

Eastern Health

POSITION DESCRIPTION

Position Title:	Clinical Nurse Manager, Ward 1 East, Box Hill Hospital
Award Classification:	NP78 – RPN 4
Award / Agreement Name:	Victorian Public Mental Health Services Enterprise Agreement 2021 – 2024
Position Reports to:	Operationally: Nurse Unit Manager Professionally: Director of Nursing, Mental Health

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

The Registered Nurse, Mental Health, Grade 4 (Clinical Nurse Manager) is responsible for the effective clinical management of the co-located Mental Health and AOD Detox Inpatient Unit. Working alongside the Nurse Unit Manager and Consultants, the Clinical Nurse Manager provides leadership in clinical nursing service delivery and collaborates with a multidisciplinary team to enhance clinical quality, manage risk, and ensure high standards of service performance and care. The Clinical Nurse Manager also ensures effective delegation and supervision, including Clinical Supervision, for less experienced nursing staff.

The Clinical Nurse Manager is a key nursing resource and clinical advisor to staff within the Inpatient Unit and the wider Eastern Health service providers. Key focus areas include coordinating nursing clinical service delivery, demonstrating, and upholding best practice nursing care and recovery standards. The Clinical Nurse Manager actively contributes to team planning and development activities within the Inpatient Unit. They undertake related projects, research, and development activities to meet specified clinical nursing needs or to optimize consumer outcomes.

At all times, the Clinical Nurse Manager works within the professional standards, codes, and behaviors legislated through the Nursing Midwifery Board of Australia (NMBA), other relevant professional bodies, and Eastern Health Policy, Standards, and Practice Guidelines.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

Clinical Leadership and Expertise

- Provide advanced, specialist clinical mental health and addiction nursing knowledge and skills to lead the nursing team.
- Oversee and participate in the assessment, planning, implementation, and evaluation of patient care, ensuring high standards of practice.
- Support the development of comprehensive, collaborative inpatient recovery plans for patients with complex presentations.
- Act as a clinical resource and provide consultation to both internal and external stakeholders.
- Ensure clinical practices are aligned with current research and best practice guidelines.
- Coordinate discharge planning and referrals to ensure optimal utilisation of unit resources and enhance patient outcomes and continuity of care.

Staff Management and Development

- Supervise, mentor, and support the nursing team, including ANUMs, registered and enrolled nurses, and novice learners.
- Complete and manage staff rosters to ensure appropriate staffing levels, skill mix, and coverage to ensure optimal patient care.
- Facilitate professional development opportunities and promote a learning environment.
- Conduct performance appraisals and support staff in achieving their professional goals.
- Promote a culture of continuous improvement and excellence in nursing practice.

Quality Assurance and Improvement

- Lead the implementation of best practice standards and guidelines within the unit.
- Conduct regular audits, evaluate results, and implement action plans to address identified gaps.
- Monitor and evaluate service delivery against established outcomes and quality indicators.
- Ensure compliance with all relevant policies, standards, and legislative requirements, including the Mental Health and Wellbeing Act 2022.

Patient Safety and Risk Management

- Support the ANUM in responding to and managing clinical emergencies, codes, and significant events.
- Ensure that all incidents and adverse events are reported, investigated, and addressed appropriately.
- Maintain a safe and therapeutic environment for patients and staff.

Administrative Responsibilities

- Oversee the timely completion and accuracy of all necessary statistical data and reports (e.g. CMI).
- Ensure high-quality patient medical records, both electronic and paper-based, in line with organizational and national standards.
- Organize and manage programs or special projects as required.
- Facilitate the implementation and fidelity of new policies and frameworks.
- Ensure the completion and appropriate delegation of post-discharge follow-up contacts and data entry.

Ethical and Professional Conduct

- Model high standards of ethical and legal conduct in all actions and decisions.
- Promote professional values and ethics within the nursing team.
- Demonstrate accountability and commitment to professional standards of practice.

Communication and Collaboration

- Work closely with the Nurse Unit Manager and Lead Consultant to ensure integrated care delivery.
- Foster effective communication and collaboration within the multidisciplinary team.
- Engage with consumers and their families/carers to support their involvement in care planning and decision-making.

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

Position Title:	Clinical Nurse Manager (Registered Nurse), Ward 1 East, Box Hill Hospital
Award Classification:	NP78 – RPN 4
Award / Agreement Name:	Victorian Public Mental Health Services Enterprise Agreement 2021 – 2024
Position Reports to:	Operationally to the Nurse Unit Manager

Essential

- Registered Nurse with the Nursing Midwifery Board of Australia (NMBA).
- Post-graduate qualification relevant to mental health nursing or completion of specialist undergraduate mental health nursing program (or a specialist post basic course of training which lead to registration as a Division 3 nurse under the Nurses Board of Victoria).
- Minimum of 5 years of varied experience in mental health and/or AOD with demonstrated ability to work with diverse and complex clinical presentations.
- Compliance with the Code of Ethics and legal requirements of the nursing profession.
- Demonstrated excellence in clinical leadership within a multidisciplinary workforce.
- Evidence of commitment to ongoing professional development and clinical supervision arrangement. Current recipient of individual clinical supervision and provider of clinical supervision to nursing colleagues.
- Demonstrated ability to work autonomously, utilising well developed critical analysis skills to achieve efficiency and effectiveness.
- Excellent communication skills: written, verbal, and interpersonal.
- Demonstrated ability to collaborate and work effectively as a team member at both local and organisational levels to deliver organisational outcomes.
- Demonstrated ability to work autonomously, utilizing well-developed critical analysis skills to achieve efficiency and effectiveness.
- Demonstrated negotiation, problem-solving, and analytical skills.
- Active leadership in Recovery-Oriented Practice in line with the National Recovery Framework and principles of Eastern Health's Collaborative Recovery Model.
- Demonstrated commitment and ability to practice utilizing the recovery approach in mental health and AOD detox treatment and support, focusing on working collaboratively with consumers and carers to promote self-determination and enable progress towards personal recovery goals.
- Excellent knowledge of the Mental Health and Wellbeing Act 2022 and its associated principles.
- Proficient in a range of electronic applications, including but not limited to CPF, CMI, PFM, Microsoft Outlook, and Excel, or as relevant to the role.
- Demonstrated record of achievement in quality service delivery within a mental health and AOD detox setting.
- Evidence of leading quality improvement or research activity in a mental health or AOD detox setting.

- A sound working knowledge of, and commitment to, working with consumers from a wide range of ethnic and social backgrounds, and providing services that are family and gender sensitive.
- A current Victorian driver's license.

Desirable

- Previous experience in a similar role or at a senior clinical level
- Masters qualification in area of mental health or AOD nursing expertise
- Post-graduate qualifications in leadership and/or management.
- Training or qualifications in Solution Focused Therapy, Sensory Modulation, Acceptance and Commitment Therapy, Developmental Psychiatry, or other relevant therapies.
- Experience providing nursing care in acute hospital settings, incorporating a holistic approach to patient care.
- Experience in research, publication, and public presentations within the mental health or AOD fields.
- Flexibility in working hours to provide leave cover as negotiated.

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