



## ROLE DESCRIPTION

<b>Role Title:</b>	Mental Health Enrolled Nurse		
<b>Classification Code:</b>	MHEN	<b>Position Number:</b>	
<b>LHN / HN / SAAS / DHA:</b>	Central Adelaide Local Health Network (CALHN)		
<b>Site / Directorate:</b>	Mental Health Clinical Program (MHCP)		
<b>Division:</b>			
<b>Department / Section / Unit / Ward:</b>			
<b>Role Reports To:</b>	Nurse Unit Manager / Team Manager		
<b>Role Created / Reviewed Date:</b>	11 September 2023		
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Child- Prescribed (DCSI) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)		
<b>Immunisation Risk Category:</b>	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)		

## ROLE CONTEXT

<b>Primary Objective(s) of role:</b>
<p>A Mental Health Enrolled Nurse [MHEN] is an employee who is enrolled with the Nursing and Midwifery Board of Australia. The MHEN supports the Registered Nurse in the provision of person-centred care consistent with regulatory and statutory requirements. Practice at this level is from novice to proficient Enrolled Nurse practice. Employees at this level work under the direction and supervision of the Registered Nurse, however at all times the MHEN retains responsibility for their actions and remains accountable in providing nursing care. Within the framework of the National Mental Health Policy and National Standards and in a manner consistent with the stated vision and values of SA Health, the MHEN under the guidance of, or with access to a Registered Mental Health Nurse, uses the process of nursing to deliver direct and comprehensive nursing care to consumers within a designated practice setting. The provision of education, counselling and group work is considered essential components of care which are directed towards the attainment of optimum consumer health and recovery. This involves consultation and liaison with other professional disciplines and non-governmental organisations.</p>

<b>Direct Reports:</b>
<p>Directly responsible to the supervising Registered Nurse.</p> <p>Professionally accountable to the Nurse Lead, Mental Health Clinical Program through the nursing structure.</p> <p>Functionally accountable to the Nurse Lead through the Nurse Unit Manager or Team Manager.</p>

## Key Relationships / Interactions:

### Internal

- Personally accountable and responsible for safe, effective, nursing practice.
- Responsible for practice within own level of skills and contemporary knowledge base relevant to professional background.
- May be responsible for supporting less experienced Enrolled Nurses.
- Engaging in professional development and maintenance of own clinical competence
- Consulting and collaborating with other health care professionals both within the health service and the community to ensure optimal consumer outcomes.

### External

- Developing and maintaining cooperative and productive working relationships with all members of the health care team and non-governmental organisations.

## Challenges Associated with Role:

Major challenges currently associated with the role include:

- Working with registered nurses assist in assessment of consumers and the development of a multi-disciplinary treatment plans to ensure regular flow of consumers through the service.
- Provide direct nursing care to consumers using recovery-based principles to address mental health, physical health and social needs using a strengths approach.
- Work collaboratively with other mental health units/teams, other agencies, and wide health service.

## Delegations:

As described in the CALHN Financial and Human Resources Instruments of Delegation.

Delegated Level in accordance with CALHN's Delegation of Authority Document.

Staff supervised:                      Direct                      Indirect

## Special Conditions:

NB Reference to legislation, policies and procedures includes any superseding versions

- The incumbent may be required to work a 24-7 roster.
- The incumbent may be required to drive a government plate vehicle.
- The incumbent may be required to relieve in another area of the MHCP based on staffing and demands.
- The incumbent will be required to participate and successfully complete the Enrolled Nurse Learning package on the e-learning system.
- The incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills, and capabilities either on a permanent or temporary basis subject to relevant provisions of the Public Sector Act 2009 for Public Sector employees or the SA Health (Health Care Act) Human Resources Manual for Health Care Act employees.
- It is mandatory that no person, whether already working in SA Health, may be appointed to a position in SA Health unless they have provided a satisfactory current Criminal and Relevant

History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.

- For appointment in a *Prescribed Position* under the *Child Safety (Prohibited Persons) Act (2016)*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- For '*Prescribed Positions*' under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCCs must be renewed every 5 years from the date of issue; and for '*Approved Aged Care Provider Positions*' every 3 years from date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged Care Act 1997*.
- Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

### General Requirements:

\*NB References to legislation, policies and procedures includes any superseding versions

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:

- *Work Health and Safety Act 2012 (SA)* and when relevant WHS Defined Officers must meet due diligence requirements.
- *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance, or early return to work of employees with work related injury / illness.
- Meet immunisation requirements as outlined by the *Immunisation Guidelines for Health Care Workers in South Australia 2014*.
- Equal Employment Opportunities (including prevention of bullying, harassment, and intimidation).
- *Children and Young People (Safety) Act 2017 (SA)* 'Notification of Abuse or Neglect'.
- Disability Discrimination.
- *Independent Commissioner Against Corruption Act 2012 (SA)*
- *SA Information Privacy Principles*
- Relevant Awards, Enterprise Agreements, *Public Sector Act 2009 (SA)*, *Health Care Act 2008 (SA)*, and the *SA Health (Health Care Act) Human Resources Manual*.
- Relevant Australian Standards.
- Duty to maintain confidentiality.
- Smoke Free Workplace.
- To value and respect the needs and contributions of SA Health Aboriginal staff and clients and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.
- *Health Practitioner Regulation National Law (South Australia) Act 2010*
- *Mental Health Act 2009 (SA)* and Regulations
- *Controlled Substances Act 1984 (SA)* and Regulations
- The Nursing and Midwifery Board of Australia Registration Standards (including the Guidelines and Assessment Frameworks for Registration Standards)

- The Nursing and Midwifery Board of Australia Professional Practice Codes and Guidelines (including Competency Standards, Codes of Ethics and Professional Conduct, Decision Making Framework and Professional Boundaries)
- Professional Practice Standards and competencies consistent with area of practice as varied from time to time.
- SA Health / LHN / SAAS policies, procedures and standards.

#### **Performance Development:**

The incumbent will be required to participate in the organisation's 6 monthly Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

#### **Handling of Official Information:**

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and / or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and / or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

#### **White Ribbon:**

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must always act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

#### **Cultural Commitment:**

CALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge, and life experiences they bring to the workplace. In acknowledgement of this, CALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce.

**Resilience:**

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

**Key Result Area and Responsibilities:**

<b>Key Result Areas</b>	<b>Major Responsibilities</b>
Provide direct / indirect consumer care	<ul style="list-style-type: none"><li>• Demonstrates knowledge and skill in assessment, care and routine procedures for area of practice.</li><li>• Under the direction of a registered nurse makes decisions and takes initiative to plan and complete nursing care tasks within their scope of practice.</li><li>• Participating in the promotion of mental health and prevention of ill health.</li><li>• Engages with consumers to provide person centred care.</li></ul>
Support of health service systems	<ul style="list-style-type: none"><li>• Participate in quality improvement activities that contribute to consumer safety, risk minimisation and safe work activities within the practice setting.</li><li>• Provides assistance to other members of the health care team in provision of care to individuals/groups, including overseeing the work of AINs and students.</li><li>• Contribute to practices to prevent and effectively deal with consumers exhibiting challenging behaviours.</li></ul>
Education	<ul style="list-style-type: none"><li>• Provides education to consumers, families, and carers.</li><li>• Contributes to the education of others.</li><li>• Continue own professional development, seek learning opportunities, and maintains own professional development portfolio of learning and experience.</li><li>• Complete mandatory in-service programs.</li><li>• Engaging in regular clinical supervision.</li><li>• Support nursing practice and learning experiences for students undertaking clinical placements, orientation for new staff and preceptorship of graduates.</li></ul>
Research	<ul style="list-style-type: none"><li>• Participate in evaluative research activities within the practice setting.</li><li>• Recognises the importance of evidence-based practice.</li></ul>
Professional Leadership	<ul style="list-style-type: none"><li>• Under the guidance of a registered nurse coordinates and guides activities of student enrolled nurses and AINs.</li></ul>
Commitment to consumer and carer participation by:	<ul style="list-style-type: none"><li>• Encouraging, promoting, and supporting active participation of consumers and carers in service delivery at the individual treatment planning level and wider health service governance.</li></ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Educational / Vocational Qualifications**

- Registered as a Nurse with the Nursing & Midwifery Board of Australia and holds a current practising certificate.
- Registered or eligible for registration as a Nurse with the Nursing and Midwifery Board of Australia and who holds, or who is eligible to hold, a current practicing certificate, and enrolled in an approved Mental Health course or holds a qualification in mental health practice.

#### **Personal Abilities / Aptitudes / Skills**

- Competency in clinical skills appropriate to the area.
- Demonstrated commitment to consumer and carer participation.
- Ability to use initiative and work under limited supervision.
- Ability to work collaboratively with consumers, carers, other agencies and community services.
- Ability to work in a team.
- Effective communication (verbal & written), organisation and time management skills.
- Ability to analyse, reflect and be objective.
- Demonstrated ability to plan, implement and evaluate mental health nursing care.

#### **Experience**

- Demonstrated competence in mental health nursing practice in accordance with the appropriate standards of practice.
- Experience in basic computing skills.
- Demonstrated experience and skills in the areas of assessment, planning care, evaluation of care, provision of therapeutic interventions and understanding of group processes and counselling.

#### **Knowledge**

- Knowledge and understanding of the Nursing and Midwifery Board of Australia (NMBA) National Competencies for the Registered and Enrolled Nurse and Midwives in Recommended Domains.
- Knowledge and understanding of the NMBA Code of Professional Conduct for Nurses in Australia and the Commissioner for Public Sector Employment Code of Ethics for the South Australian Public Sector.
- Knowledge and understanding of legislative responsibilities for Work Health and Safety, Workers Compensation and Rehabilitation and Equal Opportunity.
- Knowledge of contemporary mental health nursing and health care issues.
- Knowledge of community support services and referral processes.
- Knowledge of National Mental Health Strategy/Policy/Plan.
- Knowledge of National Safety and Quality Standards.
- Knowledge of the recovery framework.
- Knowledge of the emergency demand management principles.
- Familiarity with aspects of medication management including knowledge of relevant medications, indications, common dosages, side-effects, special precautions, drugs of abuse.
- Knowledge and understanding of relevant legislation, principles, and codes of practice.

- Knowledge of equal opportunities, cultural diversity and Work, Health and Safety policies in the Government.

## **DESIRABLE CHARACTERISTICS**

### **Educational / Vocational Qualifications**

- Hold a qualification in mental health nursing.

### **Personal Abilities / Aptitudes / Skills**

- Self-motivated and applies initiative to professional development requirement.
- Ability to prioritise workloads and manage own time effectively and efficiently.
- Demonstrate a willingness to consolidate and develop further skills.

### **Experience**

- Experience in a broad range of mental health clinical settings.
- Experience in supervisory roles in a clinical setting.

### **Knowledge**

- Knowledge of wider health industry.
- Beginning knowledge of research methodology and aspect of community orientated care.
- Knowledge of working effectively with community-based organisations.



## Organisational Context

### Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer, and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological, and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

### Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Barossa Hills Fleurieu Local Health Network Inc., Eyre and far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern Local Health Network Inc. and SA Ambulance Service Inc.

### SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

### Central Adelaide Local Health Network:

CALHN is one of five Local Health Networks (LHNs) in South Australia established in July 2011. CALHN is responsible for the following health services:

- Royal Adelaide Hospital (RAH)
- The Queen Elizabeth Hospital (TQEH)
- Hampstead Rehabilitation Centre (HRC)
- St Margaret's Rehabilitation Hospital (SMRH)
- Glenside Health Service (GHS) Inpatient Rehabilitation Services and Acute beds only
- Adelaide Dental Hospital (ADH).

CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including Imaging, Pathology and Pharmacy, responsibility of which has vacillated between CALHN and DHW over the past few years.

CALHN is one of three metropolitan LHNs and its core population is approximately 390,000 people. CALHN also provides services to patients from other SA networks, rural and remote areas, the Northern Territory, NSW (Broken Hill) and western parts of Victoria. These services usually relate to complex services such as head and neck cancer, radiation therapy, cardiac surgery, spinal surgery or rehabilitation.

CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high-quality patient care is our number one priority, we face a significant challenge in achieving financial sustainability. A quality-assured financial recovery plan has been developed to meet these challenges. Through effective leadership and change management, the plan, which is applicable to all Directorates and departments, will be implemented over the next three years.

**Division / Department:**

The CALHN MHCP provides comprehensive inpatient and community based mental health care to people living within the CALHN catchment area. Services are located in the two general hospitals, at Glenside Health Services and at a range of community sites. Services are available for people from 16 years. The MHCP partners with multiple government and non-government services in the co-ordination of treatment and support services. The service is multidisciplinary and employs a range of medical, nursing, allied health and lived experience workers. The service is committed to the genuine engagement of consumers and carers as partners in service delivery.

## Values

### Central Adelaide Local Health Network Values:

Our shared values confirm our common mission by promoting an organisational climate where the patient's needs are put first and where the teamwork and professionalism of our workforce help us to attract and retain the best staff. These values guide our decisions and actions.

<b>Patient Centred:</b>	Our patients are the reason we are here and we will provide the best service to our patients and customers
<b>Teamwork:</b>	We value each other and work as a team to provide the best care for our patients
<b>Respect:</b>	We respect each other, our patients and their families by recognising different backgrounds and choices, and acknowledging that they have the right to our services
<b>Professionalism:</b>	We recognise that staff come from varied professional and work backgrounds and that our desire to care for patients unites our professional approach to practice

### Code of Ethics:

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- Democratic Values - Helping the government, under the law to serve the people of South Australia.
- Service, Respect and Courtesy - Serving the people of South Australia.
- Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- Accountability- Holding ourselves accountable for everything we do.
- Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

## Approvals

### Role Description Approval:

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:** \_\_\_\_\_ **Role Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Role Acceptance

#### Incumbent Acceptance:

I have read and understand the responsibilities associated with role, the role and organisational context and the values of CALHN as described within this document.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_