

Eastern Health

POSITION DESCRIPTION

Position Title:	Enrolled Nurse (EN) Transition to Mental Health (TMH) Program
Award Classification:	Endorsed Enrolled Nurse
Award / Agreement Name:	Victorian Public Mental Health Services Enterprise Agreement 2024-2028
Position Reports to:	Operational: Team Leader/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. *‘Being part of Eastern Health is being part of a welcoming team of healthcare experts’* is achieved through Eastern Health’s strategic goal of HEALTHIER TOGETHER.



1. POSITION PURPOSE

The Enrolled Nurse Transition to Mental Health Program provides a supported career pathway for experienced enrolled nurses wishing to pursue a career in mental health. This is a learning position to develop the knowledge, attitude and skills that align with the mental health and wellbeing program's vision of providing culturally sensitive holistic and wellness focused services. The service delivery model promotes values and respects the dignity and lived experience of individuals facing mental health challenges. This is achieved through working collaboratively with individuals and their support networks to help them pursue a life based on their own strengths, values and goals utilising the Collaborative Recovery Model tools and concepts.

The TMH participant will:

- Participate in, and complete, all aspects of the Transition to Mental Health (TMH) program inclusive of the Self-Directed Learning Package, Core Competencies, study day attendance and academic requirements, clinical supervision practice and mentoring sessions.
- Work collaboratively with individuals and their support network
- Possess knowledge of and ability to provide tailored interventions to meet the needs for consumers with co-occurring mental health and substance use problems (dual diagnosis) as a core component of the clinical role

2. KEY ACCOUNTABILITIES

Healthcare Excellence
<ul style="list-style-type: none">• Under the delegation and supervision of a Registered Nurse, works collaboratively with the nursing and broader multidisciplinary team to provide high quality care for all patients, clients and residents.• Supports and encourages patient's/clients/residents and their families understanding of care delivery and care planning through effective and timely communication with patients/clients/residents, team members, and the community.• Treats all patients, clients, residents, visitors and staff in a courteous and non-discriminatory manner. Provides an efficient, effective and customer focussed service.• Practices in accordance with the professional standards, codes and behaviours that are legislated through the Nursing and Midwifery Board of Australia (NMBA) for the Enrolled Nurse (2016), Code of Ethics and Code of Professional Conduct.• Ensures clinical interventions are evidence-based and consistent with policy, standard and clinical practice guidelines prescribed by the organisation.• Is accountable for monitoring and reporting outcomes of nursing interventions to the supervising RN.• Complies with Eastern Health clinical practice guidelines as relevant to scope of practice, and reports non-compliance to the supervising Registered Nurse immediately.• Participate in the delivery of recovery focused services through the lens of the Collaborative Recovery Model.• Works collaboratively with the Nursing Team and broader multidisciplinary team to ensure the efficient, effective and responsive operation of the allocated work Unit, in line with the Organisation's strategic direction.• Supports individuals accessing services and their family's understanding of care delivery and care planning through effective and timely communication with these individuals and their significant others, team members, and the public.• Ensures that all administrative functions are completed within the mandates of the position, and direction of the Stream Leader or delegate.• Ensures clinical interventions are evidence-based and consistent with Standards, Policy, and Clinical Practice Guidelines prescribed by the Organisation.

<ul style="list-style-type: none"> • Work collaboratively with consumers to undertake mental state, risk assessments and goal development and communicating this information with the multidisciplinary team and the person's support system. • Actively contribute to the daily handover and participate in meetings that guide implementation and evaluation of consumer treatment goals. • Collaborate and support consumers in the development and consolidation of their personal, domestic and community daily living skills in line with their goals. • Collaboratively engage with the multidisciplinary team to enable discipline specific assessment, treatment, and consultation with consumers, carers and other team members. • Develop knowledge of local resources and services to make appropriate referral, provide advocacy, and initiate service development activities that will proactively enhance consumer access to community services. • Where required, undertake training and provide preceptorship to nursing students. • Comply with data collection and reporting requirements along with administrative procedures as required including use of outcome measurement tools. • Contribute to sustaining a positive team environment that maximises the range of consumer services available through the multidisciplinary team. • Participate in service development, planning, and quality improvement activities, both on a team level and within the organization. • Collaborate with consumers and other agencies to provide timely and accurate information sharing between all parties.
Leading in Learning
<ul style="list-style-type: none"> • Take responsibility in managing own learning needs. • Participates in and completes all aspects of the Transition to Mental Health program • Participates in the support and preceptorship of students. • Participates in a performance development process prior to completion of the program. • Complies with mandatory and other identified training requirements specified by NMBA and Eastern Health and maintains accurate documentation of evidence of this training and professional development undertaken. • Actively participate in professional development activities that include clinical supervision; attendance at workshops and seminars; as well as maintaining an up-to-date knowledge of contemporary recovery interventions in mental health • Exhibits a working knowledge of the relevant Accreditation Standards adhering to organisational standards and practice guidelines relative to the mandates of the National Standards.
Leading in research and innovation
<ul style="list-style-type: none"> • Under the leadership of the NUM/Team Leader, and senior nursing team, supports initiatives to ensure consumer strategies meet the needs of the community and the organisation. • Supports the NUM/Team Leader in the identification of new initiatives to improve sustainability in the unit/department. • Participates in activities designed to continuously improve standards of service and practice in accordance with the Eastern Health Nursing/Midwifery Practice Guideline, Domains of Practice Professional Framework, Policies and Clinical Practice Guidelines. Participates in any portfolio responsibility as delegated by the NUM. • 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.
A Values-Based, Safe Workplace
<ul style="list-style-type: none"> • Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. • Staff are required 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. • Practices in accordance with relevant Acts, Agreements, Eastern Health Directions, Standard, Policies • Recognize and deter potential risk which may jeopardize your health, safety and wellbeing.

- 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.
- Identifies and reports all clinical and OHS incidents and near misses, particularly those related to Occupational Violence, Manual Handling and Slips, trips and falls.
- Comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013.
- Implements harm minimisation and risk assessment strategies for at-risk individuals.
- Treats all employees of the organisation with respect and dignity and without discrimination or harassment.
- Complies with NMBA Code of Professional conduct and professional standards.

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.

3. SAFE PRACTICE AND ENVIRONMENT

Eastern Health is a child safe organisation, committed to promoting the wellbeing and cultural safety of Aboriginal children, children with disabilities and all children in their diversity. More information [here](#).

4. 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.

5. 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.

Our commitment to Diversity, Equity & Inclusion

Eastern Health is committed to creating a diverse and inclusive environment that welcomes and values all people. We recognise that diversity is essential in ensuring Eastern Health provides the best service to its consumers.

Aboriginal and/or Torres Strait Islander peoples, people from the LGBTIQ+ community, people living with disability and those from a culturally and linguistically diverse background, are strongly encouraged to apply.

For more information, please [click here](#).

6. 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.

7. KEY SELECTION CRITERIA

Qualifications:
<p>Essential:</p> <ul style="list-style-type: none"> • Formal qualification leading to condition free registration in Australia • Registration with the Nursing and Midwifery Board of Australia (NMBA) via AHPRA <p>Desirable:</p> <ul style="list-style-type: none"> • A current valid Driver's Licence
Experience:
<ul style="list-style-type: none"> • Minimum of 12 months post registration experience working as an EN • Demonstrated clinical skills aligned with experience and scope of practice
Knowledge and Skills:
<ul style="list-style-type: none"> • 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. • Victorian and National Legislation governing area of practice (e.g. Mental Health Act 2014) • Eastern Health Nursing and Midwifery Domains of Practice (2014) • High level communication, written and verbal, with demonstrated high level of interpersonal skills with consumers, their families and all health care professionals. • Commitment to ongoing professional development. • Computer literacy with common Microsoft platforms and patient management systems and embracing of health technologies and informatics.
Personal attributes:
<ul style="list-style-type: none"> • Exhibit behaviour which reflects the Eastern Health values and NMBA Codes and Standards. • Commitment to participate and complete all aspects of the TSP program requirements • Committed to providing a safe environment for all. • Developed interpersonal skills • A strong commitment to high quality care • The ability to work as part of a diverse team • Excellent communication and organisational skills • Willingness to engage in clinical supervision and reflective practice

- Respectful, collaborative and kind.

7. 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.

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

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.

Healthcare workers are strongly recommended to follow COVID vaccination recommendations provided in the [Australian Immunisation handbook \(based on ATAGI advice\)](#). Seasonal vaccination against influenza is a mandatory requirement of this role and employment is conditional on this being up to date prior to employment.

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.

I confirm I have read, understood and accepted the Position Description and associated attachments.

Signed: _____

Date: ____/____/____

Manager

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: ___/___/___

