

Responsibilities of the Health & Security Assistant (HASA) allocated to the Mental Health Centre, Nepean Hospital Campus

- HASA operational hours are 1200 to 2030- times negotiable to suit needs of the service.
- The HASA will receive handover of operational priorities and safety huddle at the beginning of each shift by the Team Leader of both the MH Acute Unit and MH High Dependency Unit (HDU).
- Safety huddle to be short 5-10 minutes and to include:
 - Significant safety or quality issues from last 24 hours
 - Anticipated safety or quality issues in the next 24 hours.
 - Current safety issues/ concerns.
- HASAs must wear a duress alarm at all times immediately at the commencement of their shift in the Mental Health Centre and document the number with the Team Leader of both the MH Acute Unit and HDU.
- It is the role of the HASA to be present on floor and provide therapeutic engagement with consumers on the units and act as a point of contact between staff and consumers.
- The HASA will perform high level cleaning tasks such as emptying bins, replacing soiled linen, assist consumers with the cleaning of rooms and any other light duties as directed by the Team Leader. It is essential that any task undertaken by the HASA can be interrupted at any point to respond to alarms, undertake both preventative and responsive security actions or assist in managing aggressive individuals.
- The HASA will immediately respond to the point in the Mental Health Centre where a duress alarm has been activated.
- Close communication between the ward NUM/TL/DOM/HASA and security is vital. Security staff and HASA should follow the direction of the clinical staff in the management of aggressive behaviour.
- With assistance from clinical staff and extra security as needed, detain any patient under the Mental Health Act or under Guardianship Order who attempts to leave the Mental Health inpatient unit or Mental Health Centre.
- Protect patients, staff and property from any behavioural disturbance by the patient.
- Assist in the restraint and seclusion of patients under the direction of a clinician.
- Assist the clinicians in transferring patients to and from the magistrate's room as requested by the clinician.
- Ensure the immediate environment is free from items that could be potential weapons or risk to staff or patient safety in consultation with nursing staff.
- Any adverse events witnessed by the HASA must be reported to the NUM or Team Leader. The clinician will then record in the patient's eMR and IMS. This includes acts of verbal and physical aggression.
- Responsibility to be prepared to respond to an incident at all times.