The Royal Melbourne Hospital









Advancing health for everyone, every day.

Could this be you?

Join the Royal Melbourne Hospital team

Position Description

Community Mental Health Enrolled Nurse

The Royal Melbourne Hospital

THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria's first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we've moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

OUR VISION

Advancing health for everyone, every day.

THE MELBOURNE WAY

At the RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it the Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

People First

People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

Lead with Kindness

Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

Excellence Together

True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

Together 2035 - Our 10 year ambition positions the organisation to have a meaningful impact. Acknowledging the need for ability, adaptability and failing fast, it is assumed throughout this strategy cycle that nothing will stay stagnant. We will continuously strive for excellence in health - through data insights, the latest research, responding to community sentiment, and global trends and importantly the views, needs and feedback of patients, consumers, carers and community.

Strategic Pillars

Redesigning Together - We are redesigning world-class care
Thriving Together - We are thriving through inspiration & curiosity
Innovating Together - We are leading research excellence for clinical impact

Strategic Drivers
Systems Thinking
Digital Intelligence
Performance & Sustainability.

The Royal Melbourne Hospital

Position Description

Position Title:	Community Mental Health Enrolled Nurse
Service:	Royal Melbourne Hospital – Mental Health Services
Location:	Waratah Clinic, Moonee Ponds
Reports To:	Program Manager
Enterprise Agreement:	Victorian Public Mental Health Services Enterprise Agreement 2024-2028
Classification:	Psychiatric Enrolled Nurse Level 3
Employment Status:	Part-Time, Fixed term
Immunisation Risk Category:	Category A
Date of Review:	November 2026

POSITION SUMMARY

Royal Melbourne Hospital Mental Health Services provides person-centred, recovery-oriented care, treatment and support through our multi-disciplinary workforce of skilled and dynamic clinicians, and Lived and Living experience (LLE) consumer and carer experts. We are dedicated to providing caring and high-quality specialist community and hospital-based mental health services for adults and older adults who are experiencing, or are at risk of developing a serious mental illness. We are committed to working with consumers during their recovery by offering trauma informed holistic and evidence-based treatment, which is inclusive of family, carers and kin and provided by staff with well-developed skills. Staff employed within the service are expected to identify evidence-based practice approaches and to use these within their work.

We have a robust future ahead as the lead mental health service for the Victorian Collaborative Centre for Mental Health and Wellbeing Service, and also for the State-wide Trauma Service. These leading programs will drive mental health reform across the sector, and will offer a wide range of opportunities for involvement of staff within the RMH MHS. Our partnerships with multiple community and academic organisations support our program and enable a sophisticated learning structure, with a focus on research translation.

A PEN Level 3 practices at an advanced level of nursing and works under the direction of an RPN. They take a complex and critical approach to clinical care with an increased breadth and depth of knowledge and skills in order to apply critical judgement when managing and responding to situations. The Enrolled Nurse in the community is able to function independently within the broad scope of directions. These roles and responsibilities include:

- Providing nursing support to the community mental health clinic
- Administration and support for consumers with prescribed medications (outreach may be required).
- In community-based services, assisting with the co-ordination of the depot administering system, including maintenance of a depot data base.

- Physical Health monitoring and promotion for community mental health consumers
- Conducting mental state examinations and psychosocial assessments
- Monitoring consumers physical and mental health status and provide appropriate interventions
- Participating in established process for metabolic monitoring of consumers
- Having completed the EN transition program act as a preceptor to PEN's engaged in the transition program
- Undertaking portfolio responsibilities
- Undertaking community-based case work in accordance with plans and directions of the primary Case Manager and/or Team Leader.

KEY ACCOUNTABILITIES

- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, supports and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning opportunities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Actively participates in team leadership and decision-making including orientation to local practices.
- Contributes to the education of new graduate Enrolled Nurses.
- Acts as a resource to others, and contributes to quality improvement in their work area.
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.
- Identify risks and report to a senior nurse Physical health and responding to clinical deterioration
- Support the maintenance of clinic, including ordering of necessary equipment/stock
- Ensure risk management activities are completed, effective controls are in place and incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.
- Create a psychologically safe work environment where everyone feels safe to speak up.
- Participate in clinical supervision consistently

<u>Medication safety, administration & interventions</u>

- Administering intramuscular injections under the delegation of a Registered Nurse including post injection monitoring (when required)
- Provide follow-up appointments, organise prescriptions and provide handovers
- Participate in the AIMS after-hours roster supervising consumers taking medication
- Provide interventions relating to adherence to consumers
- Carrying out audits and checks related to medication safety
- Ensure treatment and medication rooms are maintained in good working order and fully supplied

<u>Physical health and responding to clinical deterioration</u>

- Following procedures when a consumer is noted to have acute physical health concerns
- Carrying out audits related to infection prevention, clinical deterioration
- Carrying out physical health assessments and feedback to treating team
- Participating in health promotion activities
- Running groups relating to health and wellbeing
- Participating in the Equally Well Physical Health Team
- Carrying out Point Of Care Testing
- Front of house support when operationally required
- Administration of vaccinations (training provided)

<u>Other duties and responsibilities:</u>

- Supporting the Clozapine coordinator as directed e.g. making appointments for consumers and imputing monthly Clozapine blood results via Clopine Central.
- Ensure first aid kits are stocked and in date

- Complete mandatory training activities
- Plan, promote, initiate, develop, run and conduct quality activities with relative independence
- Support team to maintain good working order of workplace environment (including vehicles)
- Complying with all clinical and/or competency standards and requirements and ensuring you operate within your scope of practice and seek help when needed
- Oversee delivery of prescriptions to pharmacy when required
- Communicating team needs to pharmacy and coordinate filling of prescriptions

Furthermore, the PSEN role within AIMS requires a combination of administrative duties and direct clinical work related to the above. Good computer skills and organisational skills are essential. You must have demonstrated ability to apply initiative with the capacity to seek supervision and guidance when required and to work appropriately under direction.

KEY RELATIONSHIPS

Internal

- AIMS Team Leader
- Program Manager
- Area Senior Nurse Consultant
- Deputy Director of Nursing
- Nurse Practitioner
- Dietitian
- Exercise Physiologist
- AIMS nurses
- Clinical staff
- Administration staff
- Lived experience workforce

External

- Consumers
- Family
- Carers/supports
- Primary Care Providers
- Mental Health Community Support Services

KEY SELECTION CRITERIA

Formal Qualifications

- Enrolled Nurses:
  - Registration as an enrolled nurse under the Australian Health Practitioner Regulation National Law Act (2009) with the Nursing and Midwifery Board of Australia.
  - Diploma in Nursing, or equivalent, including Board-approved qualification in administration of medicines.

Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness, and achieving excellence together
- Experience in mental health

- Current Victorian driver's license without restriction, and the ongoing ability to use this to drive fleet vehicles
- Mandatory Working with Children's Check and Police Check and Immunisation Assessment

Desirable:

- Community mental health experience
- Enrolment or intention to study towards becoming a registered nurse in mental health
- Aboriginal and Torres Strait Islanders are highly encouraged to apply
- Experience in working with ACCHO and Aboriginal Communities and Families

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of RMH values
- Achievement of portfolio specific KPI targets
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements

AT THE RMH WE:

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Equitable, Person-centred Care (STEP) in line with our clinical governance framework.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

OUR COMMITMENT:

- **Equity, Inclusion, Belonging and Safety**
  - As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging — safe spaces where every individual is empowered to be their authentic self, contributing meaningfully to the collective well-being of our community.
- **First Nations Commitment**
  - We acknowledge and pay our respects to the Traditional Owners of the lands on which we work and stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are committed to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination through inclusive governance, respectful policies, and a steadfast commitment to anti-racism. The Royal Melbourne aspires to lead by example in addressing the injustices of colonisation and its ongoing impacts.
- **Child Safe Standards**
  - RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.
- **Equal Opportunity and Accessibility**
  - We are proud to be an equal opportunity employer that champions diversity in all its forms. We value the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived experiences. We encourage applicants from all communities, and we will provide reasonable adjustments to support equitable participation.
- **Thriving Together**
  - Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

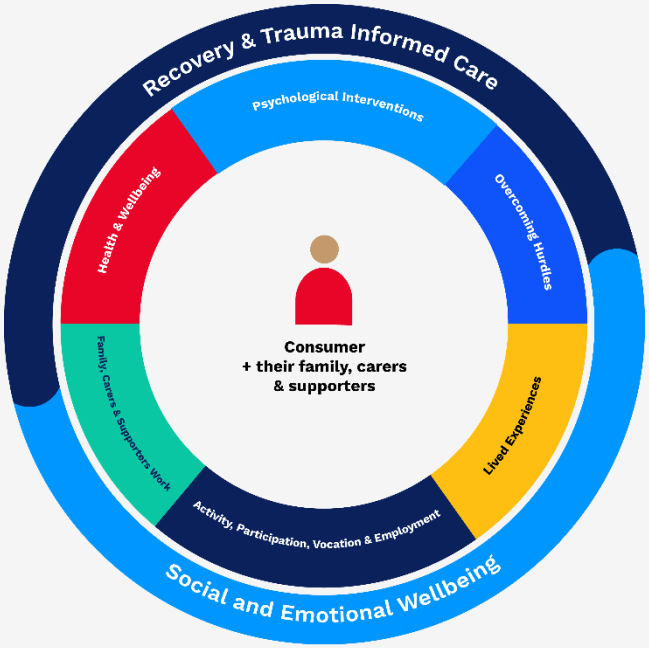
ACCEPTANCE

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Signature

Employee Name (please print)

Date



Community Core and Specific Evidence-Based Practice

Psychological Interventions	Family, Carers and Supporters Work	Health & Wellbeing	Activity, Participation & Employment	Lived Experiences	Overcoming Hurdles
Early Warning Signs & RWP discussion	Initial Conversation with Family/Carer	Physical health screening	Initial Conversation about activity, participation and vocation	Initial Conversation about consumer peer support	LSI-R:SV
CBT Fundamentals	Family/Carer Fundamentals	Physical health conversations	APQ6	Initial Conversation about family, carer and supporters peer support	SUBA
	Family Violence Screen	Physical health assessment	Driving Screen		AOD Harm Minimisation
		Metabolic monitoring	Sensory Approaches		AOD Relapse Prevention
		Medication safety, education & advocacy			Specialist Supportive Clinical Management for Eating Disorders
CBT for Psychosis	Single Session Family Consultation	Equally Well Physical Health Program	Activity Engagement	PeerZone	Forensic Risk Management Planning
Acceptance & Commitment Therapy (ACT)	Multiple Family Group	Medication Alliance	Therapeutic Activity Groups	Consumer led inpatient groups	Forensic Risk Reduction Treatment
Therapies for Borderline Personality Disorder	Family Therapy	QUIT Program	Vocation and Employment Support	Consumer Peer Support-led Community Groups	AOD Motivational interviewing
CBT for co-morbid Anxiety & Depression	FaPMI Programs		Sensory Assessment & Interventions	Individual Consumer Peer Support	Refer to Detox
Be Well Live Well - Early Warning Signs Relapse Prevention Program	Family Violence Assessment (MARAM)		Driving Assessment	Family Peer Support-led Groups	Autism Consultation and Evaluation Services (ACES)
				Individual Family, Carer & Supporters Peer Support	