff.
8. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery
9. Eligible for/ or in possession of a current C or C-A Class drivers licence

### DESIRABLE

1. Knowledge of organisational and clinical risk management principles.

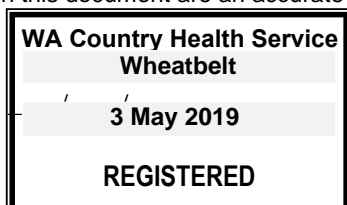
## Section 6 – APPOINTMENT FACTORS

<b>Location</b>	Wheatbelt	<b>Accommodation</b>	As determined by the WA Country Health Service Policy
<b>Allowances/ Appointment Conditions</b>	Appointment is subject to: <ul style="list-style-type: none"> <li>• Evidence of current registration by Nursing and Midwifery Board of Australia must be provided prior to commencement.</li> <li>• Provision of the minimum identity proofing requirements</li> <li>• Successful Criminal Record Screening clearance</li> <li>• Successful WA Health Integrity Check</li> <li>• Successful Pre- Employment Health Assessment</li> <li>• Successful Working With Children Check</li> <li>• Evidence of a current C or C-a class driver's licence</li> </ul>		
<b>Specialised equipment operated</b>			

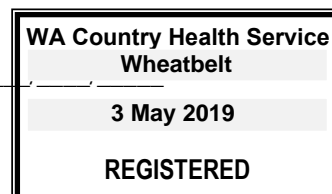
## Section 7 – CERTIFICATION

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

Signature and Date:  
**Executive Services**



Signature and Date:  
**Chief Executive Officer**



As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed