

# Position Description

Position Title	Lead Clinician
Position Number	Various
Division	Clinical Operations
Department	Castlemaine Community Mental Health
Enterprise Agreement	Victorian Public Mental Health Services Enterprise Agreement 2021-2024
Classification Description	Registered Nurse Gr3, Social Worker Gr2, Occupational Therapist Gr2
Classification Code	NP81 – NP74, YC42 – YC45, YB20 – YB23
Reports to	Manager
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>

## Bendigo Health

With more than 4,500 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

## Our Vision

Excellent Care. Every Person. Every Time.

## Our Values

CARING – We care for our community

PASSIONATE – We are passionate about doing our best

TRUSTWORTHY - We are open, honest and respectful

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

## **The Clinical Operations Division**

The Clinical Operations Division encompasses acute, allied health, cancer and mental health services. We provide a wide range of general medical, surgical and specialty services including but not limited to; Oncology, Cardiology, Renal, Emergency, Women's and Children's, Critical Care, Specialist Clinics, Cancer Clinics and Mental Health Services. Our Allied Health teams provide a diverse range of programs and person centred care in inpatient, outpatient, community, home and residential care settings.

Within a state-of-the-art hospital, our Ambulatory and Critical Care, Medical Services, Surgical Services and Women's and Children's areas use the latest technologies to provide excellent care. Our world class Cancer Centre uses a multi-disciplinary, integrated approach to treat specific cancers. The Cancer Centre offers medical oncology, radiation oncology, specialist nurses, clinical trials and cancer research, palliative care, and a Cancer Wellness Program.

The Mental Health Service provides psychiatric care and treatment across a large catchment area in Victoria stretching from Swan Hill in the north of the state to Gisborne in the south. Family sensitive practice is central to our models of mental health care and best practice ensures the identification, inclusion and support of families, carers and children.

Each year our onsite Specialist Clinics provide over 100,000 service events, we also see more than 60,000 people in our Emergency Department and welcome around 1700 babies into the world. The Clinical Operations Division assists with the admission of more than 50,000 patients into the hospital each year.

## **The Castlemaine Community Mental Health Department**

The team is part of Bendigo Health's Mental Health Department.

As well as providing a community based adult mental health service in Bendigo, psychiatric services also has community based teams located in 5 rural areas throughout the region - Castlemaine, Kyneton, Maryborough in the South and Echuca and Swan Hill in the North. These multidisciplinary teams provide care to persons living in their communities experiencing mental illness 16 - 64 years.

In the context of an integrated community mental health team, and under the direction of the Manager and team Psychiatrist, Community Mental Health Clinicians provide psychiatric triage, intake, assessment and treatment, psychoeducation and support for patients of Psychiatric Services and their families /carer(s).

Treatment and support is recovery focused and provided during all stages of illness. While these rural teams provide assessment, treatment and short-long term interventions Monday to Friday, out of hours and weekend crisis assessment and treatment is managed through the Regional Psychiatric Triage Service.

As with the Bendigo Adult Community Mental Health Team (BACMHT), as well as providing proactive treatment and support in the community setting, lead clinicians remain involved in the care, treatment and discharge planning of their patients throughout any inpatient and/or residential admissions. Referral to any of the regional adult community mental health teams is typically through Bendigo Health's Regional Psychiatric Triage Service.

## **The Position**

In the context of an integrated community mental health team, and under the direction of the Manager and team Psychiatrist, the Community Mental Health Lead Clinician will provide assessment and treatment, psycho-education and support for patients of Psychiatric Services and their families /carer(s).

## Responsibilities and Accountabilities

### Key Responsibilities

In a multi-disciplinary integrated community mental health team, and under the direction of the Team Psychiatrist, Senior Clinician and Manager:

- Provide intake coordination, assessment and clinical treatment, including crisis assessment, intensive treatment, case management and support for patients, their families and carers
- Participate in a range of bio-psycho-social treatment modalities in both individual and group settings in the community
- In consultation with the patient, family and carer(s), and other care providers, formulate, negotiate, document, monitor and maintain a Recovery Plan for each patient of the service, and complete other documentation, including Outcome Measures, as per service policy
- Identify, engage and include other key community agencies and service providers involved in the provision of rehabilitation, recovery, support, and discharge planning consistent with the patients and family/carer(s) needs
- Participate in community consultation, awareness and education activities and develop community resources to increase the understanding of psychiatric disorders and service delivery models in the community
- Participate in Multi-disciplinary Team processes and provide sound discipline specific advice to other clinicians within the team and guidance to more junior staff and students
- Perform other duties as directed

### Generic Responsibilities

**Code of Conduct** - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

**Compliance with policies and procedures** - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

**Occupational Health and Safety** - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

**Infection Control** - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

**Confidentiality** - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

**Quality Improvement** - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

**Diversity** – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

## Key Selection Criteria

### Essential

1. Bachelor of Nursing, Social Work or Bachelor of Applied Science plus post graduate qualifications in Occupational Therapy.
2. Post graduate diploma in psychiatric/mental health nursing or related field; or completed a specialist undergraduate psychiatric nursing program or a specialist post basic course of training which led to registration as a Division 3 Nurse.
3. Relevant work experience, usually at least two years, in a variety of mental health settings.
4. Knowledge in community based psychiatric triage, assessment, support and treatment of people with a mental illness and associated complex issues and demonstrated commitment to, an integrated community-based treatment model.
5. Knowledge and experience working with the Mental Health Act 2014, and knowledge of relevant state-wide Psychiatric Service Frameworks Procedures and Guidelines and Bendigo Health policy and procedures.
6. Experience in liaising and consulting with relevant family members, team members, and a broad range of health professionals and community agencies.
7. Demonstrated evidence of participation in education and training to other staff, commitment to ongoing professional development and a willingness to learn.

8. A personal approach which is positive, friendly and helpful with the ability to develop effective working relationships with a range of health professionals and external agencies, prioritise work requirements, and high level organisational, leadership, communication and interpersonal skills.
9. Ability to work as part of a team, as well as to work independently.
10. Knowledge of Quality Improvement and the flexibility to operate in an environment of change and continuous improvement.

## Mandatory Requirements

**National Police Record Check** A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

**Immunisation** As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health

**Registration with Professional Regulatory Body or relevant Professional Association** For example, AHPRA, AHRI, RACS etc. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

**Drivers Licence** A current Victorian driver's licence is required for this position.

*All Bendigo Health sites, workplaces and vehicles are smoke free.*

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.*