The Royal Melbourne Hospital









Advancing health for everyone, every day.

Could this be you?

Join the Royal Melbourne Hospital team

Position Description

Community Psychiatric 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 Psychiatric Enrolled Nurse
Service:	Mental Health Services – Community Team 1
Location:	The RMH Parkville
Reports To:	Program Manager, Team Leader, Registered Nurses
Enterprise Agreement:	Victorian Public Mental Health Services Enterprise Agreement 2024-2028
Classification:	PEN Grade 3
Employment Status:	Part Time
Immunisation Risk Category:	Category A
Date of Review:	November 2026

POSITION SUMMARY

The role of the PSEN is to support Community Team 1 (CT1) to operate well. The PSEN is delegated work by all Registered Nurses in the team. Allied Health clinicians also request relevant support and assistance within the scope of practice of the PSEN, under direct and indirect supervision of the Registered Nurses of CT1.

CT1 are based in the Royal Melbourne Hospital precinct. It holds the homeless portfolio for IWAMHS. The team works with consumers living in the CBD and inner-city suburbs of the Inner West area of Melbourne.

CT1 work closely with support staff at the homeless shelters offering secondary consultation, psychoeducation, management plan development and formalised mental health education sessions.

In summary Community Team 1's role is to:

- Identify, engage and assess homeless persons displaying symptoms of a major mental illness who are otherwise not engaged with services.
- Collaborate with our consumers and with their key supports including carers/family and other supports or services involved in developing the recovery plan.
- Advocate for the needs of homeless persons with mental illness.
- Provide assertive outreach to IWAMHS consumers that reside in the CBD area that otherwise are not able to attend appointments at Waratah Clinic.
- Support the services that work with our shared homeless consumers.

Community Team 1 works collaboratively with the following services: Salvation Army (Flagstaff, Open Door, Project 614, Community Outreach Services) Vincent care (Ozanam House and Homeless Resource Centre),

Launch Housing (Elizabeth Street Common Ground, Rough Sleepers Initiative, Daily Support Team), CoHealth (HOMHS, Outreach Program, Central City Community Health, Make Room, Flinders Street Community Health Hub), Youth Projects Living Room, Melbourne City Mission Frontyard, City of Melbourne and Victoria Police.

The work of the PEN is conducted under the supervision and support of Senior Nurses within the team.

This is an opportunity for the appropriate applicant to further develop their nursing skills in a community setting.

The CT1 PEN supports the team with a number of tasks and responsibilities many of which are listed below.

Medication safety, administration & interventions:

- Administering intramuscular injections under the delegation of a Registered Nurse including post injection monitoring (when required)
- Provide oral medications under the delegation of a Registered Nurse
- Medication administration tasks are delegated to the PSEN by a Registered Nurse at morning operations meeting or throughout the day as required
- Oversee delivery of prescriptions to pharmacy when required
- Communicating team needs to pharmacy and coordinate filling of prescriptions
- Support the collection of medication from pharmacy or arrange delivery as required
- Support coordination of weekly medication order as required
- Support the weekly audit and maintenance of medication cupboard and ensure unused, expired and discontinued medications are returned to pharmacy
- Assist with the co-ordination of the LAI administering system, including maintenance of LAI database.
- Provide education to consumers and other partnering agencies related to medication adherence
- Carrying out audits and checks related to medication safety
- Fridge temperature monitoring (as required)
- Oversee maintenance of treatment, medication rooms and storage areas, ensuring they are in good working order and fully supplied with required stock (e.g. syringes, alcohol swabs, PPE etc)
- Identify risks and report to a senior nurse

Responding to clinical deterioration:

- Monitor the impact of nursing care and maintain ongoing communication with the Registered Nurse regarding the health and functional status of consumers
- Maintain ongoing communication with the Registered Nurse, as well as key clinician and treating team including reporting changes in health and functional status and individual responses to health care interventions
- Retain responsibility for actions and remain accountable in providing delegated nursing care
- Carry out audits related to infection prevention, clinical deterioration and other KPIs
- Basic Life Support education portfolio representative

Physical health:

- Participate in Equally Well physical health meetings
- Maintain physical health kit, ensuring equipment is functional and adequate stock levels available and within date
- Education and support to Allied Health clinicians in regard to physical health
- Carry out physical health assessments and feedback to treating team
- Participate in established processes for metabolic monitoring of consumers
- Prepare for consumer related case presentations/reviews and participate in clinical review meetings
- Participate in health promotion activities
- Assist consumers / carers to access appropriate support services within community settings
- Inputting data on physical health assessments, audits and KPI monitoring

Other duties and responsibilities:

- 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)
- Support team operational planning by maintaining accurate Outlook calendar
- Support team and colleagues with consumer related tasks as delegated

Complying with all clinical and/or competency standards and requirements and ensuring you operate within your scope of practice and seek help when needed.

Furthermore, the PEN role within CT1 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. As part of this position, you will be responsible for holding a portfolio as directed by the Area Senior Nurse; some options include Management of Clinical Aggression (MOCA) associate trainer, Basic Life Support trainer.

It is expected that you have already completed an enrolled nurse program within mental health to be eligible to apply for this role.

CT1 provides assertive outreach support and treatment to a group of mainly homeless consumers within the catchment area. Majority of medication administration and physical health assessments are completed in the consumer's own environment.

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, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.
- Contribute to organisation-wide and service/division initiatives and planning activities.

KEY RELATIONSHIPS

Internal

- General Manager
- Director of Clinical Services
- Director of Community Services
- Lead Consultant
- Team Manager
- Team Leader
- Discipline Seniors
- Multi-disciplinary team
- Administration staff
- Equally well team
- Lived Experience Workforce

External

- Consumers and their families,
- Melbourne Health Stakeholders,
- Non-Government partners of RMH MHS and CT1 including but not limited to:
  - Salvation Army
  - Vincentcare
  - Youth Projects
  - City of Melbourne
  - CoHealth
  - Launch Housing
  - Melbourne City Mission

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.
- Mandatory Working with Children's Check and Police Check and Immunisation Assessment
- An interest in Mental Health
- Current Victorian Driver's license without restriction, and the ongoing ability to use this to drive fleet vehicles.

Desirable:

- Experience in mental health
- 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
- Completion of tasks as delegated registered nursing staff and other team members
- Completion of community contacts as required for funding purposes

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.

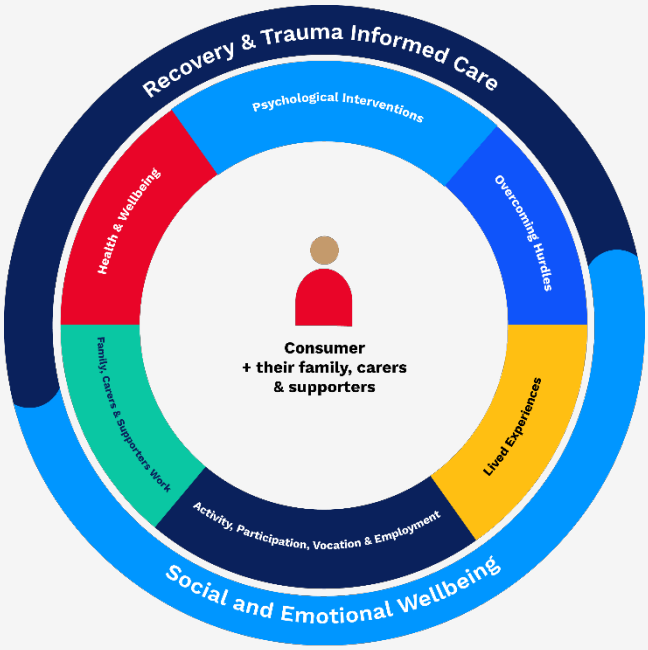
ACCEPTANCE

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	