

Eastern Health

POSITION DESCRIPTION

Position Title:	Coordinator, Paediatric Eating Disorder Team
Award Classification:	Registered Nurse G4A Y1 CLIN CON A
Award / Agreement Name:	Victorian Public Mental Health Services Enterprise Agreement 2025 – 20228
Position Reports to:	Operational Report: Stream Manager Community and Specialist Teams (Youth), Infant Child and Youth Mental Health Service (ICYMHS) Professional Report: Director of Nursing, Women and Children

EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high-quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs. *‘Being part of Eastern Health is being part of a welcoming team of healthcare experts’* is achieved through Eastern Health’s strategic goal of HEALTHIER TOGETHER.

Eastern Health’s Mental Health and Wellbeing Program provides Tertiary mental health across the Eastern Metropolitan Region of Melbourne with two age-based streams – Infant, Child and Youth & Adult and Older Persons. Fundamental to the Mental Health and Wellbeing Program, are the principles of recovery oriented mental health practice.

The Infant, Child and Youth Mental Health Service (ICYMHS), part of the Mental Health and Wellbeing Program at Eastern Health, provides a comprehensive range of inpatient and community based multidisciplinary teams for infants, children and young people up to the age of 25 years and experiencing significant mental health or emotional, behavioural and/or developmental challenges, and their families.

Our promise

Healthier together



1. POSITION PURPOSE

The multidisciplinary Paediatric Eating Disorders Team consists of Co-ordinator, Paediatrician, Consultant Psychiatrist, Dietitian, and Mental Health Clinician providing comprehensive and integrated medical and mental health assessment and treatment services for children and young people with an eating disorder, admitted to the Paediatric Ward at Box Hill Hospital.

The Paediatric Eating Disorder Co-ordinator has a key role in ensuring coordinated assessment and treatment and discharge planning for admitted young people. Additionally, the Coordinator will coordinate an outpatient medical review clinic led by the Paediatric Eating Disorders Team Paediatrician.

The Paediatric Eating Disorder Co-ordinator will also have a key role in establishing and maintaining strong collaborative relationships with Paediatrics and the Infant, Child and Youth Mental Health Service, to support family engagement with community mental health treatment, and to promote well integrated, coordinated and evidence-based care.

The Coordinator will substantially contribute to team planning and development activities, and under the leadership of the Eating Disorders Paediatrician, Eating Disorders Consultant Psychiatrist, and ICYMHS Manager, will support the development of an effective team.

The incumbent, working in partnership with the Eating Disorders Paediatrician, will also be involved in the ongoing development and implementation of enhancements to the clinical pathway of children, young people and their families presenting with an eating disorder and ensuring practice is in line with contemporary, evidenced based mental health models of care including the recovery framework.

The Paediatric Eating Disorder Team Co-ordinator will have considerable experience in eating disorders assessment and treatment and have a commitment to ongoing professional and service delivery development. The position will form part of a high quality service within Eastern Health that is responsive to the needs of children and young people (0 – 25 years) presenting with an eating disorder and is supported by clinical, operational and discipline specific supervision, ongoing professional development and active participation in the Eating Disorders Program service planning and development. The position whilst located in Box Hill may require the provision of services to other sites, teams and programs within Eastern Health.

The position will report directly to the Steam Manager, Community and Specialist (Youth) Teams, ICYMHS.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

Quality Care

- To work in close coordination with the Eating Disorder Paediatrician, other ward Paediatricians, Nurse Unit Manager Paediatric Ward, Psychiatric Consultation and Liaison Eating Disorder Mental Health Clinician, Consultant Psychiatrists and Registrars, Eating

Disorders Dietician, ICYMHS clinicians in the implementation of a high quality, evidence based Eating Disorders program for children, young people and their families presenting to Eastern Health.

- To provide consultation to the ICYMHS Access (Psychiatric Triage) team regarding the immediate medical needs of children/young people referred to ICYMHS with an eating disorder.
- Coordinate the Outpatient Eating Disorders Paediatric Clinic including:
 - Ensuring outpatient paediatric reviews of referred children and adolescents with an Eating Disorder.
 - Maintain close communication between the Outpatient Eating Disorders Paediatric Clinic and CYMHS Treating Teams.
 - Maintain close communication with other involved practitioners including dietetics and GP's
- Coordinate referrals and care of children and young people admitted to the Paediatric Inpatient Unit with an eating disorder including:
 - Working in collaboration with the Medical treating team, including the Eating Disorders Paediatrician, and the Eating Disorders Paediatrician, Nurse Unit Manager, Dietician, Consultation and Liaison Eating Disorders Mental Health Clinician, Consultants and Registrars, and involved ICYMHS clinicians to develop individual management plans for children and adolescents admitted to the Paediatric Ward with an Eating Disorder.
 - Coordinate the assessment and review of all eating disorders patients, via convening of review meetings and direct contact with clinical staff as required.
 - Provide ongoing consultation with the multidisciplinary team to monitor and review the effectiveness of intervention strategies implemented within the Paediatric Unit.
 - Provide Meal support when possible, to children and adolescents within the eating disorder program to role model, provide education and to provide an opportunity to build rapport with the patients.
 - Coordination of the eating disorders ward program including group activities on the Paediatric Ward.
 - Provide clinical supervision for junior nurses and model expert skills and behaviours for the provision of supportive care for all patients.

- Promote strong interagency relationships and ensure timely and accurate information sharing between services with shared consumers.
- Promote effective multidisciplinary team functioning with excellent communication.
- Actively participate in related working parties.
- Ensure coordinated consumer and family care and support monitoring and accountability of clinical activities by documenting clinical services in the medical record and completing appropriate and timely service statistics.
- Adhere to and comply with relevant legislation and policy frameworks.
- Complete appropriate documentation and contribute to service improvement through active involvement in Continuous Quality Improvement (CQI) activities, research, professional education activities within Eastern Health.
- Promote and participate in research and evaluation activities.

Operation and Service Development

- In consultation, assess the training needs of staff providing direct inpatient care in consultation with members of the Paediatric Eating Disorders Team, Paediatric Nursing Unit Manager, Paediatric Ward Educator.
- Develop evidence-based eating disorder information/education packages to facilitate training for students, nurses and allied health, in consultation with the Paediatric Eating Disorder Team.
- Develop collaborative relationships with public paediatric and specialist eating disorders services.
- Participate in the review and development of relevant policies & procedures; manage portfolio responsibilities; participate in service wide committees and service delivery improvement initiatives.
- Coordinate and ensure the maintenance of relevant data sets for the purposes of monitoring demand, evaluating effectiveness and informing service development.

3. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

Eastern Health is committed to providing and maintaining a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation (WIRC) Act 2013.

4. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem-solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

5. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high-quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**.

Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

10. ATTACHMENTS

- Attachment 1 Key Selection Criteria

11. NOTE

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.

Signed: _____

Date: ____/____/____

Manager

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

Position Title:	Coordinator, Paediatric Eating Disorder Service
Award Classification:	Registered Nurse G4A Y1 CLIN CON A
Award / Agreement Name:	Nurses and Midwives (Victorian Public sector) Single Interest Employer Agreement 2024-2028
Position Reports to:	Operational Report: Stream Manager Community and Specialist Teams (Youth), Infant Child and Youth Mental Health Service (ICYMHS) Professional Report: Director of Nursing, Women and Children

Essential

- Current annual Registration in Division 1 issued by the Australian Health Practitioner Regulation Agency
- Holds relevant paediatric experience and/or paediatric qualifications
- Demonstrated knowledge of child and adolescent development and ability to practice from a developmental perspective
- High level clinical skills and understanding of evidence-based practice
- Demonstrated experience in the working with children/young people and their families with an eating disorder
- Demonstrated ability to provide meal support to children and young people with an eating disorder admitted to a Paediatric ward
- Demonstrated capacity to develop and implement, (in collaboration with Paediatrics, Paediatric ward Nurse Unit Manager and Consultation and Liaison) effective management plans for patients and their families presenting with high levels of distress and acutely disturbed behaviours.
- Demonstrated high level of interpersonal skills and experience in managing conflict.
- Demonstrated experience at implementing and coordinating effective, sustainable systems and processes to support clinical practice.
- Sound knowledge of the relevant legislation and frameworks for recovery-oriented practice pertaining to working in mental health and with children, youth and families.

- Demonstrated excellent interpersonal and communication skills (written and verbal) and proven ability to liaise negotiate and communicate with staff, including the multi-disciplinary team, community agencies and the wider service system.
- Demonstrated ability to work both independently and interdependently as member of a multidisciplinary team and in collaboration with other teams and services.
- Well-developed organisational skills.
- Commitment to ongoing professional and service delivery development.
- Capacity to effectively utilise word processing packages and data entry systems including Microsoft Office program suite (Word, Excel, Power Point Presentations, Outlook) and an electronic medical record (CPF).
- Employment is subject to a satisfactory police check and evidence of a current working with children check valid for employment purposes.
- Current Victorian driver's licence.

Desirable

- Post-graduate training and qualifications in relevant related field
- Experience in facilitating and evaluating ward-based groups
- Experience in providing professional development
- Experience in research and evaluation related activities

Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 has recently been released. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways.

Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at Aboriginal.Workforce@easternhealth.org.au