

POSITION DESCRIPTION

Position Title:	Team Leader – AOD Hub
Business Unit/Department:	Crisis Hub AOD – Emergency Department, Sunshine Hospital
Division:	Drug Health Services
Award/Agreement:	Nurses & Midwives (Victorian Public Health Sector) Single Interest Employer Agreement
Classification:	Clinical Nurse Consultant C – Year 1 to Year 2
Reports To:	Manager Addiction Medicine & Residential Service Director of Nursing Head of Unit, Addiction Medicine
Direct Reports:	Nursing
Date Prepared/Updated:	20 March 2023

Position Purpose

The Team Leader of the Sunshine Hospital Emergency Department (SH ED) MH/AOD Crisis Hub (the Hub) AOD CNC team is a valued member of the Drug Health Services (DHS) leadership team and will provide operational and clinical leadership for this valuable service as well as direct clinical care to patients within the Hub.

The Hub provides a space where a multidisciplinary team can offer specialised short term care to patients who present to SH ED requiring clinical and social support for high prevalence, low acuity Mental Health and Alcohol and Other Drug (AOD) conditions.

The Team Leader will lead with vision, courage, integrity, humility and focus, will manage the daily operations of the service, will work with DHS and SH ED leadership team to develop and execute strategic goals, and will support team members to deliver high quality, innovative and evidence-based interventions in line with Western Health's Values and Best Care framework.

Business Unit Overview

Drug Health Services delivers care within the Operations Directorate and is the main provider of integrated, multidisciplinary treatment and support services to people with substance use disorders in Melbourne's west.

Key features of this service include inpatient and outpatient specialist clinics, community residential withdrawal, dual diagnosis residential rehabilitation, consultation and liaison services, community adolescent and adult services, and specialist women's programs.

The service's innovative, person-centred programs include specialist support for adults, women, and children, many of whom have dual diagnoses and/or complex needs associated with trauma, family

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violence, poverty, and homelessness. The service is strengthened through co-location with Western Health metropolitan hospitals, enabling the provision of care across the continuum from acute settings through to community-based treatments and recovery support.

Key Responsibilities

Management/Leadership Duties:

- Demonstrate a commitment to the Charter of Healthcare Rights, Western Health Values, and Western Health Best Care Framework.
- Manage the staffing and related resources available to ensure the day to day operations are efficient and effective, including rostering and leave management.
- In collaboration with DHS and SH ED leadership team, develop and execute the agreed vision and strategy for the team.
- Inspire trust and morale in the team by leading with vision, courage, integrity, humility and focus.
- Maintain a professional demeanour and serve as a role model for all nursing staff.
- Promote a culture of innovation, safety, education, excellence and patient / client first focus.
- Respond to and appropriately address issues, including those associated with risk, and any conflict that arises, escalating as appropriate.
- Drive strong, strategic and professional networks with relevant stakeholders.
- Facilitate MDT meetings, clinical reviews, supervision, mentoring, effective practice, professional development, and any other relevant mechanism to ensure best care is provided.
- Represent clinical specialty in multidisciplinary working groups.
- Contribute to data collection and report writing as required.
- Identify areas that require improvement through observation, audits, incidents and feedback processes and implement improvement initiatives accordingly.
- Actively participate in program evaluations.
- Assist with the development and implementation of local processes, organisational policies, clinical guidelines and treatment programs.
- Represent the organisation at seminars, conferences, and general meetings and share relevant information with colleagues.
- Participate in Manager On Call duties as required.
- Comply with all Western Health policies and procedures.
- Undertake other duties as directed by the Senior Leadership team.

Direct Patient Care/Consultancy:

- Provide high quality, culturally sensitive and patient-centred care in partnership with patients, their significant others and other members of the multidisciplinary care team
- Undertake key clinical components across the spectrum of AOD presentations, including screening; assessment; identification, planning and commencement of appropriate treatment for patients in the ED/Hub setting; linkage into appropriate community and/or hospital based addiction treatment services, including the MHAOD Outreach Team attached to the Hub.
- Provide supportive counselling, motivational interviewing and brief intervention as indicated.
- Provide clinical nursing expertise through knowledge of research, new developments and evidence-based practice in discipline specific and related areas and act as an escalation point for clinical queries.
- Provide secondary consultation to ED Staff.
- Maintain high quality, timely and accurate clinical documentation in line with Western Health policies.
- Adhere to relevant professional clinical guidelines and meet the expected standards of performance in the role as described by the relevant professional bodies/industry standards.
- Maintain and update own professional development portfolio to demonstrate an ongoing commitment to learning and best practice.
- Maintain registration to work as a Registered Nurse in Australia at all times whilst working as a nurse within Western Health.

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

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Key Working Relationships
<p>Internal:</p> <ul style="list-style-type: none"> • Director of Nursing and Midwifery • Manager Addiction Medicine & Residential Services • Divisional Director • Addiction Medicine Unit • Clinical Service Director • Operations Manager • Heads of Units • Medical staff • Nurse Unit Manager • Nursing staff • Drug Health Services staff • Advice Coordination and Expertise Team • MHAOD Outreach Team • Drug Health Services Residential programs <p>External:</p> <ul style="list-style-type: none"> • Department of Health • Patients, Next of Kin or Enduring Power Attorney • General practitioners and broader Western Health Community Partners • Community-based Alcohol and Other Drug Treatment providers • Other Community-based care providers • Mental Health Community and Residential Services
Selection Criteria
<p>Essential:</p> <ul style="list-style-type: none"> • Hold Registered Nurse status in Australia • Minimum of 5 years clinical AOD experience • Post graduate AOD qualifications or have completed AOD core competencies • Demonstrated ability to effectively lead a team • Understand the issues related to marginalised groups and be committed to working with these groups • Knowledge of the biopsychosocial effects of substance use and poor mental health and its impact on individuals, families and significant others and the community • Demonstrated experience of program evaluation and continuous quality and safety improvements • Understanding of, and commitment to, the principles and practices of harm minimisation in the AOD/mental health field • Proven ability to set priorities, monitor workflow and develop 'best practice' work standards in conjunction with program staff • Awareness of the Alcohol and other drugs sector and the general health and welfare sectors. • Knowledge of Victorian, Australian and international standards and guidelines relating to AOD • Demonstrated negotiation, organisation, problem solving and analytical skills. • Be innovative, resourceful and adaptable to change • Demonstrated ability to work with a diverse and complex professional workforce. • Demonstrated commitment to career long learning in relevant specialist area • Demonstrated ability to write clear, concise reports, policies and procedures <p>Desirable:</p> <ul style="list-style-type: none"> • An up-to-date knowledge of issues, trends and government policies in the delivery of Alcohol and Other Drug Services • Crisis management/suicide intervention skills • Prior experience in research projects • Evidence of prior service delivery planning • Demonstrated knowledge of quality management

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- Research, publication and public presentation experience.
- Current Victorian driver's license.

Additional Requirements

All employees are required to:

- Obtain a police/criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2023
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: _____

Employee's Signature: _____ Date: _____

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