

# Eastern Health

## POSITION DESCRIPTION

<b>Position Title:</b>	Registered Psychiatric Nurse
<b>Award Classification:</b>	RPN2
<b>Award / Agreement Name:</b>	Victorian Public Mental Health Services Enterprise Agreement 2024-2028
<b>Position Reports to:</b>	Nurse Manager or delegate

### EASTERN HEALTH – GREAT CARE, EVERYWHERE, EVERY TIME

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



## POSITION PURPOSE

The Registered Psychiatric Nurse is a valued and collaborative member of the multidisciplinary mental health care team at Eastern Health and is accountable for coordinating and delivering safe and comprehensive consumer centred care while working competently within their scope of practice and in alignment with the Eastern Health and Nurse & Midwifery Board Practice Standards.

## KEY ACCOUNTABILITIES

<b>Healthcare Excellence</b>
<ul style="list-style-type: none"><li>• Works collaboratively to ensure the efficient, effective and responsive operation of the allocated work unit. Assumes the role of Associate Nurse Manager (ANM).</li><li>• Supports and encourages residents and their families and carers understanding of care delivery and care planning through effective and timely communication with residents, team members, and the community.</li><li>• Practices in accordance with the professional standards, codes and behaviours that are legislated through the Nursing and Midwifery Board of Australia (NMBA)</li><li>• Ensures clinical interventions are evidence-based and consistent with policy, standard and clinical practice guidelines prescribed by the organisation</li><li>• Complies with Eastern Health policies and reports all actual or near-miss events</li><li>• Incorporates practice which aligns with the EH Nursing &amp; Midwifery Practice Guideline, as relevant to the clinical setting.</li><li>• Is accountable for reporting outcomes of nursing interventions to the Unit Manager, ANUM or delegate.</li><li>• Treats all residents, visitors and staff in a courteous and non-discriminatory manner. Provides an efficient, effective and customer focussed service.</li><li>• Manage any portfolio responsibility as delegated by the NM.</li><li>• Provide recovery orientated case management services.</li><li>• Participate in the facilitation of the CCU Recovery Group Program</li><li>• Undertake comprehensive mental state examination and mental health risk assessment</li><li>• Coordinate the daily handover and participate in Clinical Rehabilitation Meetings that guide implementation and evaluation of consumer treatment objectives provided by the team.</li><li>• Undertake assessment of new consumers and contribute to the coordination of CCU referrals.</li></ul>
<b>Leading in Learning</b>
<ul style="list-style-type: none"><li>• Takes responsibility for managing own learning needs</li><li>• Participates in relevant professional development programs and contributes to ongoing education initiatives within the unit</li><li>• Participates in the supervision, support and mentorship of the novice workforce and students</li><li>• Provides supervision and appropriate clinical delegation to the Enrolled Nurse and Health Assistant</li><li>• Participates in an annual performance development process which informs their ongoing professional practice and achievements</li><li>• Complies with mandatory and other identified training requirements specified by NMBA and Eastern Health. Maintains accurate documentation of evidence of this training and professional development.</li></ul>
<b>Leading in research and innovation</b>
<ul style="list-style-type: none"><li>• Promotes a culture of continuous quality service improvement within the unit and participates in activities designed to continuously improve standards of service and practice</li><li>• Maintains own knowledge of evidence based practice and updates own knowledge and skills accordingly</li><li>• Supports the NUM in the identification of new initiatives to improve sustainability in the unit/department.</li></ul>

- Identifies or participates in prevention and early detection initiatives of the organisation.
- As a staff member of Eastern Health you 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.
- 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 for the role, setting and specialty, being cognisant of any legislative, educational and competency requirements of extended practice

### **A Values-Based, Safe Workplace**

- 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 your 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.
- Recognises and deters 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, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.
- Complies 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 free of discrimination or harassment.
- Complies with NMBA Code of Professional conduct and professional standards.

## **SAFE PRACTICE AND ENVIRONMENT**

### **1. 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, particularly 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 Compensations (WIRC) Act 2013.

### **2. 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.

### **3. 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 centered care.

#### **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 opportunities**

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.

#### **6. Performance development**

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually based on 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.

#### **Attachments:**

- Attachment 1 Key Selection Criteria
- Attachment 2 EH Nursing & Midwifery Domains of Practice Professional Framework
- Attachment 3 Eastern Health/Department/Specialty Information & additional position requirements

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.

Employee Name:

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Employee Signature:

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Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**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)*

## Attachment 1

### KEY SELECTION CRITERIA

<b>Position Title:</b>	Registered Psychiatric Nurse
<b>Award Classification:</b>	RPN2
<b>Award / Agreement Name:</b>	Victorian Public Mental Health Services Enterprise Agreement 2024-2028
<b>Position Reports to:</b>	Nurse Manager of delegate

#### Qualifications:

##### Essential:

- Bachelor of Nursing or other recognised equivalent formal qualification leading to condition free registration in Australia.
- Post Graduate qualification in Mental Health or working towards.
- Registration with the Nursing and Midwifery Board of Australian (NMBA) via AHPRA.
- Driver licence.
- Proof of Current Covid-19 vaccination

##### Desirable:

- Previous experience in a supervisory or case management role.
- Knowledge of and experience working with the Collaborative Recovery Model.
- Experience in facilitating change to work practices in a health care organisation.

#### Experience:

- Experience as a RPN in a mental health setting.
- Advanced clinical skills.
- Excellent interpersonal, communication and networking skills.
- Demonstrated ability in a management and operational role.
- Demonstrated understanding of conflict resolution and negotiation skills.
- Proficient computer literacy.
- Demonstrated leadership skills and abilities.
- Demonstrated working knowledge of contemporary recovery principles and practices including research and evidence-based practice.
- Demonstrated commitment to and ability to practice utilising the recovery approach in mental health treatment and support, with a focus on working collaboratively with consumers and carers to promote self-determination and enable progress towards reaching personal recovery goals.
- Demonstrated ability to work with people with dual diagnosis.
- Demonstrated ability to work both independently and as part of a multidisciplinary team and to contribute to a positive team environment.
- Experience in working in partnership with MHCS services, that promotes a spirit of cooperation and collaboration, and respect for each other's philosophy, priorities, knowledge, skills, and experience.
- Demonstrated ability to provide leadership, profession specific skills and knowledge within the CCU.
- Extensive expertise with the case management of consumers with a mental illness including skills in assessment, crisis intervention, counselling, relapse prevention and recovery orientated interventions.

- Willingness to contribute to the professional development of others, particularly the novice workforce.

#### **Knowledge and Skills:**

- High level communication, both written and verbal, demonstrated high level of interpersonal skills with consumers, their families, and all health care professionals.
- 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.
- Commitment to ongoing professional development.
- Computer literacy and embracing of health technologies and informatics.

#### **Personal Attributes:**

- Exhibits behaviour which reflects the Eastern Health values.
- Promotes and contributes to a supportive and engaged team environment.
- Commits to providing a safe environment for all.
- Respectful, collaborative, and kind.
- Able to reflect on practice as well as on relationships with colleagues.

#### **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, ore reliable, always safe health service in partnership with our people to improve every day.

## **Attachment 2**

### **Key Performance Indicators**

In collaboration with the NM, the ANM has responsibility to monitor and respond to Unit service delivery within the EH Clinical Framework, and the Domains of Nursing Practice as outlined in the NMBA Practice Standards.

The ANM is accountable for responsibilities as delegated by the NM to assist achievement of unit KPI's:

#### **Healthcare excellence:**

- Nursing & Midwifery Staff compliance with Scope and Domains of Practice
- Meet Eastern Health access, activity and target indicators as defined by KPI Scorecard
- Program specific indicators pertaining to consumer satisfaction
- Maintain activity actual against target
- 100% of rostering practices meet EBA requirements and Eastern Health Guidelines

#### **Leading in Learning:**

- 100% achievement of allocated Staff have feedback & development plans completed (including leave and professional development plan)
- Learners are supported, and report high satisfaction rates with placement experiences
- Complaints and compliments management within identified timeframes

#### **Leading in research and innovation:**

- Oversees and drives the initiatives of the Great Care Everywhere Program and other improvement programs (e.g. Productive Ward Program) relevant to the department or unit.
- Progress of Improvement Plans
- Program specific indicators pertaining to consumer experience

#### **A values-based, safe workplace:**

- Rate of incidents are reviewed within identified time frames and actions are implemented, including:
  - o Falls
  - o Pressure injuries
  - o Medication errors
  - o Infection rates
  - o Indicators specific to the care delivery of the unit

## Attachment 3

### NURSING & MIDWIFERY DOMAINS OF PRACTICE

The **Nursing Midwifery Domains of Practice** resource has been developed by the Eastern Health Nursing Midwifery Executive using the domains of nursing as identified by Ackerman et al. (1996)<sup>(1)</sup> and the National Common Health Capability Resource (2013). Its aim is to support the individual clinician by promoting common behaviours and skills which comprise and represent the complex role of nursing and midwifery.

There are five domains of practice which are considered integral components of the role of all Eastern Health nurses and midwives; comprehensive patient care, support of systems, education, research and professional leadership. (see summary at Table 2)

Recognising that the level of skills acquisition will be dependent on nurses and midwives' specific roles and experience, the domains have been referenced to the 'novice to expert' skills acquisition model first developed by Dreyfus<sup>(2)</sup> and adapted for nursing by Benner.<sup>(3)</sup> Behaviours are specified at five different levels, and reflect an increasing degree of autonomy, complexity, awareness and activity being performed.

Table 1: Summary of Behaviour Levels

Novice	Advanced Beginner	Competent	Proficient	Expert
Works within a <b>known and stable context</b> , consulting when abnormalities arise <b>before taking action</b>	Works within a <b>known and stable context</b> , consulting when abnormalities arise	Acts <b>independently in routine</b> situations within scope, and responds to <b>known dilemmas</b>	Acts independently in <b>complex situations</b> within scope, and responds to <b>unknown dilemmas</b>	<b>Provide vision and direction</b> and shape and implement strategies and initiatives that <b>enable others</b> to perform as required

Levels do not equate to roles or hierarchy within the workforce. Instead, the levels reflect what level of behavioural skill is required to achieve the desired care goals or outcomes in a given situation. Levels should be treated as cumulative, meaning that behavioural indicators at subsequent levels in the scale should be read in conjunction with the behaviours specified at any lower level.

Some levels may serve as an aspirational standard in some instances, rather than accurately reflecting behaviours of current practice. Where a gap exists between current and future practice behavioural skill requirements, there should be aspiration to meet the standard specified to enhance or effectively meet individual and community health needs.

Table 2: Domains of Practice

DOMAINS OF PRACTICE					
 <p><b>Comprehensive Clinical Care</b></p> <ul style="list-style-type: none"> <li>Plan and prepare care</li> <li>Deliver and manage care</li> <li>Monitor and evaluate care</li> </ul>	 <p><b>Workforce</b></p> <ul style="list-style-type: none"> <li>Planning for the Future</li> <li>Safety and Quality</li> <li>A great place to work</li> </ul>	 <p><b>Education</b></p> <ul style="list-style-type: none"> <li>Healthcare education for patients and carers</li> <li>Own professional education and development</li> <li>Professional education and development of others</li> </ul>	 <p><b>Research and Evidence-based Care</b></p> <ul style="list-style-type: none"> <li>Knowledge of the evidence-based care relevant to area of practice</li> <li>Involvement and dissemination of research and quality improvement findings</li> </ul>	 <p><b>Leadership and Governance</b></p> <ul style="list-style-type: none"> <li>Professional conduct</li> <li>Accountability</li> </ul>	 <p><b>Digital Capability</b></p> <ul style="list-style-type: none"> <li>Digital professionalism</li> <li>Leadership and advocacy</li> <li>Data and information quality</li> <li>Information-enabled care</li> <li>Technology</li> </ul>

## Attachment 4

### Eastern Health/Department/Specialty Information & additional position requirements

<b>Department / Specialty Area</b>	Eastern Health Mental Health and Wellbeing Program
<b>Campus / Physical Location</b>	Maroondah Community Care Unit 4 Bona Street Ringwood East 3135

### SPECIALTY SPECIFIC INFORMATION

#### Organisational Context

Eastern Health provides a broad range of acute, sub-acute, aged, and mental health services to approximately 800,000 people in the eastern suburbs of Melbourne. Eastern Health has approximately 6,500 staff and covers a geographical area of 2800 sqkms. Eastern Health is affiliated as a teaching health service with Deakin, Latrobe and Monash Universities.

Eastern Health's Mental Health and Wellbeing Program provides Tier 3 mental health care for all ages in the Eastern Metropolitan Region of Melbourne. Fundamental to our service delivery are the principles of recovery oriented mental health practice.

Our services cover the continuum of care and include both inpatient and outreach services in the following divisions:

- Child and Youth Mental Health Services (CYMHS)
- Adult Mental Health Services (AMHS)
- Aged Person Mental Health Program (APMH)
- Research and academic programs

The Mental Health Program works in partnership with State-wide Services which include the following divisions:

- Alcohol and Drug Service
- SPECTRUM (state wide service for people with a personality disorder)
- Dual Diagnosis

#### LOCAL WORK ENVIRONMENT

The Maroondah Community Care Unit in the Outer East is part of Eastern Health's Adult and Older Adult Mental Health and Wellbeing Program. It is a 20-bed community based residential facility and features a highly structured and supportive physical environment. The clinicians within the multi-disciplinary team have high levels of contact and interaction with consumers who are recovering from a mental illness and their carers to promote self-determination and aims to empower individuals.

The unit operates under a recovery-oriented model of care, utilising the framework for recovery-oriented practice in a collaborative, team-based environment. The unit's recovery program offers a consumer-centred treatment approach to assist consumers in achieving their personal recovery goals and maintain wellness.

The registered psychiatric nurse completes discipline specific assessment and interventions, working collaboratively with the local MDT, consumer and carers, as well as provides individual recovery focussed case management services.