

POSITION DESCRIPTION
Endorsed Enrolled Nurse (Forensic Mental Health)

POSITION IDENTIFICATION

Position Title:	Endorsed Enrolled Nurse (Forensic Mental Health)
Location:	Forensic Hospital
Directorate:	Forensic & Long Bay Hospitals
Cost Centre Details:	9 7 4 9 2 4
Employment Status:	Permanent [x] or Temporary [] months FT [x] or PT [] = 38 hrs a week
Industrial Award:	Public Health System Nurses' and Midwives' (State) Award
Classification & Grade:	Endorsed enrolled nurse year 1 – 5
Risk Categorisation for Occupational Assessment, & Vaccinations:	Category A – Staff who have contact with patients [x] Category B – Staff who do not have contact with patients []
Date of Review of this PD:	None stated

ORGANISATIONAL ENVIRONMENT

Justice Health is a statutory health corporation constituted under the Health Services Act 1997. Justice Health provides and coordinates a comprehensive range of health care services for people in contact with the NSW criminal justice system.

The Forensic Hospital is a stand alone, 135 bed, high secure environment for males, females and adolescents that provides specialist care for mentally disordered offenders or those at risk of offending. This includes people who have been found to be not guilty due to reasons of mental illness (NGMI) those found unfit to plea, and those transferred to the Forensic Hospital from the Department of Corrective Services (DCS) and Department of Juvenile Justice under the NSW Mental Health Act 2007.

The primary objective of the Forensic Hospital is to provide a high secure environment to assess, manage and care for forensic patients in line with national and international best practice, while continuing to maintain the safety of the general community.

NSW Health Vision – Healthy people now and in the future.

Justice Health Vision - International best practice health care for those in contact with the criminal justice system.

Justice Health Goals –

- Identify the health needs of our client group
- Provide high quality clinically appropriate services, informed by best practice and applied research
- Make health care part of the rehabilitative endeavour
- Facilitate continuity of care to the community
- Develop an organisational culture that supports service delivery
- Promote fair access to health services
- Provide strong corporate and clinical governance

REPORTING RELATIONSHIPS

The Endorsed Enrolled Nurse (EEN) Forensic Mental Health has a reporting line to the Nurse Manager, Mental Health (NMMH) through the Operational Nurse Manager (ONM) and the Nursing Unit Manager (NUM). The EEN will have a strong working relationship with the multidisciplinary team.

POSITION SUMMARY

The EEN will assist in the planning, implementation and evaluation of the day to day mental health and basic physical health care requirements of patients within the Forensic Hospital. The EEN will practice under the direction and supervision of the RN. Supervision may be direct or indirect and all duties are delegated after consideration of relevant legislation and policies, the context of practice and the competence of the EEN. The EEN retains responsibility for their personal and professional actions whilst remaining accountable to the RN for all delegated functions. All staff have a responsibility to maintain the safety and security of patients, staff and visitors within the high secure environment

Activities which the EEN may provide support for include coordinating and initiating health care for patients within a high secure environment. This includes participating in mental health assessments, risk assessment and management, alcohol and other drug assessments, history taking and developing comprehensive nursing management plans as well as making timely and appropriate referral to relevant services within and outside of the Forensic Hospital as required. Other important activities which the EEN may be directly or indirectly involved in include the initiation of appropriate treatment, management and referral in emergency situations (as per scope of practice) and providing individualised mental health care under the direction of the RN while maintaining a focus on the safety and security of the Forensic Hospital.

KEY ACCOUNTABILITIES

Forensic Mental Health practice is concerned with assessing and treating people with mental illness who are involved in criminal justice processes. Understanding and working with criminal justice agencies, systems and processes is essential for responsible provision of nursing care.

The Australian Nursing and Midwifery Council (ANMC) National Competency Standards for the Enrolled Nurse (December 2005) provide the framework for practice. Practice is also guided by the Australian College of Mental Health Nurses (ACMHN 1995) Standards of Practice for Mental Health Nurses, the Code of Ethics for Nurses in Australia (2008) and the Code of Professional Conduct for Nurses in Australia (2008)

The standards take account of the contemporary role of the Enrolled Nurse which covers clinical practice, management of care, counselling, health promotion, client advocacy, facilitation of change and research. They provide a benchmark for nurses in daily practice.

The competency standards reflect the unique characteristics of nursing as well as broader attributes nurses have in common with other professions and occupations. In addition, they identify the knowledge, skills and attitudes required by nurses and reflect the complex nature of nursing activities.

Other Key responsibilities include:

- To comply with the Justice Health Code of Conduct and other Ethical and Professional Guidelines for Justice Health staff.
- To utilise and promote reflective practice models, such as Clinical Supervision to promote self awareness and development of self and colleagues.
- To comply with the NSW Mental Health Act 2007, the NSW Mental Health (Criminal Procedure) Act 1990, Children and Young Persons (Care and Protection) Act 1998, and other relevant legislation.
- To contribute within knowledge and skill level to the maintenance of a safe environment through prevention, surveillance, monitoring and early intervention.
- To utilise appropriate de-escalation skills to prevent aggressive behaviour.
- To facilitate patient participation in care planning and delivery, wherever possible.
- To responsibly and effectively manage resources used in the provision of health care.
- To participate in medication administration procedures according to statutory and organisational guidelines under the supervision of the RN.
- To comply with the Mental Health Outcomes and Assessment Tools (MHOAT) as per NSW Health policy. This includes data collection, data entry, timely reporting, use of outcome measures and electronic client registration for National Minimum Data Set reporting, and any other data requirements set by NSW Health or Justice Health.
- To report incidents appropriately using Incident Information Management System (iims).
- To recognise the rights of mentally ill patients as outlined in the United Nations “Principles on the Protection of People with Mental Illness” and the Australian Health Ministers “Mental Health Statement of Rights and Responsibilities”.
- To adhere to NSW Health Frontline Procedures for the Protection of Children and Young People.
- To ensure own knowledge, practice and philosophy of care is consistent with the requirements of National Standards for Mental Health Services.
- To maintain appropriate documentation of the health management of patients for professional clinical and legal purposes.
- To be competent under supervision in the management of medical emergencies, physical assessment and crisis intervention.
- To be responsible as directed for the day-to-day health care delivery within a high secure therapeutic environment.
- To work within a patient-focused framework.
- To ensure knowledge of policies and procedures and practice within these frameworks
- To attend training that has been identified as mandatory by NSW Health and Justice Health as required.
- Any other duties as may be reasonably requested by RN and line managers.

GENERAL ACCOUNTABILITIES

All employees are required to:

- Support the mission, goals and values of Justice Health
- Work within the provisions of the Justice Health Code of Conduct, maintain confidentiality and act professionally and within ethical boundaries
- Adhere to all policies, procedures and legislative requirements in relation to Occupational Health and Safety, Anti-Discrimination and Equity in Employment Opportunity requirements
- Participate in the performance appraisal and performance management process.
- Participate in continuous quality improvement initiatives, which support EQUiP and the NSW Health Quality Framework.
- Participate in incident management process.

OCCUPATIONAL HEALTH AND SAFETY ACCOUNTABILITIES

All employees are required to:

- Be aware of and comply with the OHS Act 2000 (NSW).
- Adhere to Justice Health's Occupational Health and Safety and Injury Management Policies, Safe Work Practices and any other safety protocols.
- Identify and report any workplace hazards to supervisors and take corrective action.
- Report/Notify any injuries or near misses to supervisors and document utilising the Incident Information Management System (IIMS).
- Attend any Occupational Health and Safety training as required.
- Utilise/Wear any Personal Protective Equipment (PPE) as recommended as per policy, safe work practices or as part of infection control guidelines.
- Support the mission, goals and values of Justice Health.
- Adhere to all policies, procedures and legislative requirements in relation to Occupational Health and Safety, Anti Discrimination and Equity in Employment Opportunity requirements.

Criminal record checks and working with children record checks are conducted on all employees of Justice Health.

SELECTION CRITERIA

Essential Skills Experience and Knowledge

- Current enrolment with the NSW Nurses and Midwives Board.
- Minimum of 6 months recent clinical experience working in a mental health setting.
- Post enrolment qualification in mental health or willingness to undertake same.
- Knowledge of mental health nursing theory and practice.
- Awareness of relevant NSW Mental Health Legislation and legal frameworks
- Effective skills, interest and experience in multidisciplinary team work.
- Effective communication and interpersonal skills including verbal and written reporting.
- Commitment to continuous quality improvement
- A commitment to self-learning and development.
- Capacity to manage and relate to mental health patients in a high secure environment in a non-judgemental and compassionate manner.
- Previous experience working in a high secure mental health environment is an advantage.

ADDITIONAL INFORMATION

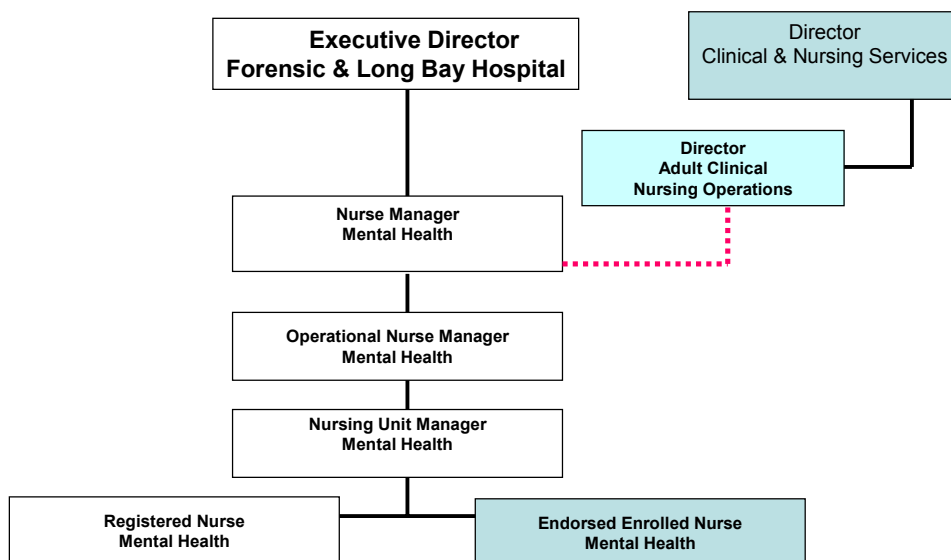
- All enrolled nurse positions may be required to work a seven day rotating roster.
- The information contained in this position description may be reviewed at intervals (with appropriate consultations) in line with future service developments.
- On infrequent occasions may be rostered to other locations within the mental health clinical stream to provide professional development opportunities and improve the efficiency of resource allocation
- Previous experience of the forensic mental health environment is desirable.

MANDATORY INSERVICE

It is the responsibility of all employees to:

- Complete the Justice Health Orientation Program
- Complete Prevention and Management of Violence and Aggression training and any required updates and regular practice sessions.
- Attend therapeutic security refresher annually
- Attend Manual handling refresher annually
- Be assessed as competent in CPR on an annual basis
- Attend fire safety and evacuation training and any refreshers
- Complete MHOAT training.
- Successfully complete annual medication accreditation program.
- Comply with NSW Health mandatory training requirements.

ORGANISATIONAL CHART



JOB DEMAND ASSESSMENT

FREQUENCY DEFINITIONS						
O (Occasional) – Activity exists up to 1/3 of the time when performing the task F (Frequent) – Activity exists between 1/3 and 2/3 of the time when performing the task. C (Constant) – Activity exists more than 2/3 of the time when performing the task. R (Repetitive) – Activity involves repetitive movements. N – Not Applicable.						
Job Demands	Description	Frequency				
		O	F	C	R	N
PHYSICAL DEMANDS						
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels	x				
Leg/Foot Movement	Tasks involve use of the leg and or foot to operate machinery					X
Hand/Arm Movement	Tasks involve use of hands/arms – eg stacking, reaching, typing, mopping, sweeping, sorting, and inspecting.			x		
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist.	x				
Standing	Tasks involve standing in an upright position without moving about	x				
Driving	Tasks involve operating any motor powered vehicle					X
Sitting	Tasks involve remaining in a seated position during task performance	x				
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.	x				
Walking/Running	Tasks involve walking or running on even surfaces		x			
	Tasks involve walking on uneven surfaces		x			
	Tasks involve walking up steep slopes	x				
	Tasks involve walking down steep slopes	x				
	Tasks involve walking whilst pushing/pulling objects	x				
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees	x				
Working at heights	Tasks involve making use of ladders, foot stools, scaffolding, etc. anything where the person stands on an object other than the ground.					X
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms					
	1. Light lifting/carrying (0-9 Kg)		x			
	2. Moderate lifting/carrying (10-15 Kg)					x
	3. Heavy lifting/carrying (16 Kg and above)					X
Restraining	Tasks involve restraining patients/clients/others	x				
Pushing/Pulling	Tasks involve pushing/pulling objects away from or towards the body. Also includes striking or jerking.					x
Grasping	Tasks involve gripping, holding, clasping with fingers or hands.	x				
Manual Dexterity	Tasks involve fine finger movements – ie keyboard operation, writing.		x			
SENSORY DEMANDS						
Sight	Tasks involve use of eyes (sight) as an integral part of task performance – eg looking at screen/keyboard in computer operation, working in dark environment, interpreting x-ray film			x		
Hearing	Tasks involve working in a noisy area – eg boiler room, workshop and/or operation of noisy machinery/equipment					x
Smell	Tasks involve the use of the smell senses as an integral part of the task performance – eg working with chemicals					x
Taste	Tasks involve use of taste as an integral part of task performance					x
Touch	Tasks involve use of touch as an integral part of task performance	x				
PSYCHOSOCIAL DEMANDS						
	Tasks involve interacting with distressed people			x		
	Tasks involve interacting with people with mental illness/disability			x		

Job Demands	Description	Frequency				
		O	F	C	R	N
Exposure to Chemical Hazards						
Dust	Tasks involve working with dust – eg sawdust					x
Gases	Tasks involve working with gases	x				
Fumes	Tasks involve working with fumes – ie, which may cause problems to health if inhaled.					x
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin – eg dermatitis	x				
Hazardous Substances	Tasks involve handling hazardous substances including storage and or transporting.					x
Working Environment						
Lighting	Tasks involve working in lighting that is considered inadequate in relation to task performance – eg glare					x
Sunlight	Exposure to sunlight	x				
Temperature	Tasks involve working in temperature extremes – eg working in a cool room, working outdoors, boiler room					x
Confined Spaces	Tasks involve working in confined spaces					x
Accident Risk						
Surfaces	Tasks involve working on slippery or uneven surfaces	x				
Housekeeping	Tasks involve working with obstacles within the area – bad housekeeping					x
Heights	Tasks involve working at heights below knee level and/or above shoulder height.					x
Manual Handling	Tasks involve manual handling tasks	x				
Biological Hazards						
Biological Products	Tasks involve working with blood/blood products/body fluids	x				
Additional job demands that are specific to this position:						

Employee's Signature: **Date:**

As the incumbent of this position, I have read this Position Description, understand its contents and agree to work in accordance with the requirements of the position.

I understand and accept that I must also comply with the policies and procedures of Justice Health and can be required to work in any location under the jurisdiction of Justice Health.

I declare that I do not have any health restrictions that would prevent me from being able to perform the duties of this position as outlined in the above Job Demands Checklist. (If there are any health issues you must discuss these with your manager prior to signing this Position Description).

Manager's Signature: **Date:**

Position Description Approved:

Human Resources Manager: **Date:**

All Position Descriptions are to be approved and signed off by the Human Resources Manager prior to being presented to the Employment Review Committee.