

Position Description

Position Title	Alcohol Tobacco Other Drug Specialist
Position Number	30100240
Division	Clinical Operations
Department	Psychiatry Adult
Enterprise Agreement	Victorian Public Mental Health Services Enterprise Agreement 2021-2024
Classification Description	Registered Nurse Grade 4 Y1 – Y3
Classification Code	NP75 – NP77
Reports to	Nurse Unit Manager
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none"> • National Police Record Check • Registration with Professional Regulatory Body or relevant Professional Association • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

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

The Position

This position will deliver evidence based assessment, treatment and support to patients during their admission, with the aim of reducing the harm caused by tobacco, alcohol and other drug use within this

patient cohort. The clinician will model and support development of skills within the healthcare team and improvement in responses for people who present with alcohol, tobacco and other drug concerns.

Responsibilities and Accountabilities

Key Responsibilities

- In consultation with the treating team, patients and carers, assist in the planning, delivery and evaluation of high standard nursing care in the context of tobacco, alcohol and other drug withdrawal co-occurring with mental illness
- Offer evidence based withdrawal management, incorporating pharmacotherapy and/or focused psychological and behavioural therapies to support patients experiencing tobacco, alcohol and other drug withdrawal, and ensure that other clinicians are educated regarding these plans
- Ensure that patients of Mental Health Services are offered assessment regarding tobacco, alcohol and other drug use and readiness and ability to change
- Provide direct service to patients presenting with alcohol, tobacco and other drug issues
- Develop and run structured closed group programs, as well provide individual training and education sessions in both inpatient and community settings
- Provide secondary consultation and practice support to staff regarding their role in effectively assessing, treating and supporting patients with tobacco, alcohol and other drug dependence
- Promote responsive treatment programs and support to staff to implement Bendigo Health and other relevant Smoke-Free and dual diagnosis policies and guidelines as they relate to psychiatry inpatient settings
- Collaborate and contribute to Bendigo Health Mental Health Service's dual diagnosis initiatives aimed at improving responses for people who are experiencing mental illness and alcohol, tobacco or other drug related issues
- Ensure that all required clinical documentation and data collection/entry is completed to a high standard

Key Selection Criteria

Essential

Qualifications / Certificates

1. Post graduate diploma in Dual Diagnosis and Mental Health 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

Specialist Expertise

2. Extensive experience, usually at least five years, working with the Mental Health & Wellbeing Act 2022, or previous Acts, and relevant state-wide Psychiatric Service Frameworks Procedures and Guidelines and Bendigo Health policy and procedures

3. Advanced clinical knowledge and an understanding of the Mental Health & Wellbeing Act 2022, knowledge of other relevant legislation and state-side Psychiatric Service Frameworks Procedures and guidelines and Bendigo Health policy and procedures, and their application to clinical practice
4. Extensive experience in, and demonstrated commitment to, an integrated community based treatment model for people with a mental illness and associated complex issues
5. Extensive experience in liaising and consulting with relevant family members, team members, and a broad range of health professionals and community agencies. This will be demonstrated by evidence of high level communication skills with the ability to develop effective working relationships.
6. Demonstrated evidence of participation in education and training to other staff, and commitment to ongoing professional development

Personal Qualities, Knowledge and Skills

7. High level of organisational, leadership, communication and interpersonal skills
8. Excellent verbal and written communication and interpersonal skills, with ability to engage effectively with a range of consumers, their carers, including those from culturally and linguistically diverse backgrounds.

Desirable

10. Ability to work as part of a team, as well as to work independently
11. Knowledge of Quality Improvement and flexibility to operate in an environment of change and continuous improvement

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.

- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

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.