Position Description

Position Title	Registered Nurse / Registered Psychiatric Nurse
Classification & Salary Range	RPN Grade 2 Year 2+
Agreement Name	Victorian Public Mental Health Services Enterprise Agreement 2024-2028
Position Reports To	Nurse Unit Manager
Last Updated	November 2026

Position Purpose

Upton House consists of 25 acute adult inpatient psychiatric beds. The registered nurse will work in partnership with consumers, carers, families and other service providers to provide high-quality clinical care within a recovery-oriented framework. The Registered Psychiatric Nurse is a valued and collaborative member of the multidisciplinary health care team at Eastern Health and is accountable for coordinating and delivering safe and comprehensive patient centred care while working competently within their scope of practice and in alignment with the Eastern Health and Nursing and Midwifery Board Practice Standards.

Major Duties and Responsibilities

- Works collaboratively to ensure the efficient, effective and responsive operation of the allocated work unit.
- Assumes the role of Associate Nurse Unit Manager (ANUM) or shift leader as required.
- 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.
- Practices in accordance with the professional standards, codes and behaviours that are legislated through the Nursing and Midwifery Board of Australia (NMBA).
- Ensures clinical interventions are evidence-based and consistent with policy, standard and clinical practice guidelines prescribed by the organisation.
- Is accountable for reporting outcomes of nursing interventions to the Unit Manager, Team Leader, ANUM or delegate.
- Treats all patients, clients, residents, visitors and staff in a courteous and non-discriminatory manner.
- Complies with Eastern Health policies and reports all actual or near-miss events.
- Incorporates practice which aligns with the EH Nursing & Midwifery Practice Guideline, as relevant to
- Provides an efficient, effective and customer focused service.
- Facilitates effective patient flow processes in accordance with the guidelines established by the unit and organisation

Key Selection Criteria

Essential Selection Criteria:

- Bachelor of Nursing or other recognised equivalent formal qualification leading to condition free registration in Australia
- Registration with the Nursing and Midwifery Board of Australian (NMBA) via AHPRA
- 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, both written and verbal, demonstrated high level of interpersonal skills with consumers, their families/carers and all healthcare professionals
- Commitment to ongoing professional development
- Computer literacy and embracing of health technologies and informatics

Desirable Selection Criteria:

- Post Registration or Post Graduate qualification or further study in a relevant clinical or academic field or working towards
- Demonstrated ability and skill in working with consumers diagnosed with a dual diagnosis.
- Hold a current Victorian driver's licence.

Qualifications

- Bachelor of Nursing or other recognised equivalent formal qualification leading to condition free registration in Australia

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. Read more about Eastern Health's strategic goals here.

Our Commitment to Diversity, Equity and 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 Torres Strait Islander people, people from the LGBTIQA+ 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.

Aboriginal and Torres Strait Islander Candidates

Eastern Health's First Nations Employment Plan 2026 – 2028 was released in July 2026. With a strong focus on cultural safety and belonging, actions included in the Employment Plan provide practical support for all Aboriginal and Torres Strait Islander people.

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. For support, please contact our Aboriginal Employment Coordinator, Aboriginal.Workforce@easternhealth.org.au

Important Information

All new and existing employees are committed to the following to uphold Eastern Health's Promise and Values:

- Uphold confidentiality as per the Privacy Act 2000 and the Health Records Act 2001
- Comply with Eastern Health code of conduct and Policy and Procedures
- Comply with Eastern Health performance standards and industry professional standards
- Participate in continuous monitoring an improvement
- Comply with legislation and accreditation standards
- Ensure service and care are consistent with the Eastern Health approach to patient and family centred care
- 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. For more information, please click here.

Occupational Health and Safety, Quality and Improvement

Eastern Health is committed to providing and maintaining 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.

Eastern Health employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position.

For more information about Quality and Safety please click here and for Staff Wellbeing please click here.

Final 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 influenza prior to commencing employment.

Application Support

If you need support or adjustments during the application or recruitment process, please contact the hiring manager or our Talent Acquisition team on (03) 9955 7555 (option 1). For current employees please select option 2.

Candidate Statement

I _____ have read, understood and accepted the above position description and associated attachments.

Signed: _____ Date: _____