

Job Description

Community Mental Health Nurse

Mid North Mental Health and Addictions Services

Position Title:	Community Mental Health Nurse
Organisation Unit:	Kaipara Mental Health and Addictions Service (MHAS)
Location:	Dargaville, Te Whatu Ora – Health New Zealand Te Tai Tokerau, Northland
Responsible to:	Clinical Team Manager, Kaipara Mental Health and Addictions Services, Te Whatu Ora Te Tai Tokerau
Primary Functions of the Position:	<ul style="list-style-type: none"> • Responsible for a caseload • Utilise professional knowledge and skill to provide a holistic approach to mental health and addiction nursing care that is safe, of the highest quality possible and in accordance with: <ul style="list-style-type: none"> • Te Whatu Ora policies • Registered Nurse Scope of Practice • Nursing Practice Standards • Nursing Council of NZ Registered Nurse competencies • Nursing Council code of conduct • Provide nursing care in consultation and partnership with the patient/client/family/whānau, where the rights and needs of all people are acknowledged within the context of Te Tiriti o Waitangi • Maintain and enhance the professional standards of nursing and contribute to further development of nursing within the service • Participate as an effective member of the wider organisation

Functional Relationships

The Community Mental Health Nurse will develop and maintain excellent relationships with:

Internal	External
<ul style="list-style-type: none"> • Clinical Team Manager, MHAS • General Manager/operations Manager, MHAS • Professional Leader – Nursing • Clinical Head of Department • Consultants and other medical staff • AoD Team • Consumer and Family Leaders • Members of the multidisciplinary team • Tu Kaha Sub Acute staff 	<ul style="list-style-type: none"> • Primary health care providers, including Practice Nurses and General Practitioners • Community Services • Members of the Public • NGOs • Department of Corrections • Other government departments • Tertiary education providers • NZ Nursing Council • Professional bodies and associations • Health and social support agencies

Key Responsibilities and Expected Outcomes

Te Whatu Ora Te Tai Tokerau has established a set of values by which the organisation will respond, in part, to achieving its goals and objectives through their workforce. The following Values and supporting statements are expected behaviours of each individual employed with Te Whatu Ora Te Tai Tokerau:

Values	Supporting Statement
Tāngata i te tuatahi People First	He whakapapa, he mokopuna, he tamariki, he mātua, he tūpuna. He aha te mea nui. He tāngata, he tāngata, he tāngata Our people are central to all we do
Whakaute (tuku mana) Respect	He whakaaro nui ki ētahi atu We treat others as they would like to be treated
Manaaki Caring	Ko te manaaki – he whāngai, he kākahu, he ropiropi. Akona e te whānau whānui We nurture those around us, and treat all with dignity and compassion
Whakawhitiwhiti Kōrero Communication	Whakawhitiwhiti kōrero i runga te tika, te pono me te aroha We communicate openly, safely and with respect to promote clear understanding
Te Hiranga Excellence	Kia kaha, kia māia, kia manawa nui Our attitude of excellence inspires confidence and innovation

The position of Community Mental Health Nurse encompasses the following major functions or key result areas:

- Te Tiriti o Waitangi
- Mental Health Nursing Practice
- Patients' Rights
- Physical Health Nursing Assessment and Care
- Personal Development
- Communication and Teamwork
- Health and Safety
- Privacy & Confidentiality

The outcome requirements of the above key responsibility areas are outlined below:

Key Responsibility Area	Expected Outcomes
Te Tiriti o Waitangi	<ul style="list-style-type: none"><li data-bbox="555 277 1431 443">• Contribute to the promotion of the articles and principles of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for their health and independence, within Te Whatu Ora Te Tai Tokerau management processes and procedures<li data-bbox="555 450 1350 517">• Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes<li data-bbox="555 524 1422 629">• Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner<li data-bbox="555 636 1422 703">• Attend the Te Whatu Ora Te Tai Tokerau Te Tiriti o Waitangi Training

<p>Mental Health Nursing Practice</p>	<p>In conjunction with the multi-disciplinary team utilise the nursing process to deliver individualised nursing care in accordance with professional standards:</p> <ul style="list-style-type: none"> • Ability to complete a competent Mental Health Assessment for triage / crisis purposes • Ability to identify risks, and act accordingly • To work towards becoming a Duly Authorised Officer <ul style="list-style-type: none"> • A clinical caseload is effectively and responsibly managed, utilising professional skills and competencies to the maximum potential, based on the key worker model within the multidisciplinary team environment. • Assessment, planning and evaluation is carried out within agreed timeframes, complements or is part of the Coordinated Recovery/Treatment Plan, is documented clearly and meets the standards required by Mental Health Services. • All clinical work utilises principles of collaborative treatment planning and demonstrates maximum use of opportunities for client/family participation and empowerment, cultural sensitivity and respect for the rights of clients and staff. Nursing care will focus on client recovery and promotion of the client living in as independent a manner as possible in the community. • Nursing care provided meets established criteria for safety, including cultural safety and accepted standards of nursing practice. • Provides urgent and crisis support, during normal working hours of work (on exceptional occasions - outside working hours if agreed to and approved by the Clinical Team Manager). • Appropriate referrals are made in an effective and timely manner in consultation with clients and their family/whānau when their needs indicate involvement with other services would be appropriate. • Participate in team activities such as patient allocation, admissions, transfers and discharges. • A comprehensive, multidisciplinary treatment plan is developed and updated which includes assessment, standards of care, risk management, patient and family/whānau expectations, learning needs, medical management requirements and discharge planning. • The client and family/whānau are involved in care activities as appropriate, and that care is flexible and individualised. Growth, health and autonomy will be encouraged. • Through observation and assessment, utilising professional initiative, mobilise members of the multi-disciplinary team to meet identified patient needs. • Utilise evidence based theory and practice in providing quality care and case load management • Data is provided as required by the service • Comprehensive recording and reporting on results of nursing processes, interview, observation and other sources of data are documented utilizing Te Whatu Ora approved framework e.g. SOAP or the mental health and addiction service guideline on note format.
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Key Responsibility Area	Expected Outcomes
	<p>Provide skilled nursing care through application of clinical knowledge and theory to nursing practice.</p> <ul style="list-style-type: none"> • Interacts with patient / client / family / whānau in a way that is non-threatening and establishes a collaborative working relationship • Demonstrates sensitivity and concern and an ability to work without imposing personal values and beliefs • Demonstrates effective verbal and non-verbal communication skills when interacting with practitioners / clients • Recognises barriers that may inhibit communication • Acts as an advocate for patient/client/family/whānau
Patients' Rights	<p>Ensure the patients legal, privacy and confidentiality rights are known and understood by the client:</p> <ul style="list-style-type: none"> • Ensure that all concerns, complaints and issues are brought to the attention of the Clinical Team Manager in a timely and effective manner in accordance with Service policies and procedures. • Ensure the needs and views of the patient and their families are fully represented at the multi-disciplinary team meetings. • Involve the client and whānau / family in the formation of treatment plan and gain consent for treatments as appropriate.

Key Responsibility Area	Expected Outcomes
Physical Health Nursing Assessment and Care	<ul style="list-style-type: none"> • Monitor and ensure planning is in place for diagnostic tests ordered by medical staff to be obtained and processed. • Support medical and nursing staff in arranging physical examinations ECGs, weights/heights/BMI and correct diets, collecting diagnostic tests and making results available for interpretation • Administering and monitoring of community clients on intramuscular injections • Assess physical health nursing needs in collaboration with relevant nursing staff and medical staff • Contribute to weekly morning MDT reviews with the rest of the team • Liaise with other departments to arrange appointments and resource support • Support nursing staff to deliver physical health care • Ensure appropriate physical health nursing documentation is available to GP and outpatient teams via the discharge process or earlier if required • Use assessment skills and intervention skills that ensure the individual clients mental state is considered and adapted for • Support smoking cessation and NRT education and provision <p>Metabolic Monitoring</p> <ul style="list-style-type: none"> • Support and facilitate the monitoring for side effects of atypical antipsychotic medications and liaise with medical / nursing staff • Ensure nursing requirements of metabolic monitoring are occurring and support where necessary and protocols are followed

Key Responsibility Area	Expected Outcomes
Personal Development	<ul style="list-style-type: none"> • In consultation with the Clinical Team Manager, knowledge and skills development is ongoing and up-to-date with current trends: • Develop and maintain personal professional practice in accordance with professional standards, best practice, legislative requirements, policies and guidelines. • Ensure competencies are up-to-date and reviewed as required by protocols and policies of Te Whatu Ora. • Adopt a collaborative and inclusive approach with junior colleagues and other members of the multidisciplinary team. • Regularly meets, individually or in groups, with the Clinical Supervisor, Clinical Team Manager and /or Senior Nurse to discuss professional and practice issues, improvements or concerns. • Seeks additional knowledge/assistance when presented with unfamiliar situations/patient conditions. • Provide education, guidance and support to junior nurses, and student nurses to practice in the most autonomous and accountable manner given their level of skill and experience. • Participates in the performance appraisal process which will involve the formulation of a personal work development plan, which will be revised annually. • Incorporates the nursing philosophy of the service within own practice • Participates in education sessions / courses relevant to area of clinical practice • Participates in courses relevant to professional development and actively shares new knowledge gained with nursing colleagues/MDT • Provides feedback in a constructive manner • Seeks feedback from colleagues on own practice
Communication and Teamwork	<ul style="list-style-type: none"> • Participates in the development and delivery of culturally / ethically acceptable services. • Participates in the multidisciplinary team by actively fostering harmonious relationships and ensuring the maintenance of effective channels of communication with all relevant persons or groups. • Ensures that student nurses and new staff members are appropriately supported at all times, including participation in a buddy/preceptor system within the Team. • Attend and contribute to team meetings i.e. clinical, debriefing sessions, in-service education, quality improvement, occupational health and safety, etc. • Demonstrates an ability to work effectively with the multi-disciplinary team and other health care providers/NGO's • Provides constructive support to members of the multi-disciplinary team

Key Responsibility Area	Expected Outcomes
Health & Safety	<ul style="list-style-type: none"> Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management Willingly co-operate in the achievement of all health and safety goals and initiatives by: <ul style="list-style-type: none"> Practicing and observing safe work methods; The use of safety equipment; Reporting unsafe conditions or equipment; and Reporting and documenting all accidents or incidents
Privacy and Confidentiality	<ul style="list-style-type: none"> Undertake all duties and responsibilities in accordance with the Privacy Act 2020, Health Information Privacy Code 2020, and Privacy Policies and Procedures of Te Whatu Ora Te Tai Tokerau Complete mandatory induction training on Privacy responsibilities

Variation of Duties

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities may be amended from time to time, in consultation with the employee, to meet any changing conditions and service requirements.

Person Specification

Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> Comprehensive Registered Nurse Current Practicing Certificate Current full Drivers License DAO or willing to complete training and practice as a DAO 	<ul style="list-style-type: none"> Current PDRP Post Graduate Qualification in Mental Health Dual diagnosis training. Recovery training such as Strengths Model Comfortable with the concepts and utilisation of talking therapies such as Cognitive Behavioral therapy, Dialectic Therapy or Narrative Therapy Certificate/Diploma in Evidenced Based Therapeutic Model of Treatment

Experience

Essential	Desirable
<ul style="list-style-type: none"> Experience in acute and community mental health nursing practice Knowledge and / or experience working with people who have coexisting mental health and substance use problems, and their whānau 	<ul style="list-style-type: none"> Working with clients experiencing a dual disability The ability to complete comprehensive risk assessment and recovery plans The ability to facilitate or co-facilitate group therapy for consumers or family Coaching / clinical supervision experience

Awareness and Understanding of

Essential	Desirable
<ul style="list-style-type: none">• Te Tiriti o Waitangi and its application to the health setting• Privacy Act (2020) and Health Information Privacy Code (2020)• Health and Safety at Work Act 2015• Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996)	<ul style="list-style-type: none">• New Zealand Council of Healthcare Standards

Skills & Personal Attributes

Skills
<ul style="list-style-type: none">• To have an awareness of current trends and evidence based practice in nursing• To have people orientated interests• Demonstrated leadership skills• Computer operation• Advanced written and language skills• Sound knowledge of best practice in nursing• The ability to reflect on practice• To be a proactive and positive team member

Personal Attributes
<ul style="list-style-type: none">• Ability to work within a multidisciplinary team• Good communication skills• Demonstrated ability to practice in a culturally safe manner• Self-motivated• Non-judgmental• Reliable• Open, engaging and clear communication style

Performance Development Review

An initial review of performance will be conducted after three months, with an annual review thereafter.

An individual Development Plan will be developed to reflect the contribution this position is expected to make towards achieving the team's objectives and measures. Key result areas will be developed and agreed at this time.

Authorised by: _____

Signature: _____

Date: _____

Acceptance

Acceptance of the position implies acceptance of this position description.

Position Title: _____

Signature of
employee: _____

Date: _____