



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE MENTAL HEALTH OFFICER I	2. DIVISION <div><input type="checkbox"/> SANGRE GRANDE HOSPITAL</div> <div><input type="checkbox"/> ST. ANDREW/ST. DAVID</div> <div><input type="checkbox"/> NARIVA/MAYARO</div>	3. DEPARTMENT MENTAL HEALTH
4. ORGANIZATIONAL RELATIONSHIP The Mental Health Officer I will report to the Manager-Mental Health Services.	5. NATURE & SCOPE The Mental Health Officer I is required to execute Mental Health Nursing with specific responsibility for prevention, early detection; treatment and rehabilitation strategies of patients.	
6. SPECIFIC ACCOUNTABILITIES The Mental Health Officer I: <div><div><input type="checkbox"/> Visits out-patients, discharge of patients and reports to superior officer on team as regards to their progress</div><div><input type="checkbox"/> Assists in preparing home/work environment for patient on home leave or for discharged patients</div><div><input type="checkbox"/> Discusses the care and treatment of clients with Mental Health Officers, Medical and Para medical staff</div><div><input type="checkbox"/> Educates clients and relatives on their mental illness and treatment as well as contributory factors to relapse</div><div><input type="checkbox"/> Counsels clients/relatives on primary preventative treatment and rehabilitative strategies</div><div><input type="checkbox"/> Apprehends and transfers to a hospital setting such clients as are prescribed to do so by law</div><div><input type="checkbox"/> Plans, organizes and implements activities within the community intended to promote Mental Health and wellness</div><div><input type="checkbox"/> Trains and supervises Student Nurses and Student Mental Health Officers to achieve pre-determined objectives</div><div><input type="checkbox"/> Visits schools, Health Centers and Community Groups etc. to conduct training and to do teaching on issues related to mental health</div><div><input type="checkbox"/> Keeps accurate records of all activities including statistics and submits both monthly and annual reports</div><div><input type="checkbox"/> Attends case conference at Hospital to assist in planning post care of clients and provides feedback to relevant stakeholders on patient status.</div><div><input type="checkbox"/> Records all treatment given to patients using the principles of documentation.</div><div><input type="checkbox"/> Documents and report all aspects of care given.</div><div><input type="checkbox"/> Manages the use of drugs following policy guidelines of the health care organisation and the nursing council of T&T.</div><div><input type="checkbox"/> Maintains control of drugs using the check and balance system of the organisation.</div><div><input type="checkbox"/> Assists Medical Officer/ Psychiatric Doctor as required.</div><div><input type="checkbox"/> Records all observation on patient’s behaviour, response to treatment, changes in condition.</div></div>		

- ❑ Maintains ethics in the performance of duties and ensure compliance with the Code of Ethics of the Nursing Council of Trinidad & Tobago and the Patient's Bill of Rights.
- ❑ Completes reports in writing and orally at the end of each shift.
- ❑ Educates patient and relatives about illness and treatment also educate about rehabilitation programmes.
- ❑ Maintains the supply of drugs to ward, restock as the need arises.
- ❑ Maintains a safe environment for patients (e.g. Adequate lighting, safe disposal of waste avoid cross infection, ensure bath and sluice are clean, daily removal of dirty laundry).
- ❑ Participates in continuing education.
- ❑ Monitors patients with special needs (e.g. Restraints, straying, etc.) continuous monitoring of patients needed for safety.
- ❑ Performs any other related duties as required by the Authority.

7. KEY KNOWLEDGE, SKILLS AND ABILITIES

- ❑ Knowledge of Psychiatric Nursing theory and practice.
- ❑ Knowledge of Mental Health Act, Hospital Rules and Regulations and types of admissions.
- ❑ Some knowledge of material medical, house-keeping, personal hygiene and bedside nursing.
- ❑ Ability to administer detailed therapeutic prescriptions.
- ❑ Ability to apply nursing techniques to routine and complex patient care situations.
- ❑ Ability to maintain a sympathetic attitude toward and effective relationships with the mentally and physically ill.
- ❑ Ability to establish and maintain effective working relationships with other employees and the public.
- ❑ Ability to think critically.
- ❑ Must be mentally and physically fit.

8. MINIMUM TRAINING AND EXPERIENCE

- ❑ Training as evidence by the possession of a Bachelor of Science Degree in Psychiatric Nursing or certificate in Psychiatric Nursing from a recognized School of Nursing.
- ❑ Registered with the Nursing Council of Trinidad and Tobago in Psychiatric Nursing.
- ❑ Training and certification in the field of Social Work or District Health Visiting.
- ❑ A minimum of five (5) years' experience as a Psychiatric Nurse.
- ❑ Any equivalent combination of experience and training

9. SUPERVISORY RESPONSIBILITIES

- ❑ Nursing Assistant
- ❑ Patients Care Assistants
- ❑ Auxiliary Staff

10. COMMUNICATION AND WORKING RELATIONSHIPS

Internal

- ☐ Clinical staff
- ☐ Nursing staff
- ☐ Psychologist
- ☐ District Health Visitors
- ☐ Psychiatric Social Workers
- ☐ Other members of the Mental Health Team

External

- ☐ Patients and Relatives
- ☐ Members of the Police Service