



## **NGATI POROU HAUORA MENTAL HEALTH SERVICES**

### **POSITION DESCRIPTION**

**TITLE:** Registered Nurse Mental Health Service

**RESPONSIBLE TO:** Team Leader Mental Health

**POSITION FOCUS:**

To provide a safe, high quality and culturally appropriate Mental Health Service to clients within Ngati Porou, extending from Potaka to Anaura Bay. We are committed to working in a Choice and Partnership model.

**KEY RELATIONSHIPS:**

- Whanau and Tangata whaiora
- Director of Area Mental Health Services. (DAMHS)
- Consultant Psychiatrists and General Practitioners
- Pharmacists
- Hauora Tairawhiti Health Mental Health and Addiction Services including whole of age range community and acute
- Hauora Tairawhiti NASC
- Other Mental Health and Addiction Services, Health & Social Services
- Ngati Porou Hauora Health Clinic staff (GPs, Nurses, Kaiawhina, receptionists)
- Te Runanganui O Ngati Porou Social Services
- Government agencies eg WINZ, Housing, Probation
- Te Kupenga Net Trust (Gisborne)
- Emerge Aotearoa (Gisborne)
- Midland Health Network Primary Mental Health
- Police
- Kaumatua and local Marae
- Local sports and church groups
- Local Schools

## DUTIES AND RESPONSIBILITIES:

Key Result Areas	Key Tasks	Performance Measures
<p>Clinical/Case Management: Referral, Assessment, Formulation, Interventions and Exit</p>	<p>Routine referrals will be screened to assess appropriateness of referral and level of urgency, responding as appropriate eg non urgent referrals within 5 working days.</p> <p>Conduct a Mental State Examination including a risk assessment, formulation and plan.</p> <p>Ensure evidenced based practice standards are maintained</p> <p>Record information and interactions.</p> <p>To discuss with colleagues the medium to high risks recommending level and type of involvement required.</p> <p>All first time referrals receive information on the service, and their rights, and complaints process.</p> <p>Ensure planning of comprehensive care with clients and their whanau, interventions inclusive of evidenced based therapies including talking therapies</p> <p>Liaise between clients and whanau and appropriate health professionals and service groups to ensure client goals are appropriate and effectively met.</p>	<p>All routine referrals are actioned within the defined time frame.</p> <p>All new clients receive information on the service and are aware of who to contact.</p> <p>Completion of comprehensive risk assessments, formulation and plan</p> <p>Determine appropriate treatment pathway.</p>
<p>First Response responsibilities:</p>	<p>Receives referrals from GP's, whanau, community members, and Police etc and appropriately prioritises level of urgency of referrals and responds appropriately, urgent referrals are responded to within 15 minutes of receipt of information.</p> <p>Is available to assist other NPH Clinicians when clients are in crisis.</p>	<p>Documentation as appropriate</p>

	<p>Provides after hour contact numbers including PAT HT for crisis calls.</p> <p>When not involved in crisis management to continue with normal Clinical duties.</p> <p>Conduct a Mental Health Assessment including a risk assessment, formulation and risk management plan and document appropriately</p> <p>Referral to DAO to ensure processes and procedures are in line with legislations (CAT1992 plus amendments, Privacy, Code of Rights, etc) and DAO practice guidelines</p> <p>Mental Health Act documentation is completed as appropriate</p>	
Quality:	<p>To participate in quality initiatives.</p> <p>To participate in policy development.</p> <p>To maintain up to date client based statistical information.</p> <p>To participate in service wide initiatives including implementation of the Health &amp; Disability Standards.</p> <p>Ensure reporting requirements for legal and service requirements are fulfilled.</p> <p>Gather evaluation forms on service provided.</p> <p>Ensure early intervention, problem prevention and promotion of good health principles are encouraged and maintained.</p>	<p>Involvement in quality initiatives which are documented appropriately.</p> <p>Statistics are recorded daily.</p> <p>Compliance with the Health &amp; Disability Standards.</p> <p>Client feedback is received</p>
Client Focus:	<p>Promotes client focus and recovery model.</p> <p>Upholds client rights.</p> <p>Client confidentiality maintained at all levels.</p> <p>Develop, maintain and promote effective relationships with clients/family/whanau.</p> <p>To provide education to the community.</p>	<p>Informs clients of the role of consumer advocate.</p> <p>Concept of client empowerment is promoted and central to operations.</p> <p>Whanau/families are felt welcome and included in all aspects of inpatient episode of care.</p>

Cultural Safety:	Provide culturally appropriate services.	Cultural Advisor accessed and utilised appropriately. Different people and their cultural values, beliefs and situations are respected at all times. Participation in cultural training.
Additional Duties:	To participate in other duties as required.	A flexible service which is able to quickly respond to needs.
Supervision and Professional Development:	To receive regular professional supervision (peer, line, cultural) within the organisation. Ensures consultation with RC or Psychiatrist on call as appropriate. Maintains up to date knowledge of current best practice. Ensure professional competencies are maintained for nursing.	Formal supervision agreements and meetings evidenced. Regular contact is maintained with the Responsible Clinician or Psychiatrist on call. Evidence of ongoing learning. Annual APC & DAO certification required.

## PERSON SPECIFICATION

### Skills, Knowledge, Abilities and Attributes

- Registered Health Professional with current APC
- Experienced in Mental Health preferred
- Duly Authorised Officer (DAO) experience preferred, understanding of the relevant Mental Health legislation
- Team Player essential with excellent Interpersonal Skills and prepared to contribute to multi-disciplinary team meetings
- Good Assessment, formulation and planning skills
- Must be prepared to learn
- Current Driving Licence
- Cultural & Tikanga Pertaining to Ngati Porou understanding preferred
- Understanding of own Limitations in skills and knowledge
- Knowledge of Other Relevant Support Services
- Demonstrates excellent people skills & communication skills including the ability to relate to people of differing ages and cultural backgrounds
- Has the ability to work autonomously and be highly self-motivated
- Is confident in Risk Management and crisis assessment
- Has good computer literacy

## COMPETENCIES

\*\*In addition to the behaviours inherent in NPH values, the following specific competencies are required as a Mental Health keyworker.

Competency	Description
<i>Customer Focus</i>	Is dedicated to meeting the expectations and requirements of internal and external clients; gets first hand information and uses it for improvements in services including therapeutic services, establishes and maintains effective relationships and gains their trust and respect.
<i>Communication Skills</i>	Able to establish clear directions; sets stretching objectives; distributes workload appropriately; maintains two-way dialogue with others; brings out the best in people; is a clear communicator and active listener; written communication is clear and succinct.
<i>Interpersonal Savvy</i>	Relates well to all kinds of people internally and externally; can build an appropriate rapport, build constructive and effective relationships, uses diplomacy and tact, can diffuse even high-tension situations appropriately.
<i>Priority Setting</i>	Works in a well planned and organised manner. Spends own and others time efficiently.
<i>Problem Solving</i>	Uses rigorous logic and methods to solve difficult problems with effective solutions, probes all fruitful sources for answers, can see hidden problems, is excellent at honed analysis, looks beyond the obvious and doesn't stop at the first answers.
<i>Time Management</i>	Uses time effectively and efficiently. Concentrates efforts on the more important priorities. Gets more done in less time than others. Can attend to a broader range of activities.
<i>Functional/Technical Skills</i>	Has functional and technical knowledge and skills to complete the workload at a high level of accomplishment.
<i>Tikanga Maori</i>	Incorporates aspects of Tikanga Maori into work practices; creates and sustains an environment that promotes bi-culturalism and responsiveness to Maori issues; establishes an environment of respect and trust when working to advance cross cultural understanding.

**Manager Signature:**

**Date** \_\_\_\_\_

**Employee Signature:**

**Date** \_\_\_\_\_