

# Position Description

Position Title	CAMHWS Intake Senior Clinician Registered Nurse
Division	Clinical Operations
Department	Mental Health - Child and Adolescent Mental Health and Wellbeing
Enterprise Agreement	Victorian Public Mental Health Services Enterprise Agreement 2021-2024
Classification Description	RPN Grade 4, SW Grade 3, OT Grade 3
Classification Code	NP75 – NP77, YC46-YC49, YB24 – YB27
Reports to	Manager Child and Adolescent Mental Health and Wellbeing
Management Level	Tier 4 - Shift Managers, Team Leaders & Supervisors
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>

## Bendigo Health

With more 5,000 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 and mental health services with a focus on excellent care, every person, every time. We provide a wide range of general medical, surgical and speciality services including oncology, cardiology, renal, emergency, women's and children's, critical care, specialist clinics and mental health services.

Within a state of the art hospital, the team provides high quality services using the latest technologies. Our eleven operating theatres (including 2 endoscopy rooms), critical care, emergency and women's wards all have access to critical services lifts that link to the helipad allowing rapid transfer of patients both in and out of the health service.

The Mental Health Service is a complex service that 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. The Child and Adolescent Mental Health and Wellbeing Service provides services to patients from birth to 17 years, the Youth Team covers ages 18 to 24 years, Adult Services cover patients from 25 to 64 years and the Older Person's Service manages those individuals over 65 years old.

Each year our onsite specialist clinics provide almost 95,000 occasions of service, we also see more than 52,000 people in our emergency department and welcome around 1400 babies into the world. The Clinical Operations Division assists with the admission of more than 49,000 patients into the hospital each year.

## The Child and Adolescent Mental Health & Wellbeing Team

CAMHWS is a community based, multidisciplinary team that works with children and adolescents 0 - 18 years who are displaying serious emotional, relationship, personal care or behavioural disturbances that impact on family and social relationships and/or their functioning in school or the workplace.

While based out of JBC in Bendigo, CAMHWS staff are also located at four regional locations across the Loddon-Campaspe, Southern Mallee region.

Services include:

- assessment and referral to acute inpatient, residential and non-residential rehabilitation, and other generic health services
- case management and individual and family therapy
- crisis assessment and treatment
- mental health education to carer and community groups
- mental health promotion
- consultation and liaison with other health workers and agencies, and outreach to smaller, more remote centres
- the Specialised Autism Assessment Service (SAAS)
- the CAMHS and Schools Early Action (CASEA) Program
- Infant mental health
- Loddon Child Health and Wellbeing Local

## The Position

Team leaders and Senior Clinicians at Bendigo Health are an integral part of the health care service team, providing leadership and direction to a dedicated staffing group.

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.

In the context of an integrated multidisciplinary community mental health team, and under the direction of the Manager and team Psychiatrist (s), the CAMHS Regional Intake Senior Clinician will provide co-ordination, intake assessment and treatment, psycho-education and support for patients of Psychiatric Services and their families / carer (s) post the Regional Triage referral.

Child and Adolescent Mental Health and Wellbeing Service operates between 08:30am – 5pm Monday to Friday and is closed on Public Holidays.

## Responsibilities and Accountabilities

### Key Responsibilities

In a multi-disciplinary integrated community mental health team, and under the direction of the Manager and Consultant Psychiatrist(s):

- Co-ordinate and provide intake services to Child and Adolescent clients, potential client/s and consumers and other services of the regional catchment area, providing single session / family consultation, assessment and clinical treatment, including crisis assessment, intensive treatment and support for young people, their families and carers.
- Provide leadership, coordination, support and clinical direction to the CAMHWS Intake team.
- Participate in Multi-disciplinary Team processes and provide sound discipline specific advice to other clinicians within the team.
- Continuously monitor intake standards across the region and recommend improvements.
- Provide strong leadership, coordination, support and clinical direction to the Intake team, mentorship and preceptorship of junior staff / students.
- Engage and establish strong links with other key agencies and service providers (internal and external), and other relevant services.
- Participate in community consultation, awareness, education and develop community resources to increase the understanding of mental health issues around young people and families.
- Maintain a regional database of referral information and an allocation system of accepted clients and intake activity for CAMHWS by way of a monthly report which identifies referral patterns, services needs and community request.
- Manage a case load, as required.
- Maintain agreed statistical records.
- Depending on service requirements, work flexible hours, participate in on-call / re-call rosters, including weekends, as directed.
- 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. Post graduate qualifications in mental health and/or related field in addition to baseline qualifications and registration with AHPRA as a Registered Nurse.

2. Extensive experience and competence in the provision of community based clinical child and adolescent psychiatric services and an ability to assess and manage complex clinical issues in the context of multi - disciplinary teams
3. A comprehensive knowledge of the relevant legislation applicable to the provision of psychiatric services in Victoria along with a sound understanding of the requirements of service delivery within the context of Federal and State Government policies and strategic guidelines.
4. Demonstrated leadership, human resources management and interpersonal skills along with well-developed written and verbal communication skills.
5. Demonstrated ability to lead a team and operate in an environment of change
6. High level communication skills with the ability to liaise, consult and develop effective working relationships with relevant family members, team members, a broad range of health professionals, and community agencies.
7. Knowledge of Quality Improvement and flexibility to operate and lead a team in an environment of change with a focus on continuous improvement
8. Demonstrated evidence of participation in education and training of other staff, and an independent commitment to ongoing professional development.
9. Proficient computer and data entry skills.
10. A personal approach which is positive, enthusiastic and passionate lending to the ability to provide excellent customer service and achieving best outcomes for consumers.

## 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

**Working with Children Check** Bendigo Health has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Bendigo Health. As such you must maintain a valid working with children check. In addition you will be required to assist Bendigo Health in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

**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.*