



## Mackay Division of General Practice Ltd

43 Evans Avenue, Mackay Qld 4740

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ABN 21 062 930 385

# POSITION DESCRIPTION

## 1.0 Position Overview

- 1.1 Position Title: Mental Health – Outreach Nurse
- 1.2 Organisation: Mackay Division of General Practice Ltd
- 1.3 Appointment: One Year Contract– Part Time and Full Time positions available (three month probationary period)
- 1.4 Reports to: CEO
- 1.5 Salary: Total Value \$81K - \$92K  
Salary Value \$70 - \$75K (+ super) = Level 3  
Hourly rate \$30 - \$38 plus FBT exempt salary packaging option available after probationary period
- 1.6 Method of Work The responsibilities will be carried out in accordance with the Division's policies and procedures (as amended from time to time), as directions by the Division for the method of carrying out of work (but do not comprise terms of the employment contract).
- 1.7 Location: Mackay

## 2.0 Position Objective

- 2.1 To improve outreach services in the mental health care of patients under the care of GPs and Psychiatrists, by assisting in the provision of co-ordinated clinical care in the community for people with severe mental disorders.

## 3.0 Key Responsibilities

- 3.1 To work in collaboration with GPs and Psychiatrists, and
- to monitor their patients mental state,
  - to provide outreach services,
  - medication management,

- assist in improving patients links to other health professionals and clinical service providers, and
  - ensure patients have access to the supports they need to remain well and prevent their readmission to acute care.
- 3.2 To provide outreach support GPs and Psychiatrists patients with severe mental disorders during periods of significant disability so the patients can remain living independently in the community (if it appropriate for them to do so).
  - 3.3 As a key allied health professional actively participate in contributing to the delivery and co-ordination of mental health service provision in the Mackay, Whitsunday and Hinterland regions of north Queensland.
  - 3.4 Implementation of outreach mental health services in accordance with specific guidelines and budget constraints.
  - 3.5 Contribute to the evaluation of the Division's mental health services and ensure desired outcomes are achieved.
  - 3.6 Ensure agency policies and protocols encourage appropriate management of patients mental health care.

#### **4.0 Qualifications/Abilities/Skill/Experience**

- 4.1 A mental health nurse credentialed with the Australian College of Mental Health Nurses or RNs with current registration who have obtained, or working towards obtaining, specialist qualifications in mental health (Grad.Dip. Mental Health Nursing or Master in Mental Health Nursing), and 3 years recent experience in mental health nursing.
- 4.2 Ability to work collaboratively with private sector clinicians including GPs, Psychiatrists, psychologists, as part of regularly reviewing the patients mental health state, contributing to the preparation of care plans, and ensuring the patients compliance with their medication.
- 4.3 An enthusiasm for supporting patients to remain in the community by maintaining an appropriate therapeutic relationship, outreach, and liaising closely with their family and carers.
- 4.4 Experience with utilising Health of the Nation Outcome Scale (HoNOS), including the Child and Adolescent and the Older Persons tools, and patient recall systems.
- 4.5 Demonstrated ability to comply with protocols in relation to staff safety in all service provision settings, maintaining patient case records, and following clear lines in relation to clinical accountability.

- 4.6 Experience in contributing to enable agency compliance with reporting acquittal guidelines.

## **5.0 Personal Qualities**

- 5.1 Possession of excellent communication and interpersonal skills.
- 5.2 Possession of initiative, tact, integrity and discretion, and a commitment to confidentiality.
- 5.3 Reliability in meeting deadlines and commitments.
- 5.4 An empathy for people with .
- 5.5 Flexibility to attend Divisional events and activities scheduled outside normal business hours.
- 5.6 Ability to be innovative and self directed with drive and commitment.

## **6.0 Selection Criteria**

- 6.1 Credentialed with the Australian College of Mental Health Nurses or RN with current registration who has obtained, or working towards obtaining, specialist qualifications in mental health, and 3 years recent experience in mental health nursing.
- 6.2 Ability to work collaboratively with private sector clinicians including GPs, Psychiatrists, psychologists, as part of maintaining patients well-being and mental health state.
- 6.3 Demonstrated commitment to support GPs deliver primary health care to patients to maximise their well being and health.
- 6.4 Demonstrated commitment to instigate and maintain a co-ordinated outreach approach to mental health services.
- 6.5 A current driver's licence for a motor vehicle and a willingness to drive to a range of towns throughout the region (fleet vehicles provided).

## **7.0 Your Application**

Your application should address all of the Selection Criteria and be forwarded to the Division office together with a current resume and the names and telephone numbers of two referees, at least one of whom must be a previous employer. (Referees will **not** be contacted until after a candidate has been interviewed).

Applications should be marked 'Confidential' and addressed to the Chief Executive Officer, Mackay Division of General Practice Ltd, 43 Evans Avenue, Mackay Qld 4740 or email admin@mackaydgp.com.au

Should you require further information please contact Christian Grieves on telephone 4953 4491.

**Please note: Canvassing of the Company's Directors will automatically disqualify any applicant.**

Christian Grieves  
Drafted 22/8/07