

Health New Zealand

Te Whatu Ora

Nelson Marlborough

POSITION DESCRIPTION

POSITION: Acute Clinician – Community Mental Health, Nelson/Tasman

RESPONSIBLE TO: Manager – Integrated Community Mental Health, Nelson/Tasman

Health New Zealand | Te Whatu Ora Nelson Marlborough

Our vision | Tō tātou manako: All people live well, get well, stay well. *Kaiao te tini, ka ora te mano, ka noho ora te nuinga.*

Our mission | Tō tātou kaupapa: Working with the people of our community to promote, encourage and enable their health, wellbeing and independence. *Kei te mahitahi tātou hei whakapiki te oranga me te motuhaketanga o to tatou hapori.*

Our Values – Ō tātou whanonga pono

Respect | Manaakitanga: We care about, and will be responsive to, the needs of our diverse people, communities and staff. *Kia horahia te manaakitanga ki ngā iwi katoa me ngā hapori, kaimahi hoki.*

Innovation | Auaha: We will provide an environment where people can challenge current processes and generate new ways of working and learning. *Kia auaha me whakahoutia i ngā pūkenga ākongā, me ngā mahi ki tēnei hapori.*

Teamwork | Whakarāmemene: We create an environment where teams flourish and connect across the organisation for the best possible outcome. *Kia whakarāmemene i ngā kaipupuni hauora kātoa.*

Integrity | Ngākau tapatahi: We support an environment which expects openness and honesty in all our dealings and maintains the highest integrity at all times. *Kia taea i te ngākau tapatahi i runga i te tika me te pono i ngā mahi kātoa.*

PURPOSE OF THE POSITION

Provision of a high-quality and comprehensive assessment and treatment for adults and their families. Including involvement in crisis intervention for the acutely unwell, and working closely with clients, family, whanau and community groups in a supportive and educative role.

Provision of consistent management of acute referrals within Health NZ Nelson Marlborough's) Mental Health Service and from other agencies.

This role is a pivotal role for mental health and addictions services to support our integration programme. The vision for our programme is:

Working with people of our community to promote, encourage and enable their health, wellbeing and independence by providing flexible responsive integrated mental health and addictions services.

The successful candidate will have proven clinical expertise to support our system to be better integrated, to improve our ability to be responsive, holistic, person centred and recovery focussed. They must demonstrate an awareness of the wider social determinants of health. They will ensure their contributions support the strengthening of our system-wide priorities, as listed below.

MH&A system-wide integration priorities



Achieve **Equity** and strengthen the **Equally Well** commitment by supporting district-wide access to safe and effective person centred care to reduce inequity and maximise wellbeing.



People and whanau are essential members of the care team.



We take a **whole of person** approach by ensuring strong intra and inter sectoral relationships to ensure people access the range of support available to achieve recovery and optimal outcomes.



We work as **one team** with person centred plans, assisted by appropriate sharing of information and innovative technology solutions.



We support a diverse workforce that is recovery focussed, fosters independence, and is well connected, to ensure we **build trust**, respect and confidence.



Supporting and monitoring our services to be integrated, flexible and responsive and a **high performing** network of people and agencies.

This position may be required to work across primary, community and secondary services as part of the delivery of an integrated Mental Health and Addictions model of care for Nelson Marlborough. Including working across agencies with our cross sector partners

RESPONSIBILITIES	EXPECTED OUTCOMES
<p>Service Provision:</p> <ul style="list-style-type: none"> • Provision of comprehensive triage, assessment and treatment. Including risk assessment, formulation and planning for clients presenting to specialist mental health services across the continuum of the day/week. • Participation in all aspects of the acute pathway including intake and triage processes. • Provision of brief assertive intervention using a range of modalities to support resolution of acute presentation. • Provision of acute mental health assessment and treatment planning to be provided in a range of settings across the district including, Community, private dwellings, Police cells and Emergency Department. • Clear goals of admission to acute services are identified with clear discharge planning and liaison with relevant community agencies, including internal transfers for ongoing care provision as required. • Working collaboratively with the wider specialist mental health team including OPMHS, CAMHS and AOD to provide shared acute assessments, intervention and support for clients as required. • Maintain timely, thorough written records of clients care. • Consultation and liaison undertaken with other hospital, community and statutory services (e.g. Police) and other members of the mental health team. • Undertake the roles and duties of a Duly Authorised Officer as appointed by the DAMHS of Health NZ Nelson Marlborough. • Recognise the Principles of the Treaty of Waitangi and acknowledge the cultural and social differences of all groups. • Provision of education to 	<ul style="list-style-type: none"> • The team are expected to work a range of rostered duties over a 24hr period and covering 7 days per week. • Team members will be based in an appropriate setting to ensure prioritisation of referrals and ensure safety while conducting assessments afterhours. E.g. Emergency Department afterhours. • To provide support to all aspects of the acute service pathway including triage service (SPOE). • Referrals are prioritised in accordance with service guidelines and acute assessments are completed using established assessment tools. • Referrals are comprehensively assessed, including risk formulation, diagnosis and appropriate treatment strategies are documented, ensuring ease of progress through specialist mental health services continuum. • All relevant documentation is completed as soon as practical to allow for up to date information sharing regarding client care and plans. • Participation in multi-disciplinary meetings regarding clients currently under care of acute services. • Shared care provision for clients in specialist mental health services to allow for comprehensive interventions as a response to changes in clients mental status. • Clients should receive appropriate comprehensive interventions according to their needs that have been developed using a collaborative approach with clients, family/whanau and other members of the mental health team. • Actively participates in the required processes of certification and re-certification of maintaining ability to function as a Duly Authorised Officer as directed by the DAMHS. • Implementation of culturally appropriate assessments, treatment planning and support utilising the principles of the Treaty. Liaison and referrals to appropriate cultural services as required and identified. • Supporting the learning regarding mental health presentation, interventions, treatment options, therapeutic modalities that maybe available to both clients and students in the service.

RESPONSIBILITIES	EXPECTED OUTCOMES
<p>clients, family/whanau and more formally students working in the mental health services.</p>	
<p>Team Work</p> <ul style="list-style-type: none"> • Work in a co-ordinated, co-operative manner to ensure the most effective outcomes for clients, their family/whanau and the organisation. • Attendance and participation in intake meetings, multi-disciplinary meetings and discharge planning meetings as required. • Supporting team members in all roles across the acute services including entry to service. 	<ul style="list-style-type: none"> • Actively contributes to intake planning, team meetings and discharge planning of clients. • Contributes to all team activities, shows flexibility in meeting team goals, and is aware of the Service philosophy. • Contributes in meetings, participation in the roster • Encourages all team members including allied staff and support workers contribution to caseloads. • Actively enhances team awareness of specialist needs of clients using the service. • Positive participation in daily decision making with regards to the team requirements
<p>Professional Development</p> <ul style="list-style-type: none"> • Sound clinical knowledge combined with field experience and ongoing learning. • Participation in clinical supervision in line with organisational policies • Meet core competency training and expectations. 	<ul style="list-style-type: none"> • Participates in annual performance review process including review of performance goals and identification of areas or professional development. • Attains and maintains required level for core skills of mental health services. • Attends in-service training sessions and actively pursues other relevant training opportunities both in mental health and own time. • Exhibits knowledge of Mental Health standards and their application in the work place. • Proven working knowledge of the Ministry of Health guidelines relevant to Mental Health practice, including SPEC training, management of suicidal clients, clinical risk assessment and management, reducing violence in mental health and then National Mental Health standards. • Understanding of the Mental Health Act and related legislation and the implementation of these.
<p>Administration</p> <ul style="list-style-type: none"> • To perform administrative tasks as delegated by service manager. • To contribute to the development of team resources. • To document clinical information statistics, written reports to a high standard and timely manner. 	<ul style="list-style-type: none"> • All documentation is of a demonstrably high standard, including clinical notes, group plans, health promotion materials, letters etc. • All statistical information to be collected within the required timeframes, contact and outcome information. • All documentation will adhere to the Health NZ Nelson Marlborough. Mental health client pathway standards.

<p>Internal and External Networks</p> <ul style="list-style-type: none"> • Develop effective working relationships with team members, case managers and administration staff and with other parts of the mental health service. • Develop effective working relationships with other DHB services, with other providers, GP's, and community agencies relative to the client's needs. 	<ul style="list-style-type: none"> • Treatment partnerships with other health professionals are maintained and enhance client care. • Performance review indicates excellent knowledge and utilisation of community resources, organisations and agencies that enhance outcomes to clients.
<p>Children's Team</p>	<ul style="list-style-type: none"> • <i>Children's Action Plan - Children's Teams</i> are a government initiative which support vulnerable children. This position has been identified as being likely to fulfil a role with or alongside the Children's Team (e.g. Children's Team member, Lead Professional and/or provision of support in regard to the development of a child's action plan). If this opportunity arises, Health NZ Nelson Marlborough will provide support and training to enable you to meet the requirements of this responsibility. If you are assigned as a Lead Professional, Health NZ Nelson Marlborough expects you to act within the scope of the <i>Children's Action Plan Lead Professional</i> role profile (copy available from Human Resources).
<p>Quality Improvement</p>	<ul style="list-style-type: none"> • Participation in quality improvement processes in your area of work. • A quality, customer-focused service is provided at all times, which follows best practice.
<p>General</p>	<ul style="list-style-type: none"> • Other duties as negotiated with your Manager • Meet obligations contained in Appendix 1 & 2 and Appendix 3 if a Registered Nurse is appointed.

PERSON SPECIFICATION

QUALIFICATIONS

- Minimum Mental Health Qualification, e.g. Registered Nurse, Occupational Therapist, or Social Worker holding relevant tertiary qualification with appropriate current practising certificate
- Current drivers licence

EXPERIENCE

- Two years post graduate experience working in mental health with strong assessment skills and risk assessment skills is desirable, but not essential
- Experience working with a range of assessment tools and therapeutic interventions with people experiencing mental illness
- Able to apply clinical skills flexibly and innovatively, creatively, adaptively and autonomously
- Able to educate others informally - e.g. families, and formally - e.g. students
- Experience of intra-agency co-operation and collaboration and awareness of agency boundaries.

KNOWLEDGE AND SKILLS

- Recognise and address cultural differences with sensitivity and a willingness to participate in ongoing activities directed at improving one's knowledge of the Treaty of Waitangi, Tikangi Maori and Te Reo skills
- Current knowledge and experience of Mental Illness and related issues
- Knowledge of and commitment to biculturalism and the Treaty of Waitangi
- Up to date with the current research findings about major mental illness
- Knowledge of community resources
- Understanding of the Mental Health Act and related legislation
- Beginner/intermediate knowledge of Microsoft Office applications i.e: Word, Excel, PowerPoint and Outlook
- Keeps up to date with available information technology relevant to position
- Understands and complies with Health NZ Nelson Marlborough Information Technology policies

PERSONAL ATTRIBUTES

- Is committed to working with people with Mental Illness
- Able to work unsupervised, triage clients and prioritise workloads
- Able to convey clinical information verbally and in writing to professional colleagues, and other groups
- Uses personality, presentation and approach, which would engender confidence, trust harmony and rapport with clients and immediate family and social network
- Demonstrates a willingness to consult colleagues and other professionals when necessary
- Ability to work closely and harmoniously with others to achieve professional and service goals
- Demonstrated ability to work proactively in providing an equitable, accessible appropriate and timely service and work co-operatively and in collaboration with Family/Whanau/Carer organisations
- Ability to work under pressure, constantly prioritising as deadlines change.

- Person of integrity, who is able to maintain confidentiality, is tactful and sensitive in dealing with people
- Demonstrates qualities of courtesy, respect, openness, empathy and a non-judgmental manner
- Promotes and models teamwork, supports other team members during absence. Shows flexibility in meeting team goals.
- Contributes to team meetings and follows lines of communication when dealing with work issues

APPENDIX 1

General Responsibilities of an Employee of Health NZ | Te Whatu Ora Nelson Marlborough

1. Professional Responsibilities

As an employee of Health NZ Nelson Marlborough, you are required to:

- Maintain any qualifications, including registrations and practising certificates, required for legal and safe practice.
- Keep yourself up to date on knowledge, best practices and legislation relating to your work.
- Make a personal contribution towards effective and efficient working relationships within your team and with other Health NZ Nelson Marlborough departments.
- Ensure you carry out your work in a way that is customer-focused and meets professional standards.
- In conjunction with your manager, identify your own training needs and plan to meet these needs.
- Manage your own time and prioritise your work effectively.

2. Health, Safety and Wellbeing

- Compliance with all health and safety legislative requirements.
- Compliance with the ACC Partnership Programme requirements.
- Compliance with all organisation-wide health and safety policies and procedures.
- Compliance with the Health and Safety Manual, any relevant chemical information and the emergency plan.
- Work is carried out in a healthy and safe manner and others are encouraged and assisted to work in the same way.
- Unsafe workplace conditions/practices (hazards) are identified, reported and mitigated/rectified early.
- Knowledge of identified hazards is kept up to date.
- Reportable event form is completed (via *Safety First*) for any accident or injury which has taken place at work, ensuring, in the case of injury, that your supervisor or manager is notified within 24 hours.
- Co-operation, support and promotion of occupational health and safety actions and initiatives in the workplace.

3. Right to Raise Concerns

- All employees of Health NZ Nelson Marlborough are expected and encouraged to immediately ask questions and raise any concerns/issues with their colleagues at their place of work, particularly if the care of a patient could potentially be compromised.
- All staff are expected to act professionally and to actively listen to the concerns or opinions of others being raised at the time.

4. Child Wellbeing and Protection

- Health NZ Nelson Marlborough is committed to identifying, supporting and protecting vulnerable children. The prevention of abuse and enhancing the wellbeing of children and their families aims to keep vulnerable children safe before they come to harm so they can thrive, achieve and belong. As an employee you are required to comply with all relevant legislation e.g. the Vulnerable Children Act 2014 and the Children, Young Persons and their Families Act 1989. You are also required to:
 - Contribute to and support the organisation's strong commitment to a child centred approach to protect children across the region.
 - Act at all times in the best interest of the children and young people, putting their interests first.
 - Ensure collaborative working practices and recording and sharing of information to address abuse, suspected abuse or disclosure of abuse in a timely and appropriate fashion.

5. Legislation, Regulations and Board Policies

You are required to be familiar with and adhere to the provisions of:

- All relevant acts and regulations
- All Board, hospital and department policies
- All relevant procedure manuals
- The “Employee Obligations” within Health NZ Nelson Marlborough’s Disciplinary Policy.

6. Confidentiality

You are required to:

- Adhere to the Privacy Act 1993, the Health Information Privacy Code 1994 and subsequent amendments in regard to the non-disclosure of information.
- Maintain strict confidentiality of patient, applicant and employee information at all times.

7. Risk Management

You are required to:

- Support and promote actions and initiatives in your work area which enable risks to be identified and eliminated or reduced.
- Be especially aware of those risks which have high cost or safety implications.
- Complete an accident/incident report for any accident, incident or near miss which has taken place at work.
- Respond to complaints according to appropriate policies.

8. Security

You are required to:

- Wear your identification badge at all times when on site or when carrying out official duties.
- Notify Human Resources of any changes required for your ID badge.
- Report any suspicious or unusual occurrence to the security officer, orderly or telephone operator.
- Complete an incident report for any incident which has or might have compromised the safety of staff, patients and visitors.

9. Treaty of Waitangi

Health NZ Nelson Marlborough is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the principles of the Treaty of Waitangi: Partnership, Participation and Protection.

10. Smokefree

Health NZ Nelson Marlborough is a Smokefree Organisation. This applies to all staff and contractors working within Health NZ Nelson Marlborough buildings, grounds and vehicles. Staff are required to comply with the policy and ensure all visitors, patients and others are informed of the policy. This also applies to Health NZ Nelson Marlborough staff employed on Board business in the community.

APPENDIX 2

The preferred candidate is required to complete a Pre-Employment Health Questionnaire. The table below outlines the tests to be carried out - depending on the nature of the position applied for.

Condition	Information to include in Position Description
TB Active	No person with active pulmonary or laryngeal tuberculosis (TB) is allowed to be at work in Health NZ Nelson Marlborough
TB Latent	Staff who expect to have contact with patients or infectious materials must have assessment of previous TB exposure at the time of employment
BBV	No person who is susceptible to hepatitis B is allowed to have contact with patients or human materials (e.g., blood) unless they have taken part or agree to take part in a blood-borne virus education, prevention and vaccination program
MRSA	No person colonised or infected with methicillin-resistant <i>Staphylococcus aureus</i> (MRSA) is allowed to work in clinical areas ¹ New staff who will be working in clinical areas should be screened for MRSA if they have: <ul style="list-style-type: none"> • a chronic skin condition • been working in an overseas healthcare facility in the last year • been MRSA-positive in the last year
Skin	No person with a skin condition that by virtue of its site and type could be an infection risk is allowed to have contact with patients, food, microbiology samples or sterile items
Measles/Rubella	No person who is susceptible to measles or rubella is allowed to have contact with pregnant women.
VZV	No person susceptible to varicella-zoster virus (chickenpox) is allowed to have contact with newborn babies or pregnant women
EPP	No person who has detectable hepatitis B e antigen or high levels of hepatitis B virus DNA in their serum is allowed to undertake or assist with exposure-prone surgical procedures ²

¹Clinical areas include inpatient medical and surgical wards (includes Medical Units, AT&R Units, Surgical Wards, Paediatrics, Day Stay, Neonates and Women's Health). Screening does not apply to staff working in outpatient areas (e.g., clinics, Radiology, Respiratory Function lab) or in DSS, Mental Health or Drug and Alcohol services (transmission of MRSA is less likely and infection is rare in these sites.)

²Exposure-prone surgical procedure = a procedure where there is the potential for direct contact between the skin (usually finger or thumb) of the health care worker and sharp surgical instruments, needles, or sharp tissues (spicules of bone or teeth) in a blind or highly confined anatomic site such as a body cavity or in poorly visualised and/or confined body sites. Such sites include body cavities encountered during emergency and trauma procedures, abdominal, cardiothoracic, obstetric/gynaecological, orthopaedic and oral surgery.