

POSITION DESCRIPTION

POSITION TITLE	Primary Health Nurse
LOCATION	Karralika Therapeutic Community Program (Adult and Family Programs)
AGREEMENT/AWARD	Karralika Programs Single Enterprise Agreement 2010-2013
CLASSIFICATION	Division 1 Nurse – unconditional AHPRA registration required.
CONTRACTED HOURS	Full time (76 hours per fortnight)
RESPONSIBLE TO	Line manager and Clinical lead

Karralika Programs Inc. has been operating quality alcohol and other drug treatment programs since the establishment of the Karralika Therapeutic Community Program in 1978.

Our organisation has a justifiable reputation for the delivery of high quality, client-centered and responsive alcohol and other drug treatment support services through a mix of residential programs, educational programs and community based services.

Our vision is “People living better lives”. Our purpose is to “deliver excellent services, valued by our clients” across the spectrum of drug and alcohol treatment, supporting the needs of individuals, families and communities.

Our approach to recovery is multidimensional, supporting clients to learn about themselves behaviorally, cognitively and emotionally to achieve and sustain positive living. Recovery is an active process of discovery where clients develop a sense of hope, meaning and purpose for life; community and belonging; and positive identity and pride.

Our goals are to: provide quality alcohol and other drug treatment programs to adults and families and to support their reintegration into the community after treatment using a strengths-based approach to treatment; promote health and wellbeing of individuals and families; be a leader in the provision of support services and partner with other services; and, be an employer of choice in the alcohol and other drug sector.

We value: Leadership; Professionalism; Collaboration; Trust and Integrity; Quality and Innovation; Respect for all; Sustainability and Accountability.



Role description

This is a full time position that works as part of a multidisciplinary staff team which involves direct contact with persons recovering from problematic alcohol and other drug use.

The primary duties of the primary health nurse are to assess, plan, deliver and evaluate nursing services within a primary care framework, with particular emphasis on health maintenance, disease prevention and promotion of client wellbeing. This position also works with a variety of General Practitioners, Addiction Medicine Specialists, alcohol and other drug services and a wide range of healthcare professionals and organisations.

The primary health nurse is a sole position within a multidisciplinary team at the residential rehabilitation programs. This role is also part of a Community of Nurses within Karralika Programs, working consistently and collegially with other nurses in other program areas. This position will function autonomously as well as collaboratively within the nursing and multidisciplinary team and works within the harm minimisation framework.

Functional responsibilities

<p>Strategic Leadership and Management</p>	<ul style="list-style-type: none"> • Understand and promote the vision and mission of Karralika Programs and represent the organisation effectively through various forums and activities; • Contribute to the strategic directions and broader organisational policies and objectives of Karralika Programs via consultative forums, sharing information and ideas to enhance the strategic direction of the organisation and to foster evidence-based clinical best practice; • Support the continued sustainability of the organisation through encouraging evidence-based innovation, quality service delivery, operational effectiveness and accountability; • Assist in the preparation of organisational briefing material and analytical reports; • Assist with and draft the preparation of procedural or technical manuals and guidelines; • Contribute to the planning and implementation of wider organisational policies and objectives; • Work to the values of Karralika Programs; and • Support or lead change across the organisation.
<p>Service Delivery and Program Management</p>	<ul style="list-style-type: none"> • Utilise a range of engagement approaches, brief interventions and other strategies suitable for use with individuals impacted by alcohol and drug use; • Engage and form therapeutic relationships with people from diverse ages and backgrounds; • Work collaboratively with other agencies in: coordinating service delivery, providing direct care to clients, and in advocating with and on behalf of clients and their families; • Work within evidence-based nursing and Alcohol and Other Drug practices, standards, guidelines and legislative requirements; • Develop, implement and provide oversight to health plans for the client group; • Provide clinical advice to inform intake/admission processes;



	<ul style="list-style-type: none">• Research and review clinical decisions with regard to routine cases and manage complexities with the assistance of staff at higher classification levels;• Advise clients in relation to their rights and obligations;• Collate and analyse relevant information and contributing to reports as required;• Understanding of the broader factors which impact on the health and wellbeing of clients with substance use issues and/or complex needs;• Understanding of, and experience in, applying the principles of health promotion and harm minimisation;• Advise clients in relation to their rights and obligations;• Draft correspondence using agreed formats and structured guidelines;• Liaise with internal and external stakeholders to ensure positive outcomes including local Hospital and detoxification services, General Practices, Pharmacists and other providers; and• Promote a service-focused culture within work area.
Technical/Clinical Practice & Governance	<ul style="list-style-type: none">• Provide high quality, evidence based nursing services to assist with the clinical assessment, medical management and supervision of clients wishing to address their problematic use of alcohol or other drugs;• Provide nursing assessment, treatment planning, discharge planning and general support for a range of coexisting medical and mental health diagnosis/issues;• Provide and participate in a broad range of nursing interventions to clients including individual and group work within the principles of the therapeutic community model;• Participate in clinical case discussion and review with the Karralika multi-disciplinary team;• Liaise with G.P's, Opioid Replacement Therapy prescribers, pharmacotherapy prescribers, pharmacies, pathology services and other relevant health organisations;• Provide education and support for staff, clients and where appropriate with family members and external providers;• Contribute to the development, implementation and promotion of evidence based standards, methodologies and policies that are compliant with relevant professional, industrial and legislative requirements which influence client treatment and care;• Organise collection of urine samples for drug testing and breathalyser samples and document results in clinical notes;• Assist in the maintenance of client records to meet privacy, confidentiality, legislative and security standards, client file audits and transfer file information;• Collect, analyse and report on client health data and program effectiveness;• Contribute or lead clinical improvement projects, the implementation of systems and other improvement initiatives;• Maintain professional knowledge and continue to develop knowledge and expertise in relation to professional skills and professional regulatory requirements;



	<ul style="list-style-type: none"> • Maintain unconditional professional registration and operate within Karralika Programs Code of Conduct and Ethics and Values; • Represent the organisation at identified sector and community events and through relevant networks; • Excellent written and verbal communication skills and demonstrated skills in the use of information technology; and • Sound time management skills, with the ability to work both independently and as part of a multi-disciplinary team.
Human Resource Management	<ul style="list-style-type: none"> • Participate in professional/clinical supervision including peer/group supervision; • Complete HR forms/reports; • Assist in and support staffing processes; • Contribute to the delivery of training programs including staff orientation and supervision of students; and • Undertake activities to develop knowledge and expertise in relation to professional skills.
Corporate Governance and Compliance	<ul style="list-style-type: none"> • Promote contemporary best practice approaches including national and international trends in addiction treatment models and primary health care practice and Alcohol and Other Drug; • Comply with and monitor adherence with Karralika Programs Policies, procedures, Code of Conduct and Ethics, Work Health and Safety Policy, and Privacy Policy; • Under direction conduct and report on quality audits; and • Participate in activities supporting continuous quality improvement.

Qualifications, certifications and/or security clearance	<u>Essential</u> <ul style="list-style-type: none"> • Unconditional registration with Australian Health Practitioner Regulation Agency – Division 1 nurse. • Working With Vulnerable People Clearance • Nursing qualifications • Driver’s License • AOD core skills or a willingness to complete. 	<u>Desirable</u> <ul style="list-style-type: none"> • Diploma of Community Services (Alcohol, Other Drugs and Mental Health). • Postgraduate qualification in related discipline
Core technical skills and knowledge required for role	<u>Skills</u> <ul style="list-style-type: none"> • Clinical health services, disease prevention and management • Health screening, assessment and treatment planning • High level of AOD treatment and knowledge and/or experience • Ability to work effectively with key stakeholders: community prescribers, pharmacists, family/support people. • Complex care planning and aftercare treatment planning • Health promotion and whole of person care • Case notes and record keeping 	<u>Knowledge</u> <ul style="list-style-type: none"> • Best practice alcohol and other drug treatment services working with adults, families and children • Opioid replacement therapies and other pharmacotherapies • Medication management • Knowledge of TC Principles and Practices • Knowledge of Karralika Clinical Governance Policies and Procedures • Working with multiple comorbidities including mental



	<ul style="list-style-type: none">• Empathy, compassion and non-judgmental approach• Professionalism and professional boundaries	<ul style="list-style-type: none">• health
Core non-technical skills and knowledge required for role	<u>Skills</u> <ul style="list-style-type: none">• Teamwork• Working independently• Presentation & Facilitation• Report Writing and record keeping• Research and analysis• Evaluation techniques• Written and Oral Communication• Problem Solving• Critical Thinking• Computer and Database / record keeping	<u>Knowledge</u> <ul style="list-style-type: none">• Emerging drug treatments• Karralika Programs Governance Framework• Work Health and Safety legislative and policy obligations

Individual Work Plan

Each staff member will have in place, in addition to the above responsibilities, a 12 month Individual Work Plan including job specific requirements, key objectives, performance indicators, targets and outcomes. The Work Plan will include a statement of team values and expected behaviours, and will document individual training, learning and development priorities. Annual performance appraisals will be undertaken in June/July each year and a new plan put in place.