

# POSITION DESCRIPTION

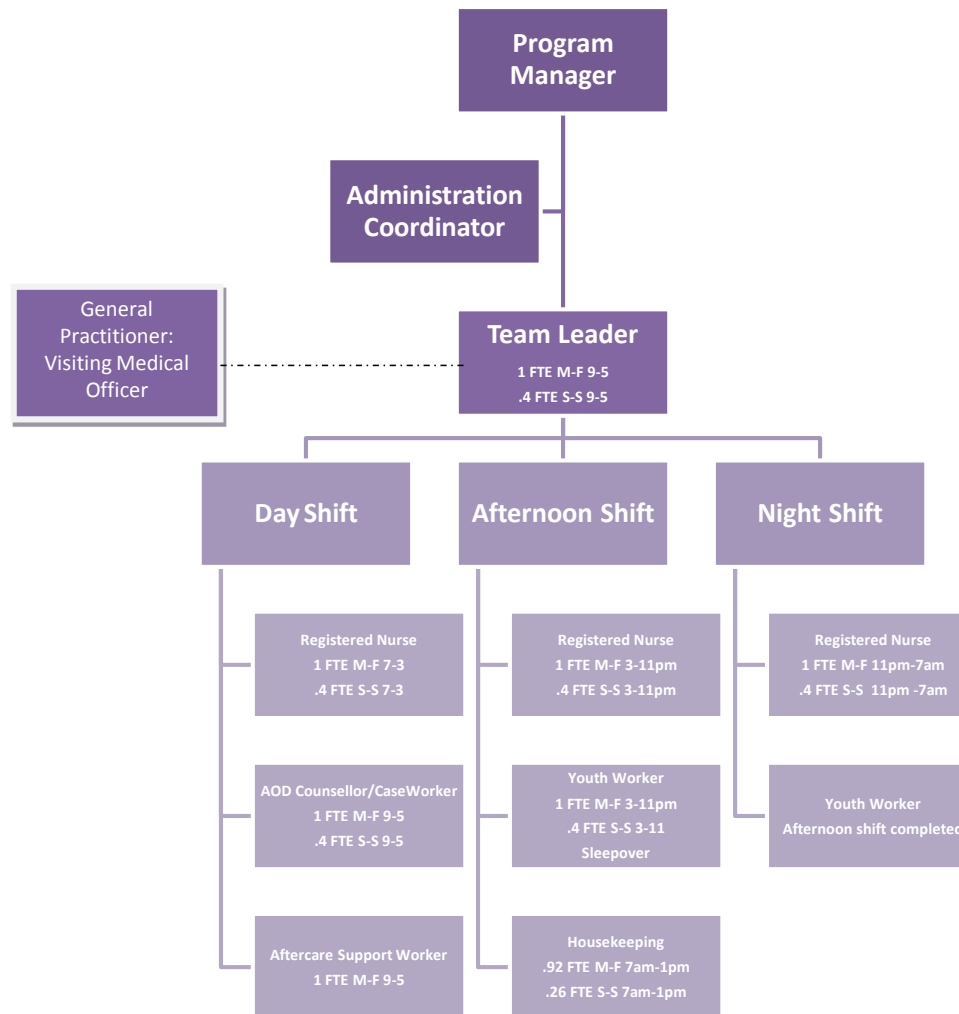
Registered Nurse - David Martin Place

<b>Job Title:</b>	<b>Registered Nurse (David Martin Place)</b>
<b>Responsible To:</b>	<b>Team Leader</b>
<b>Responsible For:</b>	<b>Nursing of David Martin Place Participants: 10 bed withdrawal program</b>
<b>Founding Purpose</b>	<p><i>"This is how we know what love is: Jesus Christ laid down His life for us. So, we also ought to lay down our lives for others." (1 John 3:16)</i></p> <p>Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.</p>
<b>Vision</b>	Our vision is to see a fairer Australia by enabling people in need find pathways to a better life
<b>Organizations' Core Values</b>	Compassion Integrity Respect Perseverance Celebration
<b>Organisation Mission</b>	<p>Walking alongside those in need, we help people discover:</p> <ul style="list-style-type: none"><li>• <i>Pathways to strong families and healthy, happy children</i></li><li>• <i>Pathways through a successful youth</i></li><li>• <i>Pathways away from homelessness</i></li><li>• <i>Pathways to skills and qualifications</i></li><li>• <i>Pathways to sustainable employment</i></li></ul>
<b>Position Purpose:</b>	Provide holistic nursing care to young people who are either withdrawing from drugs and/or alcohol dependence in a safe and supported environment including the following: assessment, intervention planning and delivery, symptom management, delivery of evidenced-based group and individual therapeutic interventions, and assisting to facilitate post-detoxification/post-rehabilitation referrals.
<b>Key Challenges</b>	Ensuring the provision of quality care to a socially disadvantaged young people with complex physical and psychological needs. Ensuring the program engages this marginalised cohort to improve health outcomes. Managing young people who may exhibit challenging behaviour.
<b>Key Result Areas</b>	<ul style="list-style-type: none"><li>• KRA 1: Client Support</li><li>• KRA 2: Medical Clinic and Medication Management</li><li>• KRA 3: Program Support</li><li>• KRA 4: Administration</li></ul>

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## A. ORGANISATION CHART (What are the key reporting relationships for the role?)



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## B. JOB REQUIREMENTS (What are the key activities for the role?)

Key Responsibility Area 1	Client Support
Key Tasks:	Job holder is successful when:
<ul style="list-style-type: none"> <li>• Receive referrals and conduct assessment of young people for entry into the withdrawal program. Including the assessments using the application of withdrawal scales across a range of substances.</li> <li>• Coordinate entry into the program in consultation with the DMP Team. Drive and sustain quality care for young people participating in the withdrawal program at DMP.</li> <li>• Coordinate referral of severe and complex withdrawals and emergencies to NSW Health partners and coordinate step down to participation in DMP.</li> <li>• Liaise closely with the Team Leader regard program participants progress, including issues of concern, or changes in young people's treatment needs.</li> <li>• Provide a broad range of care and support interventions to young people with complex issues. Including general screening for medical needs and assessment for medical care, signs of withdrawal, effect of substances, injuries, allergies and current prescribed medication.</li> <li>• In consultation with the Visiting Medical Officer provide supervision and nursing management of withdrawal from dependent alcohol and drug use. Including assessment of and provision of appropriate pharmacotherapies.</li> <li>• Together with the AOD Counselor/Case Worker develop individual case support plans with young people.</li> <li>• Provide clinical expertise with regard to assessment, treatment and care planning, information on treatment options to clients.</li> <li>• Provide clinical input at case planning meeting in consultation with the Visiting Medical Officer. In consultation with the Visiting Medical Officer complete the data entry of clinical notes into the client database (Medical Director or Best Practice).</li> <li>• Provide primary health information to young people.</li> <li>• Coordinate the discharge from the program in consultation with the DMP Team and the young person. Including completion of the discharge summary.</li> <li>• Together with the DMP team, facilitate house meetings and group activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Young people are accessing placements. Bed occupancy averages above 75% per month.</li> <li>• Comprehensive individual medical and withdrawal assessments are completed and appropriate treatment plans put in place.</li> <li>• Severe and complex withdrawal conducted in partnership with NSW Health hospital placements.</li> <li>• Emergencies referred to the appropriate services.</li> <li>• Monitor and manage withdrawal in accordance with NSW Guidelines on Withdrawal Management.</li> <li>• Team Leader is well informed of young people care and health needs; issues are rapidly responded to.</li> <li>• Ensure accurate recording of medical information, including medications management.</li> <li>• Young peoples are support to discharge from the program. Discharge summaries are completed and copied to the young person and if required, external stakeholders.</li> <li>• House meetings and group activities are held and documented</li> </ul>

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Medical Clinic and Medication Management	
Key Responsibility Area 2	
Key Tasks:	Job holder is successful when:
<ul style="list-style-type: none"><li>• Manage the clinic including liaison with the Visiting Medical Officer (VMO) for the effective running of clinic. Including scheduling internal and external medical appointments, follow-up of VMO instructions.</li><li>• Management of the medical clinic and medication systems including supply, dispensing, recording and regular (at least monthly) auditing.</li><li>• Manage the purchasing of stocks within budget allowances.</li><li>• Maintain a log of all medical clinic items and medications. Ensure all perishable medical stock is rotated to ensure used. Ensure that items are disposed of according to manufacturer's instructions.</li><li>• Maintenance of personal protective equipment.</li><li>• Monitor and maintain the vaccine refrigerator and log temperature information.</li><li>• Provide education to staff on medication management.</li><li>• Maintain medical and case management records.</li><li>• Manage the preparation and administration of medications to program participants.</li><li>• Contribute to modifications to policies, procedures and protocols based on evidence based research and identify areas of practice that needs improvement and implementing strategies to improve them.</li></ul>	<ul style="list-style-type: none"><li>• Strong relationship is developed with Visiting Medical Officer, clinic running efficiently.</li><li>• Medical clinic is appropriately stocked at all times.</li><li>• Medical clinic is supplied within set budgets.</li><li>• The vaccine refrigerator log is completed.</li><li>• Young people are supported to take their medication.</li><li>• Maintain relevant medication records and governance procedures.</li><li>• Accurate recording of medical information, including medications.</li></ul>

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Key Responsibility Area 3	Program Support	
Key Tasks:	Job holder is successful when:	
<ul style="list-style-type: none"><li>• As required contribute to case planning-monitoring meetings to ensure the progress of individual young persons through their programs and towards the achievement of their goals.</li><li>• Assist, at every opportunity, the ongoing development of the David Martin Place program</li><li>• Participate in meetings, workshops, training courses as required, to improve professional knowledge and skills and the overall service quality offered at David Martin Place.</li><li>• Contribute to continuous quality improvement activities.</li><li>• Ensure furnishings, equipment and stores are maintained and used with due care.</li><li>• Undertake any associated duties as requested or directed by the Team Leader or Program Manager.</li><li>• Ensure the maintenance of Log and Communication Books as described in the Policy and Procedure Manual including the recording of incidents and events occurring on shifts.</li><li>• Undertake any associated duties as requested or directed by the Shift Team Leader or Program Manager</li></ul>	<ul style="list-style-type: none"><li>• Active participation and contribution to case planning-mentoring meetings is achieved.</li><li>• Young people participate on a range of sporting, leisure and general fitness activities in line with their individual case plan and personal goals.</li><li>• Active contribution is made to the development of the program including participation in training and development.</li><li>• Continuous quality improvement activities are completed.</li><li>• DMP is well resourced and maintained at all times.</li><li>• Associated duties are completed efficiently.</li><li>• All program resources are maintained and used with due care.</li><li>• Incidents are documented and addressed in a timely and effective manner.</li><li>• Attendance and participation in meeting, workshops and training are completed.</li></ul>	

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Key Responsibility Area 4	Administration
Key Tasks:	Job holder is successful when:
<ul style="list-style-type: none"> <li>• Ensure the maintenance of relevant medication records, case notes, progress notes or documentation for young person participation.</li> <li>• Maintain all necessary records and report, either verbally or in writing as required on young person's progress, or misconduct, or any extraordinary incident including measures taken to effectively deal with such incidents.</li> <li>• Develop and maintain relationships with key external stakeholders including government and non-government agencies, Mental Health, acute health services and other providers.</li> <li>• Develop and maintain relationship with a range of internal stakeholders to allow the cross referral of young persons.</li> <li>• Complete a range of internal reports relating to the program for presentation to management as required.</li> <li>• Provide accurate statistical data</li> <li>• Complete a range of other administrative duties for the efficient running of DMP including reports, monthly statistics and active research and quality improvement projects are conducted.</li> <li>• Assist with DMP's program development including the development and implementation of new programs and policies and procedures.</li> <li>• Ensure that vehicle log books are completed, signed and dated each trip.</li> <li>• Maintain and update clinical skills in accordance with current nursing standards.</li> <li>• Ensure that timesheet details are accurate and all timesheets are handed in to Team Leader</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate notes are kept for all young persons in line with required MA policies and procedures; and legal requirements.</li> <li>• Young Persons files are maintained with 100% accuracy.</li> <li>• Strong relationships are maintained with external bodies.</li> <li>• Strong internal relationships are maintained with positive implications for the development of the service.</li> <li>• All required reports are prepared correct and on time.</li> <li>• All required administration tasks are completed accurately and in a timely manner.</li> <li>• Monthly statistics are submitted on time to Research, Assessment and Counseling Officer. Quality improvement activities are completed, reviewed and actioned.</li> <li>• All reports are submitted in a timely fashion and a professional manner.</li> <li>• Actively contribute to program documentation and steering groups when required.</li> <li>• All log books are completed and accurate; in line with MA fleet policy. Vehicles are maintained in good condition.</li> <li>• Timesheets are well managed, accurate and submitted on time in all cases.</li> </ul>

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## C. REQUIREMENTS

Core Area of Responsibility	Work Health and Safety
Key Tasks	
Everyone is responsible for safety and must maintain: <ul style="list-style-type: none"><li>• A safe working environment for themselves and others in the workplace</li><li>• Ensure required workplace health and safety actions are completed as required</li><li>• Participate in learning and development programs about workplace health and safety</li><li>• Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries</li></ul>	
Core Area of Responsibility	Purpose and Values
Key Tasks	
<b>Actively support Mission Australia's purpose and values;</b> <ul style="list-style-type: none"><li>• Positively and constructively represent our organisation to external contacts at all opportunities;</li><li>• Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times;</li><li>• Operate in line with Mission Australia policies and practices (EG: financial, HR, etc.);</li><li>• To help ensure the health, safety and welfare of self and others working in the business;</li><li>• Follow reasonable directions given by the company in relation to Work Health and Safety.</li><li>• Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries</li><li>• Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards</li><li>• Actively support Mission Australia's Reconciliation Action Plan.</li></ul>	

## D. RECRUITMENT INFORMATION (The essential knowledge, experience, skills and personal attributes required for the job)

<b>Experience and Qualifications</b>
<ul style="list-style-type: none"><li>• Registered Nurse with current APHRA Registration (relevant tertiary qualifications)</li><li>• Experience and or demonstrated understanding of working with young people with problematic alcohol and drug issues in a residential withdrawal setting and within the context of harm reduction</li><li>• NSW Driver's License and current First Aid Certificate</li><li>• Three years' experience in the AOD field is desirable.</li><li>• Familiarity with and confidence in working within a harm minimisation framework</li></ul>

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- Computer literacy

## Competencies

- Personal effectiveness
- Team building
- Relationship Management
- Client focus - ability to relate to.
- Organisational awareness
- Results orientation
- Values alignment
- Proven written and verbal communication skills.
- Ability to work as a part of a team.

## E. APPROVAL

<b>Manager</b>	<b>Gabriella Holmes</b>
<b>Approval date</b>	<b>20.03.17</b>
<b>Managers Signature</b>	
<b>DMP Registered Nurse</b>	