
PRACTICE NURSE CLINICIAN

JANUARY 2021



Location:	headspace Glenroy
Division:	Primary Clinical Services
Classification:	Nurses Award (2010) Registered Nurse Level 4
Employment type:	Part time (0.4 or 0.6 FTE) fixed term position until 30 June 2021
Position reports to:	Clinical Services Manager

1. POSITION SUMMARY

Working within a multi-disciplinary team, the Practice Nurse Clinician holds a key role within the headspace centre. The Practice Nurse will work in accordance with National Practice Standards for Nurses in General Practice 2014, and be responsible for the development and delivery of administrative and clinical support in the centre(s) and Doctors in Secondary Schools program (DISS). The Practice Nurse will be responsible for the day to day running of this new established program including service provision coordination, management of medical supplies within budget allocations, and the implementation and adaptation of DISS guidelines for in-reach into the schools, in line with headspace policies and procedures, PHN contract and AGPAL accreditation requirements.

For young people attending the clinic, the position will provide practice administration and integration of effective communication across school staff, GP's working within headspace Glenroy and external organisations. The Practice Nurse will directly assist in provision of sexual, reproductive, vaccine and general health follow up as required for young people accessing the DISS program and headspace centre(s). It is also expected that the individual will provide complimentary health promotion and health education activities for young people accessing the centre and in the school setting if required.

The position will also contribute to achieving accreditation for the primary health clinical practice for headspace centre(s), including development of audit tools, policies and relevant documents associated with the accreditation criteria.

2. POSITION CONTEXT

Orygen is the world's leading research and knowledge translation organisation focusing on mental ill-health in young people. Working side-by-side with young people, our partners and one another, we're redefining what's possible in global research, policy, education and clinical care.

headspace is a world-first youth mental health initiative that supports young people who are going through a tough time; whether it's depression, anxiety, relationship break-ups or alcohol and other drug issues. The youth-friendly services at headspace are aimed at teenagers and young adults in recognition of the fact that 75 percent of mental disorders emerge before the age of 25 years.

Orygen operates five headspace centres and associated services in Craigieburn, Glenroy, Melton, Sunshine and Werribee with funding from the North Western Primary Health Network and support from headspace: the National Youth Mental Health Foundation. These headspace centres aim to improve access to services and continuity of care for young people across four core streams of service: mental health; alcohol and other drugs; primary care; and social recovery/vocational services.

3. ABOUT ORYGEN

VISION	Young people to enjoy optimal mental health as they grow into adulthood.
MISSION	Reduce the impact of mental ill-health on young people, their families and society.
VALUES	Respect, accountability, teamwork, excellence & innovation.
COMMITMENTS	Orygen has made a strategic commitment to partner with First Nations people of Australia, young people and their families, LGBTIQ+ people & culturally and linguistically diverse people.

4. KEY RESPONSIBILITIES/OUTCOMES

The Practice Nurse Clinician will:

- Work under the direction of the Clinical Services Manager (CSM's) and General Practitioners to provide comprehensive youth-friendly health services.
- In accordance with scope of practice, assist as delegated by the GP undertaking assessments and procedures e.g. vaccinations, dressings, health checks.
- Be responsible for ensuring infection control, vaccinations and immunisations policy, practice and procedures are aligned with national standards in place for all staff within the clinic.
- Within scope of practice, provide 1:1 education around issues relevant to young people including sexual health, body image, vaccinations, general health promotion and education to enhance their ability to make informed choices in this regard.
- Provide consultation and support to staff members, school wellbeing teams and other teachers around issues of youth health as appropriate.
- Advocate and communicate within appropriate legislative guidelines on behalf of the young person with family, school staff, headspace staff and external services.
- Consult and support the CSM's and practice manager in ensuring accreditation standards are achieved by implementing and maintaining audit tools and records that, relevant equipment is maintained, medical supplies are ordered and stored appropriately.
- Assist GP and practice manager as directed with managing routine and urgent client recalls and follow up of pathology results.
- Facilitate the provision of information relating to health of individuals, families/carers or organisations requesting guidance and support.
- Establish and maintain accurate and timely electronic medical records.
- Preparation of written reports (clinical reports, management plans, discharge summaries etc).
- Work within the bounds of relevant legislation/regulations and relevant professional codes of conduct.
- Participate in regular clinical case review meetings and multi-disciplinary team meetings to ensure appropriate, consistent and coordinated service pathways and service delivery responses for young people and their families/carers.

- Participate in and promote research and evaluation projects conducted at the headspace centre.
- Participate in the development and delivery of school- and community-based mental health awareness/promotion activities as appropriate.
- Any other duties as reasonably requested that are commensurate with the level of responsibility of the position.

5. SELECTION CRITERIA

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

5.1 Essential

- Registered Nurse, Division 1 (unrestricted) and registered with AHPRA.
- Experience in a practice nursing role and/or work in a community health setting, preferably regarding relevant adolescent health issues, such as sexual health, mental health, AOD and other physical health conditions.
- Excellent interpersonal and communication skills, with demonstrated ability to consult and liaise with multiple internal and external stakeholders (such as health and education professionals) to support service provision and effective clinic coordination.
- Demonstrated ability to engage in shared decision making to negotiate treatment plans with young people and their supports.
- Demonstrated knowledge of AGPAL standards for general practice.
- Demonstrated working knowledge of relevant legislation, policies and issues informing services for young people and families, including the Children, Youth and Families Act 2005, issues of consent, failure to disclose legislation and mandatory reporting requirements.
- Ability to set priorities, monitor work flows and develop best practice work standards in a fast-paced environment.
- Experience in the development and facilitation of health promotion activities.
- Competence regarding information technology, medical software packages and willingness to be trained across data collection systems.

6. PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Practice Nurse Clinician will be expected to have:

- The Practice Nurse will be required to demonstrate a sound ability to make decisions in relation to conducting intake and assessments and determining a young people's suitability for ongoing treatment/support services at the clinic/ centre or referral options. This will require proven skills in decision-making, problem-solving and risk management.
- Strong working knowledge of the common mental health issues faced by young people, evidence-based treatments for major adolescent health issues
- Knowledge of substance use and other health and social problems faced by young people and the indicated evidence-based treatment/support options.
- Knowledge and understanding of relevant legislation, government policies and strategic directions in relation to mental health and alcohol and other substances particularly as it relates to young people.
- A breadth of understanding of the different types of organisations involved in mental health and drug and alcohol service delivery to young people.
- Have knowledge of and work within the headspace framework of early intervention, de-stigmatisation, diversity, inclusion, and non-discrimination
- An understanding of and commitment to ethics and confidentiality issues, particularly in relation to the health and allied-health professions.

- Excellent computer skills with a demonstrated ability in word processing, PowerPoint and databases as required.
- Liaison with internal and external stakeholders.
- The role may incorporate other headspace related activities and responsibilities as directed by the Clinical Services Manager (or a nominee) and the GP as necessary.

7. SPECIAL REQUIREMENTS

- Unrestricted right to live and work in Australia
- A current National Police Check will be required.
- Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check.
- You may be required to work across more than one of ORYGEN's sites, which are currently located within the north and west of Melbourne.