

1. THE ORGANISATION AND OUR MISSION

St Vincent's Hospital Melbourne (SVHM) is a leading teaching, research and tertiary health service, which employs more than 7,500 staff across 18 sites throughout Melbourne.

Part of Australia's largest not-for-profit Catholic health and aged care network, St Vincent's Health Australia, SVHM provides a diverse range of adult clinical services including acute medical and surgical services, sub-acute care, medical diagnostics, rehabilitation, allied health, mental health, palliative care, correctional health and community residential care.

SVHM's mission is to provide high quality and efficient health services to the people of Victoria in accordance with the philosophy of St Vincent's Health Australia. This mission is based on the values of compassion, justice, integrity and excellence.

2. KEY POSITION DETAILS

Job Title:	Consultation Liaison Nurse	Reports to:	Director of Addiction Medicine
Program:	Addiction Medicine	Department:	Addiction Medicine
Industrial Agreement:	Nurses And Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2020-2024 or its successor	Classification:	ZF4 – ZJ7
		Risk Category:	A

3. LOCAL WORK ENVIRONMENT

The Department of Addiction Medicine at St. Vincent's (which includes De Paul House withdrawal unit) is one of Australia's leading centres for the medical treatment of drug or alcohol addiction. The work includes direct patient treatment, research, education/training and policy development. Our multidisciplinary team includes doctors, nurses, social workers and specialist counsellors, and our treatment services encompass both acute withdrawal and long-term management, using state-of-the-art methods and facilities. We have a strong culture of education, training and teaching, from undergraduate students to senior clinicians across a wide range of professional disciplines.

Addiction Medicine at St Vincent's strives to ensure that our clinical knowledge and experience informs public health policy, to achieve a more sophisticated understanding in the community of the nature and treatment of addiction, and to improve the health outcomes for those seeking assistance for drug or alcohol problems.

4. POSITION PURPOSE

The Addiction Medicine Clinical Nurse Consultant provides nursing consultation to clinical areas across the Fitzroy campus including the Emergency Department and Mental Health and includes the coordination of training for general nurses in the management of patients with substance use. The position works in collaboration with Addiction Medicine Specialists, doctors participating in the Addiction Medicine Training Program and clinical staff within the inpatient areas.

5. POSITION DUTIES

- Receives referrals to the Addiction Medicine Consultation Liaison Service and ensures a timely response
- Provides expert nursing advice and assistance in the development of effective nursing interventions for patients experiencing substance use / addiction in the general hospital and program areas onsite at the SVHM Fitzroy campus.
- Assists with discharge planning for patients with substance use issues

- Liaises with other key program areas, such as ALERT and Mental Health
- Identifies learning needs of the nursing staff within both the general wards areas and the Emergency Department
- Provides training for nurses regarding management of patients with alcohol and other drug issues
- Ensures information is available for nurses regarding alcohol and other drug issues
- Attends team meetings and contributes to those meetings
- Represents the team in a professional manner to internal and external clients
- Processes are developed to enhance communication between team members
- Demonstrates flexibility within the team and works effectively with other team members to achieve the goals of the team
- Maintains an effective working relationship with key operational areas of St. Vincent's Hospital, particularly within nursing
- Maintains partnerships with Mental Health in relation to dual diagnosis issues
- Development and maintenance of relationships with other relevant Alcohol and Other Drug agencies and key stake-holders

6. INCUMBENT OBLIGATIONS

General

- Perform duties of the position to best of their ability and to a standard acceptable to SVHM
- Comply with all SVHM policies, procedures, by laws and directions
- Treat others with respect and always behave professionally and in accordance with the SVHM Code of Conduct
- Only access confidential information held by SVHM when this is necessary for business purposes, maintaining the confidentiality of that information once accessed
- Participate in the annual SVHM performance review process
- Display adaptability and flexibility to meet the changing operational needs of the business
- Comply with applicable Enterprise Bargaining Agreement provisions
- Display a willingness to develop self and seek to improve performance

Clinical Quality and Safety

- Attend clinical orientation upon commencement
- Maintain clinical registration and any required indemnity cover
- Always work within approved scope of practice under supervision by more senior clinical staff as appropriate.
- Take personal responsibility for the quality and safety of work undertaken
- Take all necessary care and precautions when undertaking clinical procedures
- Complete annual clinical competencies
- Maintain skills and knowledge necessary to safely and skilfully undertake clinical work
- Consult with peers and other experts and refer to other healthcare workers when appropriate and in a timely manner
- Collaborate and clearly communicate with patients/clients and the healthcare team
- Participate in clinical risk management and continuous quality improvement activities as part of day-to-day work

Person Centred Care

- Ensure consumers receive information in an appropriate and accessible format
- Actively support consumers to make informed decisions about their treatment and ongoing care
- Ensure consumers are aware of their rights responsibilities and how to provide feedback

Health and Safety

- Protect the health and safety of self and others, complying with all health and safety related policies, procedures and directions
- Complete required Fire and Emergency Training annually

- Complete required Workplace Culture and Equity Training annually
- Attend general hospital orientation within 3 months of commencement

7. INCUMBENT CAPABILITY REQUIREMENTS (Level 2)

The incumbent of this position will be expected to possess the following core capabilities:

Capability		Demonstrated behaviour
Personal	Personal effectiveness	Takes responsibility for accurate, timely work results
	Learning Agility	Identifies personal development needs and seeks information from a range of sources
Outcomes	Patient/Resident/client centred	Strives to meet and exceed expectations, demonstrating sound judgement
	Innovation and Improvement	Contributes to improvement by reviewing strengths and weaknesses of current processes
Strategy	Driving Results	Manages own work load to deliver results
	Organisational Acumen	Understands the interdependencies between units/departments
People	Working with and Managing others	Takes responsibility for ensuring productive, efficient teamwork
	Collaboration	Works collaboratively within and outside the team

8. SELECTION CRITERIA

8.1 ESSENTIAL REGISTRATION, LICENSE OR QUALIFICATION REQUIREMENTS

- Degree in General Nursing that meets the requirements of Australian Health Practitioner Regulation Agency or equivalent relevant for clinical trials.
- Current AHPRA Registration

8.2 OTHER ESSENTIAL REQUIREMENTS

- Research skills or previous clinical trials experience
- Experience in the recruitment to and conduct of clinical trials
- Personal integrity at all times;
- Demonstrated excellent team working skills with ability to work using own initiative;
- Able to make appropriate clinical and professional autonomous decisions as required;
- Effective listening and interpersonal skills;
- Excellent time management skills and the ability to prioritize workload;
- Maintain a flexible approach to working hours in order to meet the requirements of research protocols.
- Excellent written and verbal communication skills
- Demonstrated organisational skills
- Information technology skills – proficiency in Microsoft Office Suite

8.3 OTHER NON-ESSENTIAL REQUIREMENTS

- Experience in Addiction Medicine and /or related fields

9. REQUIRED IMMUNISATIONS

SVHM Employee Health Screening and Immunisation Policy outlines the requirements for staff working in SVHM facilities.

Table 1: Vaccine Preventable Diseases for which vaccination and/or assessment is required within SVHM

Chicken pox (varicella) Hepatitis B Measles Mumps Rubella	Whooping cough (pertussis) Diphtheria Tetanus Influenza Tuberculosis
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SVHM has grouped individuals according to their risk of transmitting vaccine preventable diseases and their risk of exposure to blood or body substances (Table 2).

Table 2: Health Care Worker Risk Categorisation

Risk Category	Description	Vaccination requirement
Category A	Vaccination is required for this category of health care worker. Healthcare workers within this category have the potential to transmit Vaccine Preventable Diseases to vulnerable patients most at risk of mortality and morbidity from these diseases within SVHM. This includes employees with direct physical contact with patients/clients, deceased persons, blood, body substances or infectious material or surfaces/equipment that might contain these or contact that would allow acquisition and/or transmission of a specific infectious disease by respiratory means. This includes laboratory workers.	Required
Category B	Vaccination is recommended for this category of HCW. This includes individuals who do not work with the risk of exposure to blood or body substances, their normal work location is not in a clinical area (e.g. chef, administrative staff) and only attends the clinical area for short periods of time. Essentially, these individuals have no greater level of risk than that of the general community.	Recommended

10. PRE-EXISTING INJURY

Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.

11. AGREEMENT

Nationally Coordinated Criminal History Check:

I understand that it is a condition of my employment to provide SVHM with a current Nationally Coordinated Criminal History Check PRIOR TO COMMENCING WORK and this is at my own cost.

I understand that regardless of the frequency, if I am working and or visiting in a designated 'high risk area' of SVHM (as defined in the SVHA Pre-employment/Appointment Safety Checks Policy) I will be subject to periodic Police Checks every three years at my own cost.

Required Immunisations:

Individuals who will be working in Category A positions will only be able to commence employment following assessment of their vaccination status. The decision to proceed with the commencement of employment will be at the discretion of the ICP in consultation with the Hiring Manager and may in some instances, require additional vaccinations to ensure full compliance with the SVHM Employee Health Screening and Immunisation Policy.

I understand that if additional vaccinations are required to comply with pre-employment prerequisites, this will be at my own cost. Where a state jurisdiction overrides this, the facility will bear the cost.

I have read, understood and agree to comply with the responsibilities and accountabilities of this position description. I agree to comply with all SVHM requirements, policies, procedures, by laws and directions.

Name: _____

Signature: _____

Date: _____