

## POSITION DESCRIPTION

<b>Position Title:</b>	Psychiatric Enrolled Nurse (PEN) Grade 2 – Medication Endorsed
<b>Business Unit/Department:</b>	Western Health Mental Health and Wellbeing Service
<b>Division:</b>	Mental Health
<b>Award/Agreement:</b>	Victorian Public Mental Health Services Enterprise Agreement
<b>Classification:</b>	PE21 – YD22
<b>Reports To:</b>	Program Manager, ANUMs/Shift Leaders.
<b>Direct Reports:</b>	N/A
<b>Date Prepared/Updated:</b>	8 May 2026

<p><b>Position Purpose</b></p> <p>The Psychiatric Enrolled Nurse Grade 2 is a member of the multidisciplinary team who works closely with consumers and their families (or supporters) to achieve positive outcomes for consumers who are receiving care for mental health and wellbeing conditions. The role includes provision of nursing interventions and support to a group of allocated consumers. This includes tasks such as (but not limited to): mental state and risk assessments, clinical nursing interventions (medication administration/vital signs monitoring), documentation, consumer education and discharge planning, working with members of the multidisciplinary team, advocating for consumers, working across the clinical areas of the unit as required, and co-facilitating therapeutic groups with consumers. The PEN reports directly to the shift leader and will work relatively independently within the PEN scope of practice, reporting any clinical or environmental concerns to the shift leader. The PSEN will work proactively, looking for opportunities to self-develop (through self-directed learning) and improve service delivery. The PEN demonstrates behaviours that support a recovery approach to care, ensures the safety and well-being of consumers, and fosters a therapeutic environment that supports individuals in their journey towards mental health and overall wellness. The PEN promotes a friendly, respectful, and supportive environment within the team and the Mental Health and Wellbeing Service. The role requires working a rotating roster including night, weekend, afternoon, and morning shifts.</p>
<p><b>Business Unit Overview</b></p> <p><b>The Sunshine Mental Health and Wellbeing Centre (SMH&amp;WC)</b> is a new adult acute mental health precinct at Western Sunshine Hospital campus consisting of 52 new mental health beds (2 x 26 bed units), and Sunshine Adult Acute Psychiatric Unit (SAAPU), the existing 29 bed acute mental health unit. The new units became operational in October 2023, and have created a state-of-the-art environment for consumers, carers and families, and staff, to work together to support a recovery focussed care model. The SMH&amp;WC provides therapeutic support for Mental Health consumers on their path to recovery. The SMH&amp;WC team are committed to supporting staff wellbeing in a dynamic, busy environment and promote work/life balance with: flexible self-rostering, clinical supervision and reflective practice, support of comprehensive professional development through partnerships with the Mental Health Training and</p>

### Our Vision

Together, Caring for the West  
 Simple – Sustainable – Connected – Innovative

Development Unit and the Mental Health Nursing Workforce Skills Development Unit. We highly value creative staff, and provide support for staff to develop in areas of interest.

**Western Inpatient Unit (WIPU) – Women’s Mental Health Unit** is a 16-bed mental health inpatient program based at Western Footscray Hospital Campus. The new WIPU is a dedicated women’s-only adult acute offering women who are experiencing severe mental ill health a trauma-informed and recovery-focused experience to care.

**Western Mental Health and Wellbeing Services** provide a comprehensive range of specialist mental health services to people who reside in the local government areas of Brimbank, Melton and parts of Hume (Sunbury/Bulla). We deliver specialist clinical programs through Adult and Older Persons Mental Health and Wellbeing Community Services, including: hospital bed-based services (including the Western Women’s IPU), Community Mental Health Programs, Emergency Mental Health, Consultation Liaison Psychiatry, Prevention and Recovery Centres (including Yana Yana Women’s PARC), St Albans Community Care Unit, Adult Mental Health Rehabilitation Unit and Dual Diagnosis services. Our services are expanding rapidly with the opening of two new 26 bed acute inpatient units at the Sunshine Hospital campus in October 2023, and additional Mental Health services in the new Footscray Hospital.

### Key Responsibilities

- Take reasonable care for your safety and wellbeing and that of others.
- Work within in your scope of practice and seek help where required.
- Provide appropriate mental health support, care, and interventions to allocated consumers on each shift.
- Observe, record, and assess the mental, emotional, physical, social and spiritual needs of mental health consumers.
- Recognise the symptoms of mental ill-health and distress, and their clinical significance to safety and recovery.
- Identify clinical risks and formulate appropriate management in consultation with the multidisciplinary team.
- Formulate and regularly evaluate/modify care plans for each consumer including all therapeutic measures prescribed and carry out the plan in cooperation with other members of the inpatient multidisciplinary team.
- Collaborate with consumers and their families, carers and significant others when formulating recovery care plans.
- Work within and actively engage in the Safewards model of care
- Participate in and, where appropriate, carry out treatment prescribed by medical staff and monitor the effects thereof.
- Display nursing care skills that will be effective in alleviating consumer’s distress which can manifest in challenging or at risk behaviour.
- Meaningfully communicate with individuals and groups to develop consumer’s and families understanding of mental health and recovery.
- Utilise helping skills therapeutically in caring for mental health consumers by being available, listening, clarifying, concentrating, conveying empathy, and encouraging supported decision making.
- Communicate consumer’s progress or concerns actively with the multidisciplinary team to promote consumer’s recovery and safety.
- Provide adequate documentation of consumer’s progress and treatment plan in consumers medical record and handovers.
- Ensure that consumers and carers rights are upheld; including statutory rights under the Mental Health and Wellbeing Act 2022; and provide information to consumers and families about their rights under the MHA 2022.
- Provide information to consumer and carers about feedback processes which provide valuable information to improve our service (e.g., via feedback forms, Experience of Care discharge survey and other feedback methods).
- Demonstrate the Western Health values; and be a role model for living the values.
- Successful completion and maintenance of required mandatory training activities, including training related to the National Standards.
- Have a thorough understanding of the National Safety and Quality Health Service standards and ensure individual and organisational practice conforms to criteria enshrined in each standard.

### Our Vision

Together, Caring for the West  
Simple – Sustainable – Connected – Innovative

- Achievement of Western Health and portfolio specific KPI targets as they apply to mental health.
- Acceptance of accountability for all reasonable care to provide a safe working environment within your area of responsibility and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity.
- Compliance with Health Service and Divisional specific Regulations, Western Health Policy & Procedures, Code of Conduct and the bylaws and Policies and the ethical standards of the profession.
- Acceptance of responsibility for Continuing Professional Development (CPD) of self that is aligned with the practice domains endorsed by Western Health, and actively keep a CPD portfolio as required by the standards of your profession.
- Compliance of clinical governance, legislative and documentation requirements, (e.g., Clinical Review discussions, completion of relevant documentation compliant with requirement of the Mental Health and Wellbeing Act 2022).
- Accept accountability to ensure that all clinical information is documented and stored in compliance with the Victorian Health Records Act 2001.
- Participation in formal performance and annual discussion review processes.
- Operate within the legal frameworks e.g., Mental Health Act and Privacy Act.
- Works collaboratively with the multidisciplinary teams to ensure delivery of efficient, effective and responsive services.
- 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.
- Respect that the Western Health is a smoke-free environment.
- Assist with the timely resolution of feedback and complaints where appropriate.
- Monitor consumer physical health and apply appropriate interventions and escalation as required.
- Escalate concerns regarding identified or suspected deterioration in mental health and physical health of consumers.
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Create a psychologically safe work environment where everyone feels safe to speak up.

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

### Key Working Relationships

#### Internal:

- Nursing Leadership team – Program Manager, Team Leader, CNC, CNE, Mental Health Intensive Care Response (MHICAR), Admission and Discharge coordinator, Access Coordinator
- ANUMs
- Lead Consultant and medical staff
- Multidisciplinary team – nursing, medical, allied health and lived experience workers
- Consumers, families and carers
- Administration staff
- Food services
- Domestic services
- Pathology
- Drug Health Services
- Aboriginal Health Unit
- People, Culture and Safety Services
- Security Western Mental Health and Wellbeing Service teams.
- Western Health Acute Care Teams

#### External:

### Our Vision

Together, Caring for the West  
Simple – Sustainable – Connected – Innovative

- Community services and primary care providers – GPs, Private Psychiatrists, Mental Health Community Support Services, AOD services, NDIS providers.
- Independent Mental Health Advocacy (IMHA)
- Victorian Mental Illness Awareness Council

## Selection Criteria

### Essential

Registration and qualifications:

- Registration with Australian Health Practitioner Regulation Agency (Division 2)
- Medication Endorsement in S/C, intramuscular, enteral and topical routes of medication administration.
- Completion of Diploma of Nursing or equivalent.
- Minimum 12 months experience in mental health clinical setting/s.

### Experience

- Demonstrated understanding of working with mental health consumers, including appropriate supports, therapeutic engagement, assessment and evidence-based interventions
- Demonstrated understanding of de-escalation principles when working with people who are distressed or experiencing mental illness
- Knowledge of recovery-oriented care and trauma informed care frameworks
- Ability to work with, communicate and engage consumers, families and carers from diverse backgrounds
- Sound working knowledge of the Mental Health and Wellbeing Act 2022
- Demonstrated ability to record accurate and concise documentation within a consumer's medical record
- Demonstrated understanding of confidentiality and privacy relating to consumer care
- Commitment to practice in a manner which reflects Western Health's values and ethos

### Desirable

- Completion of an Enrolled Nurse Entry to Practice Program
- Current driver's licence
- Ability to speak a community language

## Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), Occupational Health and Safety (Psychological Health) Regulations 2025, the Privacy Act 1988 and responsibilities under s141 Health Services Act with

## Our Vision

Together, Caring for the West

Simple – Sustainable – Connected – Innovative

regard to the sharing of health information, Part 5A of the Family Violence Protection Act 2008 and Part 6A of the Child Wellbeing and Safety Act 2005, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2022

- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

### General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

Employee's Name:

[Click here to enter the Employee's name.](#)

Employee's Signature:

Date:

[Click here to enter a date.](#)

### Our Vision

Together, Caring for the West  
*Simple – Sustainable – Connected – Innovative*