



Position Description

Clinic Nurse Project Officer

headspace Adelaide

Location: **headspace** Adelaide

Department: **headspace** Services Limited

Employment Type: Maximum term, Full time

Approved by: Greg Young

Date Approved: October 2018

Agreed by: _____

Date Agreed: _____

1. HEADSPACE VISION

All young Australians are supported to be mentally healthy and engaged in their communities.

2. HEADSPACE MISSION

headspace collaborates to design and deliver innovative ways of working with young people to strengthen their mental health and wellbeing.

3. HEADSPACE VALUES

At **headspace**, we are inspired by and believe in the power of youth. We work together to deliver authentic, progressive and inclusive services to build a brighter future with young people. We know where we're going, we're guided by our values, and we're committed to getting there together. Our people play an important part in shaping our culture and therefore, all **headspace** employees are expected to undertake their work in accordance with the **headspace** values as follows:

- **Inclusion** - We have a welcoming, safe and inclusive work environment - we believe that there is strength in difference
- **Collaboration** - We share information and work collaboratively, internally and externally, to deliver great outcomes with young people
- **Agility** - We are agile and innovative in our approach, so that we continue to meet the changing needs of young people
- **Excellence** - We have dedicated people who are empowered to deliver on our promises so that we can provide professional, high quality services

4. POSITION SUMMARY

The hYEPP Clinic Nurse will be responsible for the development and implementation of the hYEPP clinic to ensure best practice guidelines are adhered to in accordance with national standards and the EPPIC model. This role will ensure the hYEPP team are aligned with clinic practice, ensuring consistency in how the clinic is utilised by the wider hYEPP team. In addition, the incumbent will coordinate and deliver clinic duties to young people registered with the hYEPP service, ensuring young people registered with the program receive timely physical health assessments, metabolic screening and monitor the provision of medication, including clozapine and depot administration. This role will support pathology collections, including requests and follow up on behalf of the medical team. The Clinic Nurse will have responsibility for general monitoring, maintenance and stock management within the clinic rooms, working closely with clinical leads, GP's and Psychiatrists to ensure all equipment is up to date, stocked and in working order. In addition, the incumbent will support quality improvement initiatives and the development and roll out of procedures and work instructions relevant to the coordination of the clinic functions.

5. POSITION CONTEXT

headspace Adelaide is operated by **headspace** Services Limited (a subsidiary of **headspace** National Youth Mental Health Foundation). **headspace** Adelaide consists of a **headspace** Centre and the South Australian **headspace** Youth Early Psychosis Program (hYEPP).

This role will report to the hYEPP Clinical Lead (CCT) and sit within the CCT service, whilst responding to needs of the hYEPP Mobile Assessment Treatment Team and Functional Recovery Program as required. It is anticipated this role will develop relationships with key stakeholders in the community, including pathology centres, GP clinics and pharmacies.

headspace centres aim to create highly accessible, youth friendly, integrated service hubs that provide evidence based interventions and support to young people aged 12–25 years. **headspace** Adelaide will deliver services comprising mental health, alcohol and other drugs, primary care and vocational services. The aim is to improve outcomes for young people by addressing the major barriers for service use, and enabling better access to, and engagement in, early intervention services that provide holistic and integrated care.

The hYEPP will ensure provision of early intervention, responsive, and recovery focused care for young people aged 12 – 25 years who are at risk of or experiencing a first episode of psychosis based on the EPPIC model of care.

The overall aims of clinical care within the hYEPP service are:

- To detect early those young people who are experiencing, or at risk of, a first episode of psychosis.
- To reduce the duration of untreated psychosis in young people with psychosis in order to minimise the impact of psychosis on the normal developmental trajectory of the young person.
- To intervene early and effectively with young people at risk of a first episode of psychosis to prevent the onset of psychotic illness.
- To provide timely, seamless access to service for young people at risk of, or experiencing psychosis and their family/significant others.

- To enable both symptomatic and functional recovery from a first episode of psychosis.

6. KEY RESPONSIBILITIES/OUTCOMES

- The hYEPP Clinic Nurse will be responsible for the review of current clinic procedures, and development and implementation to support consistent practice across the hYEPP service
- Coordination and delivery of clinic duties in accordance with headspace Early Psychosis Service Program requirements
- Provide services within the nursing scope of practice, including but not limited to minor first aid, medication administration and metabolic monitoring.
- This role will ensure initial physical health and metabolic screening is completed and then monitored as per program and data requirements throughout the journey of care for young people engaged with the program.
- Coordination, administration and monitoring of prescribed medications, including depot and clozapine as per the young person's treatment plan.
- Manage Pathology collections, including requests and follow up on behalf of the medical team.
- Responsibility for general monitoring, maintenance and stock management within the clinic rooms, working closely with clinical leads, GP's and Psychiatrists to ensure all equipment is up to date, available and in working order.
- Providing direct support to GP's and psychiatrists, including acting as a chaperone as required.
- Develop clear operating procedures as well as responsibility for implementation of clinic procedures across hYEPP service
- Contribute to quality improvement initiatives across the service
- Adhere to practice standards as per Nursing and Midwifery Board of Australia
- Follow organisational policies and procedures, and adhere to safety standards and guidelines
- Any other duties at discretion of Centre Manager as part of the wider hYEPP clinical team.

7. SELECTION CRITERIA

The following criteria must be met for consideration for this position:

7.1 Essential

- Degree level qualifications in mental health nursing, including accreditation with AHPRA
- Demonstrated experience of 3-5+ years in community mental health settings
- Possess knowledge/experience around the issues young people and their families' face, who present with first episode or at ultra-high risk of psychosis.
- A strong understanding of early psychosis and first episode psychosis rationale and principles, particularly in relation to physical health needs.
- Knowledge of functioning clinic services to support wellbeing for young people
- Experience in procedure development and implementation and evaluation
- Well-developed evidence-based, clinical skills working with young people and their families.
- Ability to use relevant information technology, electronic recording systems and data management tools.
- Well-developed communication skills, both verbal and written, with an ability to interact with a diverse range of people, for example, young people, health professionals, academic researchers, service providers, etc.
- Ability to work both independently and collaboratively within a team.
- Willingness to contribute to current evidence based practice and any research endeavors.

- Knowledge of relevant legislation pertaining to mental health services particularly for young people between the age of 12-25 years and their family in South Australia.
- Any other senior duties as required, such as acting in role of coordinator during absences, chairing meetings, roster and staff coverage.
- Proven track record in building and maintaining effective working relationships with a range of stakeholders.
- Ability to work in a highly productive environment with time pressures whilst managing multiple tasks.
- Advanced computer skills including word processing, spreadsheets and database applications.

7.2 Desirable

- *Experience in youth mental health services*
- *Experience in clinic/ general practice setting.*
- *Experience in the Not for Profit and/or public health sector.*
- *A broad understanding of the mental health service system in Australia.*

7.3 Other role requirements:

- Appointment is subject to a current Working with Children/Police Check.
- Current driver's license and access to their own vehicle. Mileage is reimbursed by **headspace** Services Limited.
- 6 month probationary period and an Annual Performance Review and Development plan.
- Some flexibility will be required to work after hours including weekend and evening and interstate/intrastate travel may be required
- Approved qualifications and current eligibility to work in Australia

8. POLICIES AND WORKPLACE PRACTICES

All **headspace** employees are required to acquaint themselves with the organisation's policies and procedures and to abide by them at all times.

It is expected that at all times, employees will:

- be respectful towards the organisation, colleagues, clients and the general public
- be cognizant with and uphold the objectives and philosophy of **headspace**
- act collaboratively with all colleagues
- act in a safe and responsible manner at all times