



## Job Description

### Community Mental Health Nurse Mental Health and Addiction Services

<b>Position Title:</b>	Community Mental Health Nurse
<b>Organisation Unit:</b>	Far North Mental Health and Addiction Services
<b>Location:</b>	Far North, Northland District Health Board
<b>Responsible to:</b>	Service Manager, Far North Mental Health & Addiction Services, Northland District Health Board
<b>Primary Functions of the Position:</b>	<p>To provide Mental Health Nursing service as an active, supportive and collaborative member of the multidisciplinary team.</p> <p>To practice Mental Health Nursing at a level which meets or exceeds established professional and Organisation standards, clinical practice guidelines, policies and procedures.</p> <p>To maintain focused professional development activities and supports the professional development of colleagues.</p> <p>To contribute to the ongoing improvement of the service and nursing by participating in the development and delivery of quality enhancement initiatives.</p>

## Functional Relationships

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

Internal	External
<ul style="list-style-type: none"> <li>• General Manager/Operations Manager</li> <li>• District Manager</li> <li>• Clinical Head of Department</li> <li>• Multidisciplinary teams</li> <li>• Medical staff</li> <li>• Clinical Head of Department</li> <li>• AOD</li> <li>• Consumer advocates</li> <li>• Professional Leaders – Nursing/Social Work/Psychology/Consumer Advocate</li> <li>• CSW Coordinator Te Kohanga Hauora (SAU)</li> </ul>	<ul style="list-style-type: none"> <li>• NGOs</li> <li>• Primary health care providers, including GPs</li> <li>• Tertiary education providers</li> <li>• NZ Nursing Council</li> <li>• Professional bodies and associations</li> <li>• Health and social support agencies</li> <li>• Statutory agencies – NZ police, CYFS, District Courts</li> </ul>

## Key Responsibilities and Expected Outcomes

Northland District Health Board 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 Northland DHB:

Values	Supporting Statement
<b>Tāngata i te tuatahi</b> 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
<b>Whakaute (tuku mana)</b> Respect	He whakaaro nui ki ētahi atu We treat others as they would like to be treated
<b>Manaaki</b> 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
<b>Whakawhitiwhiti Kōrero</b> Communication	Whakawhitiwhiti kōrero i runga te tika, te pono me te We communicate openly, safely and with respect to promote clear understanding aroha
<b>Te Hiranga</b> 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
- Professional Development
- Continuous Quality Improvement
- 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>• 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 District Health Board management processes and procedures</li><li>• Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes</li><li>• Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner</li><li>• Attend the Northland District Health Board Te Tiriti o Waitangi Training</li></ul>

Key Responsibility Area	Expected Outcomes
Mental Health Nursing Practice	<ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> <li>• 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</li> <li>• Nursing care provided meets established criteria for safety, including cultural safety and accepted standards of nursing practice</li> <li>• Provides urgent and crisis support to clients on own caseload, and when necessary acts in their capacity as a Duly Authorised Officer.</li> <li>• Appropriate referrals are made in an effective and timely manner in consultation with clients and their family/whanau when their needs indicate involvement with other services would be appropriate</li> <li>• Nursing care provided shows evidence of a sound theoretical base for practice, the use of reflective processes and the formation of partnerships with clients, especially in the area of discharge planning</li> <li>• Effective and regular communication is established and maintained with nursing colleagues and other members of the multidisciplinary team(s) across the continuum of care for the client</li> <li>• All documentation is completed concisely, accurately and objectively in accordance with organisational/professional standards.</li> <li>• HONOS and recovery and relapse plans are completed accurately and on time.</li> <li>• Clinical performance is reflected in the data required by the service and, including national mental health key performance indicators.</li> </ul>

Key Responsibility Area	Expected Outcomes
Professional Development	<ul style="list-style-type: none"> <li>• Regularly meets, individually or in groups, with the Clinical Supervisor, Team Manager and/or Senior Nurse to discuss professional and practice issues, improvements or concerns</li> <li>• Prepares strategies for the implementation of an individual performance development plan to maintain and extend nursing knowledge and skills, which is regularly reviewed</li> <li>• Maintains and demonstrates currency of knowledge in Mental Health Nursing and developments in mental health practices</li> <li>• Supervises students as per Organisation agreements with educational agencies</li> <li>• Supervises and directs non-clinical staff appropriately to ensure safe delivery of service as required</li> <li>• Undertakes performance appraisal with the Team Manager at least annually</li> <li>• Utilises practice improvement and support mechanisms available, such as clinical supervision, peer review and debriefing</li> <li>• Develops portfolio in line with Organisational Nursing Professional Development Recognition Programme.</li> </ul>
Continuous Quality Improvement	<ul style="list-style-type: none"> <li>• Understands and complies with relevant legislation governing practice, legal mandates and responsibilities, professional standards of practice (competencies), clients' rights and confidentiality</li> <li>• Attends meetings which relate to the improvement of service quality, communication and the care of clients on their caseload</li> <li>• Demonstrates a commitment to quality improvements, risk management and resource utilisation by: <ul style="list-style-type: none"> <li>▪ Participating in the development of strategic and operational plans</li> <li>▪ Contributing to projects that enhance the clinical implementation of evidence-based practice</li> <li>▪ Acting to identify and minimise risk to the client and organisation</li> <li>▪ Complying with systems that assist with the identification of, and corrective action, due to accidents, incidents, and complaints from clients, families, public and/or staff.</li> <li>▪ Contributes to reviews of data integrity and to quality improvement strategies, including the national mental health key performance indicators.</li> </ul> </li> </ul>
Health & Safety	<ul style="list-style-type: none"> <li>• Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management</li> <li>• Willingly co-operate in the achievement of all health and safety goals and initiatives by: <ul style="list-style-type: none"> <li>▪ Practicing and observing safe work methods;</li> <li>▪ The use of safety equipment;</li> <li>▪ Reporting unsafe conditions or equipment; and</li> <li>▪ Reporting and documenting all accidents or incidents</li> </ul> </li> </ul>

Key Responsibility Area	Expected Outcomes
Privacy and Confidentiality	<ul style="list-style-type: none"> <li>• Undertake all duties and responsibilities in accordance with the Privacy Act 2020, Health Information Privacy Code 2020, and Northland DHB's Privacy Policies and Procedures</li> <li>• Complete mandatory induction training on Privacy responsibilities</li> </ul>

### 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"><li>Registered comprehensive nurse or registered psychiatric nurse</li><li>Annual practicing certificate</li><li>Current drivers licence</li></ul>	<ul style="list-style-type: none"><li>Post graduate qualifications in Mental Health and Addictions</li><li>Evidence of ongoing professional development/activity</li></ul>

### Experience

Essential	Desirable
<ul style="list-style-type: none"><li>Experience working with Mental Health service users</li><li>Experience working with service users with co-existing substance abuse disorders</li></ul>	<ul style="list-style-type: none"><li>Previous experience working with Māori</li><li>Previous experience working in community mental health</li></ul>

### Awareness and Understanding of

Essential	Desirable
<ul style="list-style-type: none"><li>Te Tiriti o Waitangi and its application to the health setting</li><li>Privacy Act (2020) and Health Information Privacy Code (2020)</li><li>Health and Safety at Work Act 2015</li><li>Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996)</li><li>Policy and legislation related to mental health service delivery</li><li>Principles of recovery</li><li>Mental Health and Addiction theory practice and ethical concerns</li><li>Ministry of Health National Mental Health Key Performance Indicators</li></ul>	<ul style="list-style-type: none"><li>New Zealand Council of Healthcare Standards</li><li>Knowledge of Northland's communities and resources</li><li>Knowledge of Tikanga Māori</li></ul>

## Skills & Personal Attributes

### Skills

- Evidence of nursing knowledge and delivery of interventions that meet best practice standards
- Effective team member
- Demonstration of ongoing professional development
- Effective engagement with service users to enhance recovery
- Proven ability to work with whanau/family.
- Proven ability to integrate Maori perspectives into assessment and treatment of Maori service users.
- Evidence of willingness to challenge practice or behaviour that reflects stigma and discrimination to service users
- Ability to work effectively with service users with coexisting substance abuse problems
- Conflict and crisis resolution skills
- Computer literacy skills
- Effective time management and prioritisation skills

### Personal Attributes

- Open minded
- Optimistic
- Resilient
- Supportive
- Honest
- Professional
- Caring
- Reliable



## 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: \_\_\_\_\_