

POSITION DESCRIPTION

Position Title	Primary Mental Health Nurse
Reference Number	GH: 47
Department	Clinical Services
Position Reports To	Health Services Manager
Positions Reporting To This Role	Nil
Work Location and Travel	<p>The positions are located throughout the state and will be based at one of the GEO Healthcare locations in metropolitan Melbourne or regional Victoria.</p> <p>The position may be expected to travel to other GEO Healthcare locations within Victoria.</p>
Operating Environment	<p>GEO Healthcare operates in all Victorian Men's Public Prisons providing primary healthcare services to the prisoner population.</p> <p>GEO Healthcare employs a multidisciplinary team of highly skilled healthcare professionals to ensure people in prison can access and receive the equivalent standard and range of healthcare services available in the broader community.</p> <p>GEO Healthcare works in close partnership with public, private and not-for-profit providers to deliver the best possible healthcare outcomes for people in prison, with plans for ongoing post-release care and support in the community.</p> <p>GEO Healthcare is a business arm of the The GEO Group Australia Pty Ltd, Australia's leading provider of Correctional Services.</p>
Position Summary	<p>Primary Mental Health Nurses employed by GEO Healthcare work to deliver high quality Mental Health care to men in Victoria's public prisons.</p> <p>The Primary Mental Health Nurse delivers mental health services which enhances and promotes the health of people in prison through evidenced base, comprehensive and professional nursing care within a prison setting and to assist in the prevention and management of people in prison who are at risk of self-harm or suicide.</p> <p>The role requires the incumbent to perform all duties in accordance with the GEO Healthcare Values.</p>

Key Accountabilities

- Provides primary mental health nursing services to people in prison.
- Undertakes At Risk assessments, within the specified timeframe, for people in prison who have been identified as at risk of self harm or suicide
- Defines and maintains the standard of nursing practice within GEO Healthcare locations working within a multidisciplinary framework.
- Develops and reviews mental health recovery plans with patients, which adhere to GEO Healthcare policy and contractual obligations.
- Undertakes primary mental health nurse clinics, where patients are assessed, treatment plans are reviewed and ongoing care is discussed with the patient.
- Works closely with the medical officer (MO) and mental health nurse practitioner (MHNP) in the implementation of treatment plans for primary mental health patients.
- Participates in all aspects of at risk of self-harm or suicide management for a person in prison as determined by the Risk Review Team (RRT) and which complies with GEO Healthcare policy, Corrections Victoria Commissioner's Requirements and Deputy Commissioner Instructions, Justice Health policies and contractual requirements.
- Assists in the development and implementation of self-harm or suicide management strategies and regularly assesses their effectiveness in reducing suicide and self-harm at with other service providers.
- Work collaboratively with the Forensic Mental Health (FMH) Service Provider in the assessment and management of a mental health patient who may be deteriorating and/or have complex mental health issues.
- Refer patients to the FMH service for specialist assessment and review which includes managing the waitlist for the FMH outreach service at designated GEO Healthcare locations.
- With other members of the health team coordinate the discharge/release planning requirements for primary mental health patients.
- Provides a primary mental health consultancy service for primary health nursing staff and other service providers.
- Participates in clinical handover meetings within the health team.
- Documents all patient occasions of service, declining of services, non-attendance and, appointment scheduling in the electronic medical record (EMR) and maintains confidentiality of health records.
- Documents occasions of service in the approved format.
- Contributes to the development of materials for staff training and orientation. Participates in continuing education and in-servicing training.
- Participates in health promotion and educational programs.
- Coordinated and participates in clinical case management reviews for complex mental health patients and participates in custodial case management meetings for identified patients.
- Initiates and maintains compliance with standards for accreditations. Assumes a formal role in the accreditation process by assisting the Health Services Manager (HSM) in developing guidelines and protocols appropriate to National Standards.
- Contributes to maintenance of secure and safe environment.
- Performs other duties and responsibilities as designated by the HSM.
- Successfully complete all mandatory training and competencies within the required timeframes.
- Accepts responsibility for the health, safety and welfare of other staff, people in prison, contractors and visitors under the employee's supervision. Comply with the employer's policy and procedures enabling compliance with legislation.

- Ensure compliance with Company policies, procedures, the Governance, Risk and Compliance Manual and the Code of Conduct.
- Contribute to the provision of healthcare with a focus on safety and quality to meet or exceed the National Safety and Quality Health Services Standards.

Key Selection Criteria

- Qualified Registered Nurse, with current AHPRA Registration.
- Professional qualifications in Mental Health and a minimum of 12 months experience working in mental health over the previous 3 years
- Ability to work unsupervised, in the delivery of primary mental health services.
- Demonstrated knowledge of Equal Employment Opportunity and Workplace Health and Safety principles.

Other Requirements Of the Role

- Valid and current full Australian driver's licence.
- Ability to work within a prison setting, which will involve direct contact with people in prison associated with the delivery of healthcare.
- Satisfactory completion of a National Criminal History Check.
- Ability to obtain and maintain a security clearance.
- Working outside of ordinary business hours including participating in an on-call roster may be required.

Employee Acceptance / Manager Approval

I acknowledge that the statements included in this position description are intended to reflect duties and responsibilities that I will be required to undertake and are not to be interpreted as being all inclusive.

I have read, understood and accepted the above position description and associated attachments.

Employee's Name	Signature	Date

Director/Manager Approval (of Position Description) Delete Director/Manager as appropriate

Manager's Name	Signature	Date

Master copy lodged with HO (SMT only) ☐

Master copy lodged with department monitor ☐