



CREATE. Outstanding.

Position Title:	Alcohol and Other Drugs Nurse
Day to Day Operationally reports to:	Towards Change Tam Leader – Local Adult & Older Adult Mental Health
Professionally reports to:	Chief Nursing and Midwifery Officer
Organisationally reports to:	GV Health Program Manager – Goulburn Valley Alcohol and Drug Service
Department:	Local Adult and Older Adult Mental Health and Wellbeing Service
Directorate:	Community Care & Mental Health
Cost centre:	H0942
Code & classification:	Registered Nurse, Grade 4A (YW11) or Registered Nurse, Grade 4B (YX11)
Performance review:	Upon completion of probationary and qualifying period and annually or as requested
Employment conditions:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020 - 2024 and its successors, and GV Health Policies and Procedures (and as varied from time to time)

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Euroa and Rushworth. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional sites are also located in Shepparton, Seymour, Benalla and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services across the Goulburn Sub-Region within the Hume Region.

The *Goulburn Valley Health Strategic Plan 2024-26* provides the direction for GV Health with key elements summarised below.

GV Health is committed to ensuring that all staff are immunised Influenza. Therefore, employment within GV Health is conditional upon evidence of having been vaccinated. Vaccination against preventable diseases is also highly recommended.

OUR PURPOSE

Is to significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care

OUR VALUES AND BEHAVIOURS

Our culture is made up of our CREATE values and behaviours, through which we commit to delivering ongoing quality healthcare for our community. Our CREATE values and behaviours are the foundations for our strategic pillars, and for achieving our goals.

Compassion

- We treat others with kindness and respect;
- Our deep connection to the community enhances our care for patients;
- We support the whole patient journey;
- We are understanding of each other.

Respect

- We respect the patient’s voice and their choices;
- We celebrate diversity and are proud of multiculturalism;
- We respect differences of opinions;
- We respect the input of different disciplines and areas of expertise.

Excellence

- We are encouraged to grow professionally and personally;
- We are leaders in what we do;
- We invite feedback and are always striving to do better;
- We connect patients to further care and information.

Accountability

- We are responsible for our actions;
- We are courageous in our decision making and grow from our mistakes;
- We deliver what we promise;
- We don’t compromise on our standards.

Teamwork

- We are a multi-skilled workforce and we pool our resources together;
- We mentor and support one another;
- We take a collaborative approach to care;
- We are approachable.

Ethical behaviour

- We hold ourselves to high standards;
- We rigorously uphold professional boundaries in our regional setting where patients may be friends or family too;
- We value and respect our patient’s privacy and trust;
- We stand up against unsafe practice.

Greater Shepparton, Strathbogie & Moira Adult and Older Adult Local Mental Health and Wellbeing Service (GSSM Local)

A key recommendation made in the Royal Commission into Victoria’s Mental Health System final report was the establishment of Local Adult and Older Adult Mental Health and Wellbeing Service across Victoria. The new service stream, now known as Mental Health & Wellbeing Locals (Locals Services) are an important part of Victoria’s reformed mental health and wellbeing system.



The GSSM Local service is delivered through a consortium comprising of Wellways (lead agency) Goulburn Valley Health and APMHA HealthCare.

Wellways: is a respected Australian mental health, wellbeing and carer service that comprises of teams of wellbeing workers, clinical consultants, support workers, peer workers and counsellors who are dedicated to ensuring all the people they serve have opportunities to fully participate in the community. Wellways have more than 40 years’ experience working with individuals, families, carers and the community to identify their needs and goals and attain a great life in their community.

APMHA HealthCare: is a Not-For-Profit company which has evolved from the Victorian Primary Mental Health Alliance Pty Ltd who were established in 2015. Their focus primarily revolves around primary mental health care within a Stepped Mental Health framework. They provide intake, triage, secondary consultation and clinical and psychological services for a variety of funders through nominated program streams by a diverse and experienced professional workforce across Australia.

Working together – How We Will Deliver Services

The GSSM Local will operate 7 days a week, with extended operating hours to support a flexible and responsive service. The GSSM Local will provide easy access, high quality assessment, treatment, care and support to people aged 26 years and over experiencing mental illness, psychological distress or alcohol and/or other drug co-occurring substance use disorders. The GSSM Local will focus on those whose needs cannot be met by primary and secondary mental health and alcohol and other drug providers alone and who do not require intensive or ongoing care from the Area Mental Health Services.

The Local Service model will provide integrated clinical support, care and wellbeing support to participants and their family members or carers. It is community-led and integrated through partnership that shares power, creating a responsive, flexible and helpful service This model aims to improve the capacity of individuals to engage in our community and develop resilience to any situations of future psychological distress.

Mental Health and Wellbeing Locals are free, voluntary, and easy to access, with no referral required. Importantly, these new services will be delivered on the basis of ‘how can we help?’ and a ‘no wrong door’ approach, focused on giving choice and control over how the participant wants to receive support.

This will make it easier for the participant to access the support they need, closer to home and family, carers, and support networks.

Commitment to Reconciliation

The GSSM Local acknowledges that Aboriginal and Torres Strait Islander people have not always been well-served by mental health, alcohol and drug services and disability organisations, and that their social and emotional wellbeing has been impacted by generations of trauma, injustice and deprivation. As partner organisations we recognise our responsibility in addressing these issues of injustice, inequality and stigma as part of ensuring our services are both welcoming and helpful for people and their families. As part of our commitment to reconciliation we are working to create culturally aware and safer services for First Nations Community Members.

ROLE STATEMENT:

The GSSM Local Alcohol and Other Drug (AOD) Nurse will work as part of the multidisciplinary team providing AOD nursing assessment, therapeutic intervention, care and support to people accessing the GSSM Local. They will be a part of a team of mental health and wellbeing clinicians and lived experience staff who provide a “new front door” service to all adults seeking mental health and alcohol and other drug interventions and support within the Goulburn Valley area.

The GSSM Local AOD Nurse will work in tandem with clinical and other supports assisting service users to access the full range of interventions across the care continuum. They will work with the range of factors affecting service users within the scope of their practice including cognitive, occupational, physical and social matters to deliver client focused therapeutic approaches for recover oriented, evidence-based care.

The GSSM Local AOD Nurse will have a day to day operational report to the GSSM Local Towards Change Team Leader.

The GSSM Local Towards Change Team Leader will be responsible for but not limited to:

- Day to day operations
- Allocation of tasks
- First point of escalation
- Clinical and operational supervision
- Client caseload and outcomes

The GV Health Program Manager – Goulburn Valley Alcohol and Drug Service will be responsible of management functions including:

- Recruitment and selection
- GV Health Induction
- Professional Development Reviews
- Leave Management
- Performance Management
- Mandatory Training of employees within the team
- Rostering



KEY RESPONSIBILITIES, ACTIVITIES AND DUTIES:

- Use advanced clinical nursing knowledge to complete consumer focused comprehensive alcohol and other drug assessment including risk assessment, identification of consumer and carer/family issues in the context of a culturally sensitive service delivery model
- Use advanced clinical nursing knowledge to undertake AOD screening and assessment of substance use/withdrawal within the principles of an integrated mental health and AOD treatment approach
- In partnership with consumers, their significant others and (where appropriate) lived experience workforce, develop recovery-based therapeutic care plans that include strategies to mitigate risk and support skill development and resilience.
- Use advanced clinical nursing knowledge to provide therapeutic services in keeping with the Victorian alcohol and other drug client charter
- Inform and educate the consumer and their carers about withdrawal and other drug treatments including harm reduction; pharmacotherapy or other medication regimes; post withdrawal support and treatment
- Provide motivational enhancement, education and counselling about the withdrawal experience and introduction of relapse prevention strategies
- Provide clinical nursing support and advice to the multidisciplinary team and participate in GSSM Local multi-disciplinary clinical review meetings and planning processes
- Participate in the developmental and implementation of quality improvement activities to ensure that services provided by the GSSM Local meet relevant best practice standards, e.g. National Safety and Quality Health Service Standards, Standards for Mental Health Services
- Ensure that service continuity is maintained for participants of program, staff and family members
- Maintain a strong working relationship with GSSM Local Partners (Wellways and APHMA Healthcare)
- Participate in daily handovers and workplace huddles with GSSM Local staff
- Liaise with family or other carers, mental health and alcohol and drug service staff (e.g. Key Workers, Community Clinicians, Medical Officers, Addiction Medicine/Psychiatrists/Registrars).
- Monitor and facilitate the documentation and reporting compliance including; clinical documentation, outcome measures, risk assessment and Client Management Interface (CMI) reporting
- Maintain all clinical records documentation and ISBAR and secure information adhering to GV Health and GSSM Local processes.
- Assist in the maintenance of Occupational Health and Safety in the work place
- Participates in the training and supervision of less experienced staff and students on placement
- Provide support and consultation to other team members to assist their duty performance
- Provide a high-quality service to internal customers and consumers that reflects best practice and adds value to GV Health
- Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas

1. Provide quality and safe clinical care for consumers

- Ensure consumers, families/representatives or carers are provided with timely information and are involved in decision making about their care planning and treatment
- Accept accountability for own actions and seek guidance when a situation exceeds experience and/or knowledge
- Uphold and protect consumer rights, maintain strict confidentiality and continually practice to the principles of open disclosure
- Comply with best practice healthcare standards, legislation, and GV Health’s Clinical Governance Framework and clinical practice guidelines
- Consumer feedback and complaints are responded to appropriately to ensure that issues are resolved and quality and safe clinical care is provided
- Maintain accurate and current clinical records ensuring documentation meets professional and legal standards
- Promptly report vital consumer observations that are outside the normal range as per clinical guidelines
- Ensure an effective discharge from hospital or services that reflects the needs of the consumer.

2. Develop and maintain collaborative relationships with all disciplines

- Collaborate and communicate with all members of the health care team to achieve desired consumer outcomes
- Respect the decisions and actions of others
- Contribute to interdisciplinary team meetings and clinical education sessions to facilitate consumer care goals.

3. Support and participate in evidence-based programs to evaluate and improve the quality of consumer care and outcomes

- Maintain current knowledge of clinical practice
- Actively participate in identifying where improvements can be made to the quality of consumer care
- Participate in clinical audits, research, process redesign and accreditation against healthcare standards to ensure ongoing clinical practice improvement and the quality of consumer care.

4. Commit to ongoing professional development of self, other employees and the profession

- Maintain and demonstrate regulated clinical skills and competencies by undertaking professional development and completing mandatory training as defined by GV Health
- Undertake credentialing and review of scope of practice and work within these
- Improve performance by seeking feedback, setting goals and participating in annual performance reviews
- Support the development of others by acting as a resource to colleagues and participating in orientation and preceptoring of new employees and supervising students
- Provision of appropriate supervision to less experienced clinical employees
- Participate in committees and professional groups and disseminate relevant information to other health care professionals.

QUALITY, SAFETY, RISK and IMPROVEMENT

- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines
- Maintain a safe working environment for yourself, your colleagues and members of the public

- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce
- Contribute to organisational quality and safety initiatives
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public
- Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements.

OTHER REQUIREMENTS FOR ALL CLINICAL EMPLOYEES:

- Where relevant collaborate with consumers and the community in the development, implementation and review of health service planning, policies and quality improvement activities
- Demonstrate sensitivity, empathy and respect for the customs, values and spiritual beliefs of others at all times
- Assist with the supervision of students where appropriate
- Understand and act in accordance with the GV Health Code of Conduct, values and relevant policies, procedures and guidelines
- Comply with the principles of Patient and Family Centred Care
- Promote GV Health as a quality regional health care provider

KEY PERFORMANCE INDICATORS:

- Registration is maintained and working within scope of practice
- Attendance and active participation at meetings as required
- 100% compliance with core competencies and training requirements as outlined in the GV Health Education Framework
- Active participation in the Performance and Development review process

Other Position Requirements

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required.

GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

KEY SELECTION CRITERIA:

Mandatory

- Commitment to the GV Health Values of *Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour*.
- Current registration with the Australian Health Practitioner Regulation Agency as a Registered Nurse
- Postgraduate Diploma (or Higher) in Addiction Studies (or equivalent/related field) and have at least 5 years experience as an Registered Nurse
- Experience working in and knowledge of the Alcohol and other Drugs sector with a broad understanding of relevant primary and community services
- Completion of the four core competencies in AOD (or able to complete with the first 12 months of employment)
- General understanding and working knowledge of the Mental Health and Wellbeing Act 2022
- High level case management skills with demonstrated ability to engage people experiencing complex issues and access and integrate specialist supports as required
- Relevant experience and demonstrated skills in the principles and practice of working with people with psychiatric disorders and with people with alcohol and other drug misuse/addiction issues.
- Experience in collaborating with other service providers, consumers and carer groups and other community agencies
- High level of organisational skills, communication skills (verbal and written) and interpersonal skills.
- Ability to problem solve, negotiate and communicate with staff and other service providers
- Ability to effectively work as a member of a multidisciplinary team as well as to work autonomously in a self-directed way, including the ability to work with initiative and appropriately with limited direction
- Experience working with consumers from variation ethnic backgrounds and with a diverse range of psycho-social backgrounds
- Hold a current Victoria’s Driver’s license
- Evidence of immunisation against seasonal influenza
- Satisfactory National Criminal History Check prior to commencement of employment
- Satisfactory Victorian ‘Employee’ Working with Children Check prior to commencement of employment
- Completion of a Commonwealth of Australia Statutory Declaration prior to commencement of employment.

Inherent Requirements

GV Health has a duty of care to all employees. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or the safety of others.

The role may require the following tasks among other things:

Consumer Care Role	
<ul style="list-style-type: none"> ▪ manual handling (pushing, pulling equipment) ▪ general consumer handling and clinical duties ▪ sitting, standing, bending, reaching, holding ▪ pushing pulling trolleys and equipment ▪ working alone ▪ general clerical, administration work, computer work ▪ use of personal protective equipment and handling ▪ operating equipment ▪ handling general and infectious waste ▪ participating in shift work and on-call 	<ul style="list-style-type: none"> ▪ exposure to substances and hazardous materials ▪ working at other locations may be required ▪ dealing with anxious or upset consumers or members of the public ▪ driving a motor vehicle

Reviewed by	Program Manager – Goulburn Valley Alcohol and Drug Service
Issued	September 2024

I acknowledge:

- That I will observe child safe principles and expectations for appropriate behaviour toward and in the company of children.
- That GV Health has a zero tolerances of child abuse and all allegations and safety concerns will be treated very seriously. For more information refer to GV Health’s Child Safety Standards procedure.
- That I have read and fully understand the Position Description and Inherent Physical Requirements of the position.
- I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- I understand that this is separate to the Employment Agreement that I will sign, outlining the terms and conditions of my employment.

Accepted by: _____ /_____/_____

 (Print Name)