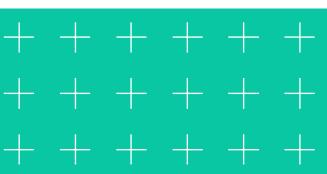


Advancing health for everyone, every day.

Join The Royal Melbourne Hospital's NorthWestern Mental Health Service





Position Description

Alcohol and Other Drugs (AOD) Emergency Mental Health Clinician





About The Royal Melbourne Hospital

As one of Victoria's largest public health services, the Royal Melbourne Hospital (RMH) provides a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs. We are a designated state-wide provider for services including trauma, and we lead centres of excellence for tertiary services in several key specialties including neurosciences, nephrology, oncology, cardiology and virtual health.

We are surrounded by a Parkville Precinct of brilliant thinkers, and we are constantly collaborating to set new benchmarks in health excellence - benchmarks that impact across the globe. While the work we do takes us in inspiring new directions; caring for each other, our patients and consumers is as essential to who we are, as any scientific breakthrough we make.

Our people of more than 10,000 strong, embody who we are and what we stand for. We're here for when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing and for delivering excellence together, always.

Our Vision

Advancing health for everyone, every day.

The Melbourne Way

At The RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it The Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

People First



Lead with Kindness



Excellence Together



People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them. Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit—embracing the things that make us all unique.

True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

Our Priorities

The RMH Strategic Plan: **Towards 2025 Advancing health for everyone, every day** is our plan for the future — one which we are committed to achieving together.

This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

- 1. Be a great place to work and a great place to receive care
- 2. Grow our Home First approach
- 3. Realise the potential of the Melbourne Biomedical Precinct
- 4. Become a digital health service
- 5. Strive for sustainability

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Position Description

Position Title: Alcohol and Other Drugs (AOD) Emergency Mental Health Clinician

Service: Northern Area Mental Health Service

Location: Northern Hospital - Epping

Reports To: EMH/AOD/CL/HOPE/PACER Program Manager Northern Area

Mental Health Service

Enterprise Agreement: Victorian Public Mental Health Services Enterprise Agreement 2016–

2020 / Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Interest Enterprise Agreement 2017–2021

Classification: Registered Psychiatric Nurse Grade 4 (NP75 - NP78) / Social Worker

Grade 3 (YC46 - YC49) / Occupational Therapist Grade 3 (YB24 -

YB27) / Psychologist Grade 3 (PL1 - PL4)

Immunisation Risk Category: Category A

Date of Review: June 2021

Position Purpose

To enhance the quality of care for people presenting with AOD/Dual Diagnosis problems to TNH

- Work with TNH to support treatment and management of AOD related presentations
- Increase staff confidence and skills via formal and informal education when responding to patients with AOD problems
- Provide AOD/Dual Diagnosis assessment and secondary consultation to TNH

Department Description

- Working in a busy ,thriving hospital in one of Melbourne's biggest growth corridors
- Multidisciplinary supportive team environment.
- Variety of clinical programs
- 24hr/7day a week service

Key Accountabilities – Position Specific

- Successful completion of required mandatory training activities, including training related to the National Standards
- Achievement of Melbourne Health and portfolio specific KPI targets as they apply to your are
- Acceptance of accountability for all reasonable care to provide a safe working environment within your area of responsibility and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity
- Compliance with Health Service and Divisional specific Regulations, Melbourne Health Policy & Procedures, Code of Conduct and the by-laws and Policies and the ethical standards of the profession
- Acceptance of responsibility for Continuing Professional Development (CPD) of self that is aligned
 with the practice domains endorsed by NWMH, as part of Melbourne Health, and actively keep a CPD
 portfolio as required by the standards of your profession

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- Compliance of clinical governance, legislative and documentation requirements, (e.g. Clinical Review discussions, completion of relevant documentation compliant with requirement of the Mental Health Act 2014).
- Accept accountability to ensure that all clinical information is documented and stored in compliance with the Victorian Health Records Act 2001
- Participation in formal performance and annual discussion review processes.
- Operate within the legal frameworks e.g. Mental Health Act and Privacy Act.
- Work with TNH staff to improve screening, identification, assessment and discharge planning of patients presenting with AOD/Dual Diagnosis issues
- Facilitate targeted and assertive follow up to patients as identified
- Provide education and training support for staff in ED, EMH and CL in targeted Drug and Alcohol Areas
- Assist and support staff in the development and implementation of AOD/Dual Diagnosis care plans
- Assist in the evaluation of current processes and participate in the development and implementation of best practice documentation, policies and procedures.
- Actively participate in any research or evaluation processes related to the target group.
- Actively promote the role and participate in related working groups as required.
- Follow specific infection prevention and control policies, and to report infectious status if it places others at risk.
- Provide services and care in a manner that is reflective of the Recovery Framework
- Provide high quality engagement, brief intervention and assessment, treatment and support services
 to individuals, via evidence-based, therapeutic counselling using best practice principles including
 Family Inclusive Practice and Dual Diagnosis principles.
- Develop and maintain effective relationships with external AOD service providers, Northern Area Mental Health Service and Northern Hospital staff
- Provide secondary consultation for staff, key agencies and relevant stakeholders
- Establish, liaise and maintain collaborative and productive working relationships with a range of internal and external stakeholders
- Participate in team planning, steering groups, reference groups and working parties inside and outside the agency as appropriate
- Participate in and contribute to ongoing professional development activities and in-service training, and pursue development of knowledge of mental health amongst the Team

Key Relationships

Internal

- Emergency Mental Health/PACER/CL clinical and medical staff.
- Northern Area Mental Health service Programs.
- Northern Hospital.
- North Western Mental Health service providers.

External

- AOD Service Providers
- Primary Care Providers/GP's
- Consumers nominated carer/family
- Police

Selection Criteria

Formal Qualification(s) & Required Registration(s):

- Occupational Therapists:
 - Registration under the Australian Health Practitioner Regulation National Law Act (2009) with the Occupational Therapy Board of Australia.

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 An approved Degree from a recognised school of Occupational Therapy or other qualifications approved for eligibility for membership of the Australian Association of Occupational Therapy (Vic.).with a minimum 5 years clinical experience.

Psychologists:

- Registration as a Psychologist under the Australian Health Practitioner Regulation National Law Act (2009) with practice endorsement as a Clinical, Forensic or Clinical Neuro Psychologist with the Psychology Board of Australia (or eligibility to enter a registrar program as a clinical, forensic or clinical neuro psychologist with the Psychology Board of Australia where relevant).
- Registered Psychiatric Nurses:
 - Registration as a registered nurse under the Australian Health Practitioner Regulation National Law Act (2009) with the Nursing and Midwifery Board of Australia.
 - Bachelor Degree in Psychiatric/Mental Health Nursing or equivalent, or, Bachelor Degree in Nursing plus a Postgraduate qualification in Psychiatric/Mental Health Nursing.
- Social Workers:
 - An approved degree in Social Work and eligibility for membership of the Australian Association of Social Workers.

Essential:

- Comply with all the legal requirements pertaining to the position including responsibility for maintaining current registration as required by your professional organization or other applicable Acts.
- Experience in the assessment, diagnosis, and treatment of AOD/ mental illness and psychiatric disability presentations.
- Capacity to undertake alcohol and other drug screening, assessment, treatment planning, brief interventions with clients who have co-occurring mental health and substance use disorders
- Well-developed interpersonal skills and the ability to communicate effectively with consumers, families/carers, colleagues and other service providers
- Ability to work with consumers, family and carers from a range of cultural backgrounds, and to provide gender sensitive services
- Commitment to ongoing professional development for self
- Well-developed skills in writing and an ability to promptly prepare on the appropriate documentation assessments, treatment plans, transition summaries and other forms of documentation
- An understanding of the policies and procedures associated with the Mental Health Act and other relevant legislation
- Experience working with people with complex AOD, mental health and medical issues
- Proven ability in all aspects of the medical management and contemporary practices of a client withdrawal program
- Familiarity with a range of computer software packages
- A current Victorian Driver's Licence

Desirable:

- Ability to speak another language
- An up-to-date knowledge of issues, trends and government policies in the delivery of Alcohol and Other Drug Services

Required Capabilities

The Capability Development Framework applies to all The RMH employees and describes the capabilities that are needed to meet our strategic goals.

Below is a list of capabilities and the attainment level required in this position.

Capability Name Attainment Level

Organisatio nal savvy Consolidation

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Capability Name Attainment Level

Communicating effectively

Building relationships

Mastery

Patient and consumer care

Mastery

Working safely

Mastery

Utilising resources effectively Mastery

Innovation, continuous improvement and patient safety

Adaptability and resilience

Mastery

Adaptability and resilience Mastery
Integrity and ethics Mastery

Delivering results Mastery

Analysis and judgement Mastery

Developing and managing skills and knowledge Mastery

Health, Safety and Wellbeing

The RMH aims to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors to the RMH.

RMH employees have a responsibility to:

- Maintain an understanding of individual responsibility for patient safety, quality and risk and contribute to organisational quality and safety initiatives;
- Take reasonable care for their own safety and wellbeing and that of anyone else that could be affected by their actions;
- Speak up for the safety and wellbeing of patients, consumers, colleagues and visitors and escalate any concerns that have or could impact safety;
- Accept responsibility for ensuring the implementation of health and safety policies and procedures and cooperate with the RMH in any action it considers necessary to maintain a safe working environment which is safe and without risk.

RMH Employees in supervisory/management roles have, in addition to the above, responsibility to:

- Ensure all health, safety and wellbeing procedures are in place and maintained in their work areas;
- Ensure risk management activities are undertaken and effective risk controls are in place;
- Make sure that training needs for all employees are identified and undertaken as required;
- Ensure incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.

The RMH Key Performance Indicators

RMH employees are measured through successful:

- Demonstration of RMH values and behaviours, being a role model for living the values;
- Completion of mandatory training activities including training related to the National Standards;
- Participation in the RMH and Division/Service specific business planning process (if required);
- Achievement of RMH and portfolio specific KPI targets as they apply to areas of responsibility;
- Participation in and satisfactory feedback through the annual performance review process; and, where applicable, ensure direct reports have individual development plans including an annual review;

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- Ability to provide a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Ability to operate within allocated budget (if required).

Clinical Governance Framework

RMH employees have a responsibility to deliver Safe, Timely, Effective, Person-Centred Care (STEP) by:

- Fulfilling roles and responsibilities as outlined in the Clinical Governance Framework;
- Acting in accordance with all safety, quality and improvement policies and procedures;
- Identifying and reporting risks in a proactive way in order to minimise and mitigate risk across the organisation;
- Working in partnership with consumers and patients and where applicable their carers and families;
- Complying with all relevant standards and legislative requirements;
- Complying with all clinical and/or competency standards and requirements and ensuring you operate within your scope of practice and seek help when needed.

Equal Opportunity Employer

The RMH is an equal opportunity employer. We are proud to be a workplace that champions diversity; we are committed to creating an inclusive environment for all people. Our goal is for our people to feel safe, included and supported so that they can be at their best every single day.

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Acceptance

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Signature
Employee Name (please PRINT IN CAPITALS)
Employee Name (please i Kiivi iiv CAI IIALS)
Date (day/month/year)

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