

POSITION DESCRIPTION

Position Title	Mental Health Nurse Team Leader
Reference Number	GH: 48
Department	Clinical Services
Position Reports To	Health Services Manager
Positions Reporting To This Role	Mental Health Nurses
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>The Mental Health Nurse Team Leader (MHN Team Leader) will assist the Health Services Manager (HSM) to manage the provision of primary mental health services at their location/s.</p> <p>The MHN Team Leader is responsible for coordinating mental health nursing staff at their location/s.</p> <p>The MHN Team Leader will undertake the duties of a Mental Health Nurse: delivering mental health services which enhance and promote the health of prisoners through evidenced-based, comprehensive and professional nursing care within a prison setting; and assisting in the 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

- Assist the HSM to coordinate the provision of mental health services at the allocated location/s, to ensure that the health needs of the patients and contractual requirements are met.
- Provide strong clinical leadership to mental health nursing staff at the location/s; and ensure all employed and contracted mental health staff are orientated to GEO Healthcare policy and local operating procedures.
- Define and maintain the standard of mental health nursing practice within the allocated location/s.
- Work with local prison management to ensure that the provision of mental health care at the location/s is planned and coordinated, considering the prison's operational and security requirements.
- Work with the relevant GEO Healthcare state-wide Service Managers and the Area Manager, Clinical Services in the planning and delivery of mental health services.
- Participate in meetings with Justice Health, Corrections Victoria and other key stakeholders, as requested.
- Provide primary mental health nursing services to people in prison, as defined in the Primary Mental Health Nurse position description.
- Work closely with Medical Practitioners and Mental Health Nurse Practitioners in the implementation of treatment plans for primary mental health patients.
- Participate in all aspects of 'at-risk of self-harm' or 'suicide management' for persons identified by the Risk Review Team (RRT), ensuring compliance with GEO and Corrections Victoria policies and procedures.
- Work collaboratively with the Forensic Mental Health (FMH) Service Provider in the assessment and management of mental health patients who may be deteriorating and/or have complex mental health issues.
- Working with other members of the health team, coordinate the discharge/release planning requirements for primary mental health patients.
- Provide a primary mental health consultancy service for primary health nursing staff and other service providers.
- Coordinate and participate in clinical case management reviews for complex mental health patients and participate in custodial case management meetings for identified patients.
- Participate in clinical handover meetings within the health team.
- Assist in the development and provision of reports, submissions, briefing notes, etc to the State, independent agencies and the GEO Healthcare Board.
- Document all patient occasions of service, declining of services, non-attendance and, appointment scheduling in the electronic medical record (EMR) and maintain confidentiality of health records.
- Initiate and maintain compliance with standards for accreditations.
- Assist the HSM to achieve and maintain health service accreditation under the National Safety and Quality Health Service Standards.
- Contribute to the development of materials for staff training and orientation.
- Maintain current knowledge and clinical proficiency in mental health nursing care, in accordance with best practice, legal and professional standards.

- Participate in continuing education and in-servicing training.
- Perform other duties and responsibilities as designated by the HSM.
- Contribute to the maintenance of a secure and safe environment.
- Assist in the implementation of the GEO Clinical Governance Framework.
- Ensure compliance with Company policies, procedures, the Governance, Risk and Compliance Manual and the Code of Conduct.

Key Selection Criteria

- Registration with the Australian Health Practitioner Regulation Agency as a Registered Nurse.
- Minimum three years of postgraduate clinical experience as a registered nurse.
- 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 ability to plan and coordinate patient care.
- Demonstrated competence in clinical and problem-solving skills.
- Demonstrated ability to work within multi-disciplinary team.
- Demonstrated ability to contribute to the professional practice within the health facility.
- Demonstrated competence in written and verbal communication skills
- Interpersonal and negotiation skills that ensure positive relationships are built and maintained with staff, the Client and stakeholders.
- Demonstrated basic level of computer literacy.
- Demonstrated knowledge of Equal Employment Opportunity and Workplace Health and Safety principles.

Desirable

- Clinical experience in primary health care.
- Post-graduate qualifications related to health or health service management.
- Experience in operationally managing health services at ward/unit level.
- Experience in the development, implementation and monitoring of clinical policy, procedures and practice.
- Experience in health service accreditation.

**Other
Requirements
Of the Role**

- Valid and current 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.
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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 ☐