
PRACTICE NURSE

MAY 2022



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| Location: | headspace Glenroy and/or headspace Melton |
| Division: | Primary Clinical Services |
| Classification: | Nurses Award (2010) Registered Nurse Level 3-4 |
| Employment type: | .2FTE to 1FTE (full time) available – fixed term contract |
| 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 delivers cutting-edge research, policy development, innovative clinical services, and evidence-based training and education for the mental health workforce to ensure that there is continuous improvement in the treatments and care provided to young people experiencing mental ill-health.

We are a complex organisation. Our activities and workforce are diverse and include:

- Five headspace centres in Craigieburn, Glenroy, Melton, Sunshine and Werribee that deliver primary clinical services to young people and are operated by Orygen.
- The Centre for Youth Mental Health, a University of Melbourne research and teaching department that is wholly seconded into Orygen. Centre staff are provided with Orygen email addresses and have the use of Orygen systems.
- Orygen Specialist Program (formerly referred to as Orygen Youth Health Clinical Program), a tertiary clinical service that is currently operated by North Western Mental Health, co-located with us at Parkville, Sunshine and Glenroy and also operating at sites in Footscray, and Wyndham. Whilst not under the governance of Orygen, Orygen Specialist Program works in close partnership with us.
- Orygen Digital, which develops and rolls out online clinical platforms that are fully integrated with 'in-person' clinical services.
- A training and development unit providing online and face to face training for the mental health workforce both nationally and internationally.
- A policy think tank drawing on Orygen's research and clinical expertise and partnering and collaborating with key content experts from Australia and around the world to advise government policymakers.
- Centralised professional support functions enabling the organisation to achieve strategic and operational objectives.

3. ABOUT ORYGEN

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| 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 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.
- 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 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.
- Knowledge of substance use and other health and social problems faced by young people and the indicated evidence-based treatment/support options.
- 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
- An understanding of and commitment to ethics and confidentiality issues, particularly in relation to the health and allied-health professions.
- Willingness to be trained across data collection systems.

5.2 Desirable

- Knowledge of AGPAL standards for general practice.

- A breadth of understanding of the different types of organisations involved in mental health and drug and alcohol service delivery to young people.
- Experience in the development and facilitation of health promotion activities.

6. 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.