

POSITION DESCRIPTION



Academic Services
University Services

Mental Health Nurse

POSITION NUMBER	0045067
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	PSC 7 - \$88,171 - \$95,444 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Fixed term available for 12 months
HOW TO APPLY	<p>Go to http://about.unimelb.edu.au/careers, under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.</p> <p>Indigenous applicants are encouraged to apply.</p>
CONTACT FOR ENQUIRIES ONLY	<p>Name: Anne McGlashan Tel +61 3 8344 5172 Email amcg@unimelb.edu.au</p> <p><i>Please do not send your application to this contact</i></p>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Growing Esteem', at <http://about.unimelb.edu.au/strategy-and-leadership>

UNIVERSITY SERVICES

University Services is the shared services function for the University of Melbourne. We are dedicated to operating with a clear, responsive, respectful, user-friendly approach and this will create a problem-solving culture that empowers people to deliver their best. This component of the Melbourne Operating Model is the largest administrative unit within the University and is committed to:

- Putting the university first, by acting in the best interest of students, academics and overall strategy
- Maintaining a culture of service excellence
- Working together as one team to achieve results through collaboration, respect and expertise.

University Services is comprised of over 1,600 staff and consists of nine portfolios delivering a range of transactional services and expert advice:

- Academic Services
- Business Intelligence and Reporting
- External Relations
- Finance and Employee Services
- Infrastructure Services
- Legal and Risk
- Procurement
- Project Services
- Research, Innovation and Commercialisation

ACADEMIC SERVICES

Academic Services brings together student, academic and library services in an integrated network to support the University's core business of learning and teaching, research and engagement.

The Health Service is a general practice specifically for staff, students and families of students of the University of Melbourne. The Health Service operates as a unit of Wellbeing Services which is a department comprising of a suite of services tailored to the needs of the university community. The Health Service shares the mission of Wellbeing Services which is to ensure our clients are provided with the support, skills, tools and professional advice to enable them to complete their studies and ensure a positive University of Melbourne experience.

EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to service for excellence and reach the targets of Growing Esteem.

ABOUT THE ROLE

Position Purpose:

The Mental Health nurse is an integral member of the nursing team who provides holistic nursing care in accordance with the core values of the Health Service, University of Melbourne. The Mental Health nurse will deliver an advanced level of health care in a cross-cultural nursing environment.

This is a new position established to facilitate the provision of coordinated clinical care for people with mental health disorders who present, or are referred to the practice. The aim of the position is to provide

improved access to mental health services, and improve outcomes in terms of recovery and relapse prevention. The dominant patient population is young adults and is culturally diverse. Contributors to mental health issues can include academic performance anxiety, isolation and loneliness as many are under pressure to succeed and are removed from their support and social networks.

Although supervised by the Nurse Unit Manager, the position encompasses considerable autonomy and the Mental Health nurse is required to exercise professional judgement and skill in the provision of a range of nursing services.

Reporting line: Nurse Unit Manager

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: #

Key Dimensions and Responsibilities:

Task level: Significant

Organisational knowledge: Significant

Judgement: Significant

Operational context: *

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:

The Mental Health nurse is responsible for the provision of high-quality nursing support at the Health Service

- Ensure that the policies of the Health Service are followed at all times.
- Exercise sound clinical judgement in the provision of nursing duties and work within their scope of practice
- Provide appropriate care for patients attending the Health Service.
- Provide appropriate and high-level clinical care including triage, establishing a therapeutic relationship with the patient, liaising closely with family and carers (as appropriate), regularly reviewing the patient's mental state, monitoring and ensuring the patient's quality use of their medication, providing information on physical health care to patients.

- Work with General Practitioners with initial assessment and development of a Mental Health Care Plan
- Coordination of clinical services for patients with mental health disorders:
- Contribute to the planning and care management of the patient, including making the necessary arrangements to access interventions from other health professionals and support workers (as required)
- Coordinate team care and facilitating case conferencing with GPs, psychologists, allied health professionals, psychiatrists and support workers
- Maintain essential documentation for patients entering, exiting and continuing with the programs
- In collaboration with the GP or Psychiatrist, develop and review a Mental Health Treatment Plan
- Refer students to other areas of Academic Services as relevant
- Facilitate opportunities for students to engage with clubs, societies and/or social networks on campus
- Provide advice to the Manager relating to policy and procedure development and review, and quality improvement activities
- Identify, initiate, implement and evaluate quality improvement activities to determine effectiveness with attention to communication between health care providers and support workers, follow-up systems of care and resources to support education, self-management and relapse prevention
- Co-ordinate and participate in health research studies within the Health Service.
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 6.

Selection Criteria:

Education/Qualifications

The appointee will have:

- ▶ Division 1 Nursing qualification with AHPRA registration in Australia or an equivalent combination of relevant experience and education/training
- ▶ Graduate Diploma in Mental Health Nursing
- ▶ Australian College of Mental Health Nurses (ACMHN) credentialed.

Knowledge and skills:

1. Demonstrate the University Services Values of University First by acting in the best interest of your employer; displaying Service Excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively as One Team, connecting with people and building relationships in your workplace.
2. Demonstrated ability to work co-operatively and independently and as a part of a team

3. Proven experience in patient assessment/case management/individual and group therapy/mediation/recent acute inpatient and or community experience
4. Ability to deal with challenging behaviours/proficiency in recording patient care details electronically
5. Demonstrated knowledge and skills of contemporary nursing practice
6. Excellent communication skills with patients, their families and other members of the general practice team.
7. Competence and confidence in using computers within a health setting, and an ability and willingness to learn relevant new programs and applications.
8. Extensive experience in maintaining nursing and practice standards according to Best Practice and Accreditation standards.
9. Participation in ongoing education activities as required by professional body and in compliance with practice accreditation

DESIRABLE

- ▶ Experience in community health or general practice setting as mental health nurse, practice nurse or similar.
- ▶ Interest and/or experience in the provision of services to a clinical population principally between the ages of eighteen and thirty.
- ▶ Enthusiasm for providing nursing services to a campus population.

SPECIAL REQUIREMENTS

- ▶ Satisfactory Police Record Check
- ▶ Current Working with Children Check
- ▶ Right to work in Australia
- ▶ Ability to work flexible hours