

# Eastern Health

## POSITION DESCRIPTION

<b>Position Title:</b>	Psychiatric Enrolled Nurse, Ward 1 East, Box Hill Hospital
<b>Award Classification:</b>	PEN Level 2, Year 1 - 4
<b>Award / Agreement Name:</b>	Victorian Public Mental Health Services Enterprise Agreement 2021 – 2024
<b>Position Reports to:</b>	Nurse Unit Manager

### 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



## **1. POSITION PURPOSE**

Ward 1 East offers a supportive environment with nine acute mental health beds co-located with eight addiction medicine detox beds. As an Enrolled Nurse, you will collaborate with consumers, carers, families, and other service providers to deliver high-quality, recovery-focused clinical care. In this role, you will be an integral member of the multidisciplinary health care team at Eastern Health, responsible for providing safe, patient-centered care in line with your professional scope of practice and the standards set by Eastern Health and the Nursing and Midwifery Board. Your work will emphasise coordination, safety, and comprehensive care to support the well-being and recovery of those in your care.

## **2. MAJOR DUTIES AND/OR RESPONSIBILITIES**

- Collaborate with the Nursing and Multidisciplinary Team: Under the delegation and supervision of a Registered Nurse, work closely with the nursing team and broader multidisciplinary professionals to deliver high-quality care for patients, clients, and residents.
- Support Care Delivery and Planning: Assist and guide patients, clients, residents, and their families in understanding care delivery and planning through clear, effective, and timely communication with patients, team members, and the community.
- Provide Courteous and Effective Service: Treat all patients, clients, residents, visitors, and staff with courtesy and respect, delivering efficient, effective, and consumer-focused service at all times.
- Adhere to Professional Standards: Practice in accordance with the professional standards, codes, and behaviours outlined by the Nursing and Midwifery Board of Australia (NMBA) for Enrolled Nurses (2016), including the Code of Ethics and Code of Professional Conduct.
- Deliver Evidence-Based Clinical Interventions: Ensure that all clinical interventions are evidence-based and align with the policies, standards, and clinical practice guidelines set by the organisation.
- Monitor and Report Clinical Outcomes: Take responsibility for monitoring the outcomes of nursing interventions and reporting these outcomes to the supervising Registered Nurse.
- Follow Clinical Practice Guidelines: Adhere to Eastern Health's clinical practice guidelines relevant to your scope of practice and promptly report any non-compliance to the supervising Registered Nurse.

## **3. SAFE PRACTICE AND ENVIRONMENT**

### **Occupational Health and Safety**

Eastern Health is committed to provide and maintain 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 centred 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

<b>Position Title:</b>	Endorsed Enrolled Nurse, Ward 1 East, Box Hill Hospital
<b>Award Classification:</b>	PEN Level 2, Year 1 - 4
<b>Award / Agreement Name:</b>	Victorian Public Mental Health Services Enterprise Agreement 2021 – 2024
<b>Position Reports to:</b>	Nurse Unit Manager

#### Essential

- Registration with NMBA via AHPRA in Enrolled Nursing and holding a current practicing certificate.
- Medication administration endorsement
- Willingness and flexibility to work a rotating roster across all seven days of the week, including morning, afternoon, and night shifts.
- Recent experience working in mental health or addiction medicine, within Australia
- Thorough understanding of the Mental Health Act and other relevant legislation, along with proven skills in risk assessment, mental state evaluation, care planning, and mental health nursing.
- Understanding and commitment to professional standards, codes and behaviours as legislated through the Health Act, Nursing Midwifery Board of Australia, other relevant professional bodies and Eastern Health Policy, Standards and Practice Guidelines.
- Awareness and understanding of National Standards and Accreditation Standards.
- High level communication, and demonstrated strong interpersonal skills to build effective partnerships with patients, families and health professionals supporting recovery through empathetic and collaborative interactions.
- Commitment to ongoing professional development.
- Computer literacy and embracing of health technologies and informatics.

#### Desirable

- Demonstrated ability and skill in working with consumers diagnosed with co-occurring mental ill-health and addiction.
- Hold a current Victorian driver's licence.

#### Aboriginal & Torres Strait Islander Candidates

*Eastern Health's Aboriginal Workforce Plan 2023 – 2026 was released in February 2023. 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](mailto:Aboriginal.Workforce@easternhealth.org.au)*