

## Statement of Duties

<b>Position Title:</b> Allied Health Professional – Acute Care Team (Mental Health)	<b>Position Number:</b> 525828	<b>Effective Date:</b> May 2021
<b>Group:</b> Community, Mental Health and Wellbeing – Statewide Mental Health Services (SMHS)		
<b>Section:</b> Mental Health Services South	<b>Location:</b> South	
<b>Award:</b> Allied Health Professionals Public Sector Unions Wages Agreement	<b>Position Status:</b> Permanent	
	<b>Position Type:</b> Full Time/Part Time	
<b>Level:</b> 3	<b>Classification:</b> Allied Health Professional	
<b>Reports To:</b> Manager / Nursing Director – Acute Care Stream Community Mental Health Service		
<b>Check Type:</b> Annulled	<b>Check Frequency:</b> Pre-employment	

### Focus of Duties:

As part of a multidisciplinary team delivering person centred, recovery orientated and trauma informed care, in accordance with National Standards for Mental Health Services, Agency policies and procedures, legal requirements and relevant professional competencies, the Allied Health Professional – Acute Care Team (Mental Health) will:

- Undertake the delivery of quality care to consumers, their families, and carers of the Acute Care Team (ACT) service, based on best practice principles including recovery oriented practice, the Triangle of Care Framework and Trauma Informed Care, within a collaborative and multidisciplinary environment.
- Provide assertive community based mental health care to consumers of the service through active therapeutic engagement, monitoring and review of mental state and response to treatments and ongoing psychotherapeutic work using a range of modalities and techniques including service and family and carer liaison and collaboration.
- Provide specialist assessment and treatment services to consumers of the ACT, including triage and assessments, safety planning and contributing specialist skills and experience to treatment and transfer of care and discharge planning, in the consumer's home and/or the community.
- Promote community awareness in relation to mental health and act as a consultant to other services regarding the support and care of consumers with mental health needs in the community setting.

### Duties:

1. Provide discipline specific clinical expertise, support and clinical care to the team, consumers, their families and carers and other services throughout the broader community.
2. Provide treatment recommendations and specialist advice to the multidisciplinary team, other health professionals and community managed organisations, as required, and assist with clinical decision making and the planning, implementation, and evaluation of care to facilitate a person centred and recovery oriented approach.

3. Provide evidence-based, trauma informed assessment, specialist therapies and treatment interventions for consumers with acute and complex mental health problems, including the development and implementation of these interventions within the consumer's home, in collaboration with the multidisciplinary team, the consumers families and carers and other service providers.
4. Provide brief targeted interventions, support, and psychoeducation, as appropriate, to consumers and their families and carers and other service providers in the identification of their strengths and needs, formulation of goals and the development and implementation of care.
5. Facilitate access to a range of appropriate community and inpatient services as required to ensure people receive the right support in the right place and at the right time, including providing comprehensive handovers and coordinating quality and safe transfer/discharge processes.
6. Undertake the role of a Mental Health Officer in accordance with relevant provisions of the *Mental Health Act 2013*.
7. Complete all required clinical documentation, including initial assessments, risk assessment, transfer of care, relevant clinical correspondence, and clinical data collection, within specified timeframes, predominantly via electronic records systems.
8. Ensure ongoing assessment and evaluation of the role and associated guidelines, clinical pathways, protocols, and policies, incorporating evidenced based practice and other regulatory bodies or key stakeholders.
9. Supervise students and less experienced Mental Health Services clinical staff as required.
10. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
11. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

### **Scope of Work Performed:**

The Allied Health Professional – Acute Care Team (Mental Health) is responsible to the Manager / Nursing Director for clinical service delivery and receives professional support and guidance from the relevant discipline leads as required. The occupant will:

- Works in partnership with the Manager / Nursing Director to contribute to a strong professional and ethical environment by providing leadership and assisting with the planning and management of staff, resources, and quality improvement.
- Be accountable for the provision of specialised clinical services and a professional standard of care and is responsible for the efficient and effective assessment of individuals presenting with a variety of mental health problems and comorbidity issues, including adolescents and older persons. Assessments will include mental status examinations, risk assessments and basic alcohol and drug screening, formulation, and an immediate management plan.
- Function as a single clinician working within established decision-making and operational frameworks that may require interpretation to provide effective care in both the community and inpatient settings.

- Maintain productive relationships with internal and external stakeholders, meeting difficult and sometimes conflicting objectives or competing priorities and undertakes conflict resolution through negotiation and mediation to resolve escalated issues.
- Be responsible for own practice within professional guidelines and for intervention in instances of unsafe, illegal, unethical, or unprofessional conduct.
- Be responsible for developing individual awareness of all policies, procedures and legislation affecting the duties of this position, including statements of consumer rights and responsibilities adopted by the Service, and a general awareness of legislation, including Work Health and Safety, Equal Employment Opportunity and Anti-Discrimination.
- Comply at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

### **Essential Requirements:**

*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.*

- Registered with the Occupational Therapy Board of Australia; or
- Degree in Social Work giving eligibility for membership of the Australian Association of Social Workers; or
- Registered with the Psychology Board of Australia.
- Current Tasmanian Working with Children Registration.
- The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:
  1. Conviction checks in the following areas:
    - a) crimes of violence
    - b) sex related offences
    - c) serious drug offences
    - d) crimes involving dishonesty
  2. Identification check
  3. Disciplinary action in previous employment check.

### **Desirable Requirements:**

- Established professional relationships with service providers external to SMHS.

### **Selection Criteria:**

1. A minimum of two years postgraduate employment in a clinical area directly applicable to the Child and Adolescent, Adult Community, Inpatient and Extended Treatment and Older Persons Mental Health Service area.

2. Demonstrated clinical knowledge and understanding of mental health in relation to the Child and Adolescent, Adult Community, Inpatient and Extended Treatment and Older Persons Mental Health Service area including the ability to provide appropriate assessment of mental health problems.
3. Demonstrated expertise in the theoretical and practical application of a range of therapeutic interventions relevant to the Child and Adolescent, Adult Community and Older Persons Mental Health Service area, with a demonstrated commitment to acquire further expertise into the future.
4. Experience and demonstrated knowledge and skills in relation to liaison and consultation with other services and agencies in the context of optimising effective and efficient service provision, advice and training and continuity of care.
5. High level written and verbal communication skills, including the capacity to effectively function in a multidisciplinary environment.
6. Demonstrated commitment to develop and participate in ongoing quality assurance activities, research, and student education, including understanding of, and personal commitment to, the principles of clinical supervision.
7. Knowledge and understanding of relevant legislation and professional practice standards including Work Health and Safety Legislation, Workplace Diversity Guidelines, the Mental Health Act and Discipline related Codes of Ethics and Professional Practice.

### **Working Environment:**

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

*State Service Principles and Code of Conduct:* The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

*Fraud Management:* The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Chief People Officer or to the Manager Internal Audit. The DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

*Delegations:* This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. The DoH and THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

*Blood borne viruses and immunisation:* Health Care Workers (as defined by DoH and THS policy) within DoH and THS are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

*Records and Confidentiality:* Officers and employees of the Department are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

*Smoke-free:* DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.