

POSITION DESCRIPTION

<u>POSITION:</u>	Suicide Prevention and Postvention Coordinator
<u>RESPONSIBLE TO:</u>	General Manager Mental Health and Addictions & Live Life Disability Support Services
<u>REPORTS TO (day to day):</u>	Associate Director of Nursing, Mental Health & Addictions
<u>CLOSE FUNCTIONAL LINK:</u>	Nelson Marlborough Suicide Prevention Working Group, South Island SPPC group, national SPPC collective, Te Aka Whai Ora, Suicide Prevention Office, Marlborough Postvention Group, Health NZ NM Clinical Governance support team, Communication team and Public Health team

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 hāpori, 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 ākonga, me ngā mahi ki tēnei hāpori.*

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

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 ngakau tapatahi i runga i te tika me te pono i ngā mahi katoa.*

POSITION CONTEXT

Suicide prevention requires a whole of society approach.

This role is a pivotal role for all health, community support services, cross sector agencies and the wider community. It is key to support an integrated approach to suicide prevention and postvention response.

You must demonstrate an awareness of the wider social determinants of wellbeing. You will ensure your contributions support the strengthening our system-wide priorities, as listed below.

This position operates across Te Taihū (Top of the South). Prevention, Intervention and Postvention are the areas of focus when working in the area of suicide. They can be understood as risks which may occur **before**, **during** and **after** experiences of thoughts of suicide, attempts or death for individuals, whānau and other impacted people.

The role will also support the development and implementation of Te Ao Māori approaches to suicide prevention alongside the local Kia Piki provider and relevant Māori health agencies.

- **Prevention** is the umbrella in working towards reducing deaths by suicide: increasing awareness; eliminating stigma; knowing what to do in the event that someone experiences thoughts or behaviours associated with suicide. It is having the skills and awareness of how to support people in services in what to do before someone is in crisis.
Partnership with public health, health promotion and communications teams across the system is critical to improve the mental wellbeing of the whole community.
The role will work to support implementation of recommendations related to suicide prevention themes. It's also important to connect and work with agencies across the region to identify trends and patterns in local suicide cases and develop action plans & strategies for prevention based on these identified findings.
- Ensure evidence based suicide prevention resources both national and local are developed and circulated to local communities.
- Work alongside the Kia Piki Māori Suicide prevention coordinator for the district.
- **Intervention** includes supporting services to support coping and intervening in the event that someone is experiencing suicidal thinking or behaviours and facilitating access to support agencies. A key focus is on Building capability of intervention strategies in our wider communities (ie so everyone know what to look for and what to do). This role will also have a focus on a trauma informed care approach to suicide risk and making support agencies accessible and visible in the wider community. It will also work to build connections between services. Supporting the development of skills. Developing health pathways.
- **Postvention** refers to community-based support after a suicide that aims to reduce the negative impact of the death and to reduce the potential for further suicidal behaviours.
The role will work to ensure those immediately impacted by a suspected suicide have the right supports in place to be supported through their loss
To strengthen effective postvention responses, by ensuring that the right people and agencies know, identify and link vulnerable people to relevant services.
The key objectives of this are to:
 - To help keep the bereaved safe
 - Maximise resilience;
 - Prevent contagion or clusters;
 - Identify and Utilisation of coping strategies;
 - Develop health pathways and workforce development; and
 - Establish and help develop structures networks and evidence based training to best manage suicide and its impact.

Data analysis completed by Health NZ has identified the following groups as most at risk of suicide across our region:

- People living with mental distress, particularly anxiety, depression and mood disorders;

- Māori; particularly rangatahi tane,
- People of the rainbow community
- Males (aged 16 to 45 and 65+), People who have gone through trauma and/or accumulated adversity in their lives, personal connection to someone who has suicided, who suffer an adverse event (e.g. loss of employment, relationship, housing elocation, death of a parent or loved one).
- Newcomers to our region who may not be linked to local supports or who are of no fixed abode.

Health NZ is particularly concerned about youth and young adult suicide rates in our region, however nationally there has been a shift in focus to all-age suicide prevention and postvention activities

Suicide prevention and postvention is being actively addressed by a number of different agencies nationally, regionally and locally, including (but not limited to) CASA, Health NZ, Te Aka Whai Ora, Suicide Prevention Office, Mental Health Foundation local primary health organisations and practices , Kia Piki contracted provider, mana whenua iwi, Health Action Trust, CARE Marlborough, Ministry of Education, the Male Room, Women's Refuge, Te Ao Māori providers, Victim Support, Te Ara Mahi, Te Piki Oranga, Yellow Brick Road, Supporting Families, Ministry of Social Development, Police, Corrections, Oranga Tamariki and local counsellors

ROLE RESPONSIBILITIES

The primary purpose of this position is to coordinate local agencies (including, but not limited to those listed above) and activities, to help foster effective relationships, create common approaches and standards, have a focus on strengthening and coordinating preventive efforts, as well as the coordination of postvention support. This work is varied, exciting, challenging and meaningful. Key tasks and expected outcomes of the position are listed below.

RESPONSIBILITIES	EXPECTED OUTCOMES
Relationship development, maintenance and collaboration	<p><i>Local/regional</i></p> <ul style="list-style-type: none"> • Establish and maintain appropriate professional relationships with key stakeholders and forums • In partnership with existing systems including SPRC reviews of contagion, Health NZ NM incident reviews, Clinical Governance, Police, coroner etc., work to achieve a coordinated review of incidents and near misses in order for local themes to be identified and targeted responses to be initiated • Build on existing networks by engaging with individuals, groups, agencies to champion the national and local suicide prevention and postvention strategies and action plans. You will work to influence people that may have an opportunity to effect positive change in the prevention of suicide • Strengthen relationships and linkages with Public health, NGOs, primary mental health sector (e.g. PHOs, primary care practices and non-government organisations) and the secondary mental health and addiction sector (e.g. Health NZ mental health and addiction teams) to support collaboration across local agencies • Ensure the specific needs of high risk groups are being addressed across the region • Be a regular member of the Health NZ MH Quality Improvement leadership group? • Work in partnership with Māori organisations to support their activities in suicide prevention and postvention • Work in partnership with cross agency partners to support activities related to suicide prevention and postvention • Develop mechanisms for inter community and agency communication about suicide prevention programmes • Identify and prevent suicide issues and actions around the community that could be more harmful than helpful. Skills are critical in this aspect to be focussed on evidence based understanding to enhance wellbeing • Encourage the sharing of safe, accurate and appropriate information to diverse communities • Receiving and safely disseminating coroner's notifications to applicable persons/agencies to enable rapid postvention responses <p><i>National</i></p> <ul style="list-style-type: none"> • Act as a conduit for disseminating national policy and guidance on suicide prevention to the district and for emerging local issues to be communicated to government

	<ul style="list-style-type: none"> • Participate in national suicide prevention co-ordinator training workshops and teleconferences. This may involve occasional travel. • Regular participation in national and South Island wide SPPC suicide prevention networks and hui. • Mortality Review Committee
Suicide Prevention and Postvention action plan	<ul style="list-style-type: none"> • Sustain Nelson Marlborough's Suicide Prevention and Postvention Working Group • Coordinate and lead the implementation of the Health NZ's Suicide Prevention and Postvention Plan 2023 and monitor the implementation with key stakeholders (where appropriate) • Ensure the implementation of the plan aligns to the national 'Every Life Matters suicide prevention action plan • Lead the preparation and implementation of Health NZ's next Suicide Prevention and Postvention Plan, in conjunction with internal and external parties
Training and education	<ul style="list-style-type: none"> • Be a key resource for the wider team in Health NZ to support appropriate media enquiry and OIA responses • Deliver evidence based suicide prevention training at a local level and also facilitate the import of evidence based training from external reputable sources relevant to the needs of the community. • Deliver and/or coordinate and encourage safe and credible training to enhance wellbeing and build resilience for: <ul style="list-style-type: none"> • professionals (e.g. health and social services) concerning crisis suicide intervention and management of suicidality; • the community concerning suicide risk identification and referral. • Support agencies involved in suicide prevention and postvention activities and programmes that are evidence-based and safe (e.g. WAVES group), by building their capacity to respond appropriately to people who need help
Reporting and evaluation	<ul style="list-style-type: none"> • Maintain the sudden death data set and support analysis • Provide regular and timely reports to satisfy any Ministry of Health reporting requirements • Provide written and oral progress reports to GM Mental Health, Addictions and Disability Support Services on an agreed frequency • Provide written and oral progress reports as necessary to relevant bodies e.g. Clinical Governance, Strategy, Primary and Community; Mental Health; CAMHS; Public Health

Research	<ul style="list-style-type: none"> • Identify and implement effective population approaches to improving mental health promotion and resilience building programmes across the life-span and taking into account the social determinants that influence mental wellbeing • Continuous surveillance around suicidal behaviours, attempts and completed. Noting emerging trends and responding
Team work	<ul style="list-style-type: none"> • Encourage and support the development of joint/coordinated wellbeing/suicide prevention community-based initiatives (e.g. national awareness raising activities, Mental Health Awareness week) • Collaborate and work across the sectors by participating in relevant community forums including those related to suicide, suicide prevention, suicide postvention, primary mental health and mental health and addiction • Participate in Planning and Funding and Mental Health and Addiction forums where applicable • Present to the Mental Health and Addictions Quality Improvement group on a quarterly basis
Professional development	<ul style="list-style-type: none"> • Participates in annual performance review process including review of performance goals and identification of areas for professional development • You will be expected to attend Māori, Pacific and Refugee/Migrant cultural awareness training if required • Attend appropriate conference, education and training workshops relevant to the position
Quality improvement	<ul style="list-style-type: none"> • Participation in quality improvement processes in your area of work. • A quality, person-focused compassionate service is provided at all times, which follows best practice • Review all current supports and information provided to people bereaved by suicide to ensure the bereaved are supported safely effectively and compassionately Identify local nuances and trends in suicide risk through case review and generate multi-service strategies to manage these identified risks • Improve service pathways by working alongside relevant services to map current pathways for people who are at risk of suicide or who have attempted suicide and recommend improvement • Identify community needs concerning suicide prevention and postvention, and the development and distribution of resources including information on risk and protective factors and where to go for help • Work to improve referral process and access across the continuum of care (including postvention) • Be a conduit for information regarding suicide prevention across agencies and services with a view to improving the identification, assessment and response for people at risk of suicide or self-harm.

	<ul style="list-style-type: none"> • Act as a key resource for the Health NZ Clinical Governance Committee • Improve access to appropriate and non-stigmatising mental health and community support services for people in high risk groups
General	<ul style="list-style-type: none"> • Other duties as negotiated with your Manager • Meet obligations contained in Appendix 1 & 2

PERSON SPECIFICATION

QUALIFICATIONS

- Recognised tertiary qualification, preferably in public health, mental health or other health related fields

EXPERIENCE

- Demonstrated knowledge and experience of the health and social services sectors, particularly sectors which work with people with mental distress and those at risk of suicidal behaviour.
- Qualifications or experience in quality improvement processes will be helpful
- Demonstrated expertise in project management and/or health promotion. Ability to plan and implement projects. Ability to obtain the support required for implementation.

KNOWLEDGE AND SKILLS

- Demonstrated understanding of the Treaty of Waitangi
- Proven interpersonal and relationship management skills with the ability to relate with a wide range of people and organisations
- Superb oral and written communication skills.
- Well-developed conceptual thinking with a strategic focus
- Ability to adapt and work effectively within a variety of situations, and with various individuals or groups.
- Working knowledge of networks with relevant stakeholders.
- Ability to access and interpret relevant research
- Intermediate knowledge of Microsoft Office applications i.e: Word, Excel, PowerPoint and Outlook
- Keeps up to date with available information technology relevant to position

PERSONAL ATTRIBUTES

- Personable
- Capacity and resilience to work in stressful and distressing circumstances
- Innovative and flexible
- Ability to encourage and motivate others
- A proven ability to prioritise competing demands
- Commitment to professional development
- Self-motivated to consistently produce high quality work and committed to quality improvement
- A commitment to the reduction of health inequalities

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.