



Government of **Western Australia**
Mental Health Commission

JOB DESCRIPTION FORM

Position number	00011349/ 00011333
Position title	Clinical Nurse Specialist
Classification	SRN Level 2
Employment Instrument	WA Health System – Australian Nursing Federation – Registered Nurses, Midwives, Enrolled (Mental Health) and Enrolled (Mothercraft) Nurses – Industrial Agreement 2018
Registration date	May 2020
Key objectives of the Mental Health Commission	The Mental Health Commission was established in 2010. To strengthen and better integrate the State's network of services relating to the prevention, treatment, professional education and training and research activities in the drug and alcohol and mental health sectors, the Drug and Alcohol Office has amalgamated with the Mental Health Commission in July 2015. The new Mental Health Commission enables the utilisation of both entities strengths and capabilities to enhance and excel in the delivery of mental health and drug and alcohol services across the state.

Reporting Relationships

Reports to:

Position Title	Classification	Position No.
Clinical Nurse Manager	SRN Level 4	00013031

Positions under direct supervision:

Position Title	Classification	Position No.
Nil		

We Value:

- Respect for individuals and culture
- Working together and supporting each other
- Involving and engaging others
- Ownership, transparency and accountability
- Fair and ethical decisions
- Improvement focus

Primary Objectives of role:

Liaises with external agencies and identifies the nature and appropriateness of referrals to Next Step's inpatient withdrawal unit, set priorities for management and coordinates admissions. Provides clinical advice, consultancy, supervision and leadership to nursing staff within the Inpatient Withdrawal Unit. Plans, coordinates and supports quality improvement activities and programs within Next Step's clinical services.

In undertaking the role of this position, the occupant will need to recognise that there is a commitment to focussing on the needs of the individual, their families, carers or advocates working in partnership for better mental health outcomes.

General Responsibilities

Clinical

- Responsible for liaison with external agencies and coordination of admissions to Next Step's Inpatient Withdrawal Unit.
- Identifies the nature and appropriateness of referrals to Next Step's inpatient withdrawal unit and set priorities for management.
- Initiates, implements and evaluates best practice to support the delivery of clinical services in area of speciality.
- Actively participates and supports the quality improvement activities and programs within Next Step.
- Develops clinical standards and policies for the Inpatient Withdrawal Unit within the Quality Improvement process.
- Leads and directs a multi-disciplinary team approach to decision making.
- Provides after hours on call cover to the Inpatient Withdrawal Unit.
- Works on a rotational shift basis.

Management

- Participates in orientation and educational activities and programs for staff, students and community agencies.
- Makes decisions to the level of expertise and competence and accepts responsibility for decisions.
- Ensures appropriate risk management strategies are employed in the identification, assessment, investigation and, control and ongoing monitoring of clinical issues.
- Contributes to the effective functioning of the IPWU through the efficient use of resources and active participation in relevant administration procedures.
- Formulates, updates, reviews and implements policies, processes and other documentation related to Nursing Practice.
- Assists with staff supervision requirements in liaison with line manager.
- Participates in orientation, educational activities and programs for staff.
- Participates in the recruitment, selection and retention of nursing staff.
- Responsible for the collection and keeping of records and files in accordance with the principles and standards of government record keeping and Next Step policies and procedures.

Professional

- Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- Participates in the maintenance of a safe work environment.
- Completes mandatory training (including safety and quality training) as relevant to role.
- Maintains and improves current knowledge and skills through ongoing educational activities and reviewing current literature.
- Participates in peer review and performance development and provides clinical supervision to nursing staff within the Inpatient Withdrawal Unit.
- Contributes to the achievement of organisational objectives by participating in relevant committees and projects.
- Undertakes other duties as directed.

Selection Criteria

The following work related requirements are to be read in the context of the role of this position and the Mental Health Commission:

Essential Selection Criteria:

1. Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia.
2. Demonstrated advanced clinical knowledge, experience and leadership in the area of specialty.
3. Demonstrated ability to provide leadership, identify and develop strategies to resolve problems including negotiation and conflict resolution
4. Demonstrated highly developed communication and interpersonal skills within a multidisciplinary team
5. Demonstrated well developed knowledge and application of human resource principles in nursing.
6. Demonstrated knowledge and application of quality improvement initiatives.

Desirable Selection Criteria:

1. Registered mental health nurse or significant experience in the mental health field.
2. Possession of (or substantial progression towards) a relevant tertiary qualification and/or equivalent relevant experience.

Appointment Factors

This position is subject to a:

- Evidence of current registration by the Nursing and Midwifery Board of Australia must be provided prior to commencement.
- Successful 100 point Identification Check.
- Successful criminal record screening.
- Successful Pre-Employment integrity check.
- Working with Children (WWC) check, compulsory check for people who carry out child-related work in Western Australia.

Ethical Decision Making and Practice

Acts ethically and in accordance with the Western Australian Public Sector Code of Ethics and the Mental Health Commission's Code of Conduct.

Demonstrates a focus on the achievement of branch objectives including working productively in a team and taking responsibility for and managing own work to deliver expected outcomes.

Workplace Safety

Acts safely and in accordance with the general Duty of Care and the Mental Health Commission's Occupational Safety and Health policy and procedures.