

## **MINISTRY OF HEALTH**

### **JOB SPECIFICATION AND DESCRIPTION**

#### **MENTAL HEALTH OFFICER**

JOB TITLE: Community Mental Health Officer

JOB TITLE: NPG/RN IV

DEPARTMENT: Primary Care – Community Mental Health Service

#### **PROFESSIONAL QUALIFICATIONS**

#### **AND EXPERIENCE**

- Registered General Nurse or Registered Mental Nurse
- Certified Psychiatric Nurse (Six months Post Basic Programme)
- Certificate in Nursing Administration or Management studies, no less than six (6) months from an accredited institution
- A Minimum of three (3) years post-registration practice in general Health, Mental Health or other areas of nursing.

#### **SPECIAL REQUIREMENTS:**

- Registration with the Nursing Council of Jamaica

#### **ROLE AND CORE FUNCTIONS OF JOB:**

The Community Mental Health Officer/MHO is a Specialist Nurse with post basic training in psychiatric nursing and administration. The nurse provides clinical care; follow up treatment and rehabilitation services in the community for the mentally ill.

The MHO functions as a part of the primary health care system providing clinical care in health centres, outpatient departments, other mental health facilities and clients' homes

-Assesses, do follow up treatment for persons with mental disorders; counsels and employ other psychosocial interventions for clients and their families.

-Undertakes clinical, educational, administrative and public relations responsibilities within a parish or health district.

-Collaborates with other members of the health staff as well as other agencies in the execution of duties.

-Participates in extensive health promotional/educational activities

**AUTHORITY:**

-To assess & do follow up treatment for psychiatric patients in community

-To make referrals to health facilities and other agencies.

-To enter premises with or without the assistance of the police; make arrangements for and transfer any person who is assessed to be mentally ill and in need of treatment, to a Mental Health Facility. (See Section 16 of the Mental Health Act)

**ACHIEVEMENT OF OBJECTIVE:**

The incumbent is required to cooperate and contribute to the achievement of the objectives of the Regional Health Authority, Ministry of Health and the Government of Jamaica.

## **JOB DESCRIPTION**

### **REPORTING RELATIONSHIPS:**

#### **Supervision received from:**

Mental Health Nurse Practitioner

Regional Community Mental Health Officer

Regional Psychiatrist

#### **Collaborates and consults with:**

Parish Psychiatrist

District Medical Officer

#### **Supervision given to:**

**(a) Directly:** Psychiatric Aide, Psychiatric Attendant, clerical staff and Driver, Nursing and other students pursuing course in this specialist area.

**(b) Indirectly:** Staff Nurse, Enrolled Assistant Nurse, and Clinical Staff in psychiatric facility, Community Health Aide, Clerical Staff and Driver.

### **RESPONSIBILITIES AND DUTIES:**

#### **Clinical Responsibilities:**

#### **The Mental Health Officer**

1. Establishes and organizes Mental health clinics in assigned geographical location based on needs assessment.
2. Conducts multi-generational family assessment including psychosocial, functional, developmental history and mental status examination.
3. Evaluates clinical findings.
4. Formulates nursing diagnoses derived from history and assessment data
5. Develops and implements treatment plan for patients

6. Consults with Psychiatrist on changes in treatment plan based on patient's present status.
7. Modifies treatment plan as necessary in consultation with Psychiatrist.
8. Repeats medication orders based on Psychiatrist's treatment plan in keeping with protocol.
9. Counsels and educates patients/other family members on health behaviour, self care skills and treatment options.
10. Consults with other Health Care Professionals on matters relating to patient care.
11. Evaluates the accuracy of diagnoses and effectiveness of interventions.
12. Documents systematically, concisely and accurately the assessment, treatment plan, interventions and evaluation.
13. Acts as consultant to other Health Care Professionals on issues relating to the mental health.
14. Conducts home visits for non-compliant and difficult patients.
15. Responds to psychiatric, psychosocial and natural disaster crises (disaster management and counseling).
16. Organizes assertive outreach for the homeless mentally ill
17. Collaborates with and refers patients to other health and social agencies in providing health care.
18. Liaises with: **Internally:** Other health professionals and other members of the health team  
**Externally:** Non-Governmental Organization's (NGOs), Police, Social Services, Citizen's Association, Religious Organizations, Schools, Business Organization, Health Agencies
19. Plans and implements psychosocial rehabilitation programmes for patients
20. Facilitates support and other therapeutic groups for patients and their families

**Educational Responsibilities:**

## **The Mental Health Officer**

1. Plans and implements psycho-educational and health promotional activities for clients, their families and communities for their health protection, health promotion and disease prevention.
2. Participates in in-service education programmes in the health care institution and training of health care personnel.
3. Monitors the clinical experience and serves as preceptor to graduate nursing students as well as other health personnel.
4. Identifies learning needs of members of the health-care team and participates in developing programmes to meet those needs.
5. Demonstrates skill in mentoring/coaching and teaching.
6. Generates new approaches to the extension of nursing knowledge, and the delivery of expert care to clients and groups in different settings.
7. Participates in ongoing educational activities such as conferences, seminars and clinical experiences related to specialty and professional issues
8. Promotes advancement of the profession through participation in professional organization.

## **Administrative Responsibilities: The Mental Health Officer**

1. Contributes to and participates in national and local health/socioeconomic planning and policy making.
2. Participates in the preparation of a budget for the agency.
3. Organizes and administers that aspect of the health care programme for which he/she is responsible.
4. Delegates care functions to appropriate staff members.
5. Supervises staff members who perform delegated functions.
6. Participates in quality assurance through departmental, parish reviews, evaluations and problem solving interventions.
7. Evaluates practice to ensure professional, ethical, and equitable quality health care service.
8. Demonstrates commitment to quality care, risk management and resource utilization.
9. Assists in developing and monitoring clinical standards at the parish level.
10. Facilitates audit processes.
11. Initiates and facilitates the change process.

## **Research:**

### **The Mental Health Officer**

1. Utilizes the scientific approach to problem solving and decision-making
2. Collects, organizes, critically analyzes and interprets medical and nursing data.
3. Records findings clearly, concisely and systematically.
4. Contributes to nursing knowledge by conducting research geared towards improving evidence-based practice

### **Public Relations:**

1. Interprets Mental Health Officer's role to co-workers and the general public.
2. Collaborates with interdisciplinary colleagues locally, regionally and internationally.