
PRACTICE NURSE

MAY 2022



Location:	headspace Melton and/or headspace Glenroy
Division:	Primary Clinical Services
Classification:	Nurses Award (2010) Registered Nurse Level 3-4
Employment type:	.2FTE to 1FTE (full time) permanent available.
Position reports to:	Clinical Services Manager

1. POSITION SUMMARY

We are seeking Practice Nurses to join our clinical teams at either headspace Glenroy or headspace Melton, to support the delivery of services to young people in our Centre-based Youth Health Clinics, and our local Doctors in Secondary Schools (DISS) clinics.

The Doctors in Secondary Schools initiative was established by the Victorian Government, to fund general practitioners and practice nurses with the support of school wellbeing teams, to provide medical advice and health care to those students most in need one day a week in over 100 Victorian Government Secondary Schools. headspace Glenroy and Melton operate DISS clinics in 3 of these schools.

Reporting to the Clinical Services Manager, the practice nurse will support the development and delivery of critical administrative and clinical support for our Youth Health Clinic and DISS clinics, in accordance with DISS operational guidelines and headspace policies and procedures.

Supported by our clinical and administrative teams, the practice nurse will manage certain day to day operations of the youth health clinic and DISS clinic, including ordering of medical supplies and engaging in service provision coordination, such as triaging and scheduling appointments and follow-ups, or coordinating referrals with secondary health and wellbeing services.

For young people attending the clinics, the position will support effective communication between the school community, headspace, GP's and external organisations to support cohesive health management. The Practice Nurse will directly assist in provision of sexual, reproductive, vaccine and general health follow up as required for young people accessing the DISS program and headspace centre(s). It is also expected that the individual will provide complimentary health promotion and health education activities for young people accessing the centre and in the school setting if required.

The Practice Nurse will also work collaboratively with our administration, accreditation, and clinical teams, to implement and maintain established procedures and documentation to meet accreditation standards.

2. POSITION CONTEXT

Orygen is the world's leading research and knowledge translation organisation focusing on mental ill-health in young people. Working side-by-side with young people, our partners and one another, we are redefining what is possible in global research, policy, education and clinical care.

headspace is a world-first youth mental health initiative that supports young people who are going through a tough time; whether it is depression, anxiety, relationship break-ups or alcohol and other drug issues. The youth-friendly services at headspace are aimed at teenagers and young adults in recognition of the fact that 75 percent of mental disorders emerge before the age of 25 years.

Orygen operates five headspace centres and associated services in Craigieburn, Glenroy, Melton, Sunshine and Werribee with funding from the North Western Primary Health Network and support from headspace: the National Youth Mental Health Foundation. These headspace centres aim to improve access to services and continuity of care for young people across four core streams of service: mental health; alcohol and other drugs; primary care; and social recovery/vocational services.

3. ABOUT ORYGEN

VISION	Young people to enjoy optimal mental health as they grow into adulthood.
MISSION	Reduce the impact of mental ill-health on young people, their families and society.
VALUES	Respect, accountability, teamwork, excellence & innovation.
COMMITMENTS	Orygen has made a strategic commitment to partner with First Nations people of Australia, young people and their families, LGBTIQ+ people & culturally and linguistically diverse people.

4. KEY RESPONSIBILITIES/OUTCOMES

The Practice Nurse will:

- Work under the direction of the Clinical Services Manager (CSM's) and General Practitioners to provide comprehensive youth-friendly health services.
- In accordance with scope of practice, assist as delegated by the GP (General Practitioner) undertaking assessments and procedures e.g., vaccinations, dressings, health checks and development of care plans.
- Within scope of practice, provide 1:1 education around issues relevant to young people including sexual health, body image, vaccinations, general health promotion and education to enhance their ability to make informed choices in this regard.
- Provide consultation and support to staff members, school wellbeing teams and other teachers around issues of youth health as appropriate.
- Advocate and communicate within appropriate legislative guidelines on behalf of the young person with family, school staff, headspace staff and external services.
- ensure accreditation standards are achieved by implementing and maintaining established practices, including maintenance of infection control practices and records, and ensuring relevant equipment is maintained, medical supplies are ordered and stored appropriately.
- Assist GP and practice manager as directed with managing routine and urgent client recalls and follow up of pathology results.

- Facilitate the provision of information relating to health of individuals, families/carers or organisations requesting guidance and support.
- Establish and maintain accurate and timely electronic medical records.
- Work within the bounds of relevant legislation/regulations and relevant professional codes of conduct.
- Participate in regular clinical case review meetings and multi-disciplinary team meetings to ensure appropriate, consistent, and coordinated service pathways and service delivery responses for young people and their families/carers.
- Participate in and promote research and evaluation projects conducted at the headspace centre.
- Participate in the development and delivery of school- and community-based mental health awareness/promotion activities as appropriate.
- Any other duties as reasonably requested that are commensurate with the level of responsibility of the position.

5. SELECTION CRITERIA

The following criteria must be met for consideration for this position:

5.1 Essential

- Registered Nurse, Division 1 or 2, and registered with AHPRA (Australian Health Practitioner Regulation Agency).
- Experience in a practice nursing role and/or work in a community health setting, preferably regarding relevant adolescent health issues, such as sexual health, mental health, AOD (Alcohol and Other Drug) and other physical health conditions.
- Excellent interpersonal and communication skills, with demonstrated ability to consult and liaise with multiple internal and external stakeholders (such as health and education professionals) to support service provision and effective clinic coordination.
- Demonstrated ability to engage in shared decision making to negotiate treatment plans with young people and their supports.
- Demonstrated working knowledge of relevant legislation, policies and issues informing services for young people and families, including the Children, Youth and Families Act 2005, issues of consent, failure to disclose legislation and mandatory reporting requirements.
- Ability to set priorities, monitor work flows and develop best practice work standards in a fast-paced environment.
- Competence regarding information technology, medical software packages and willingness to be trained across data collection systems.

5.2 Desirable

- knowledge of AGPAL (Australian General Practice Accreditation Limited) standards for general practice.
- Experience in the development and facilitation of health promotion activities.

6. PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Practice Nurse will be expected to have:

- Sound ability to make decisions in relation to conducting intake and assessments and determining a young people's suitability for ongoing treatment/support services at the clinic/centre or referral options. This will require proven skills in decision-making, problem-solving and risk management.

- Strong working knowledge of the common mental health issues faced by young people, evidence-based treatments for major adolescent health issues
- Knowledge of substance use and other health and social problems faced by young people and the indicated evidence-based treatment/support options.
- Knowledge and understanding of relevant legislation, government policies and strategic directions in relation to mental health and alcohol and other substances particularly as it relates to young people.
- A breadth of understanding of the different types of organisations involved in mental health and drug and alcohol service delivery to young people.
- Have knowledge of and work within the headspace framework of early intervention, de-stigmatisation, diversity, inclusion, and non-discrimination
- An understanding of and commitment to ethics and confidentiality issues, particularly in relation to the health and allied-health professions.
- Excellent computer skills with a demonstrated ability in word processing, PowerPoint and databases as required.

7. SPECIAL REQUIREMENTS

- Unrestricted right to live and work in Australia
- A current National Police Check will be required.
- Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check.
- You may be required to work across more than one of ORYGEN's sites, which are currently located within the north and west of Melbourne.
- Successful applicants will be required to provide proof of COVID-19 Vaccination prior to commencement.