

## POSITION DESCRIPTION

<b>Position Title:</b>	Registered Psychiatric Nurse Grade 4
<b>Business Unit/Department:</b>	Dame Phyllis Frost Centre
<b>Division:</b>	Western Health at Home
<b>Award/Agreement:</b>	Victorian Public Mental Health Services Enterprise Agreement 2020 - 2024
<b>Classification:</b>	RPN4
<b>Reports To:</b>	Nurse Unit Manager
<b>Direct Reports:</b>	Nil
<b>Date Prepared/Updated:</b>	7 October 2024

### Position Purpose

The RPN4 will be responsible for the delivery of specialist primary mental healthcare to patients at Dame Phyllis Frost Centre (DPFC). The role includes the assessment and management of physical and psychiatric health needs to support patient's recovery and improve their experience of mental healthcare.

The RPN4 will join a multidisciplinary team committed to the delivery of primary healthcare for patients including priority patient groups at DPFC.

As a professional, the RPN4 is accountable for:

- The maintenance of their own clinical knowledge, further education and working within the confines of their specific scope of practice at all times, in accordance with the boundaries set by their experience and skill
- Ensuring that they are registered to work as a Registered Nurse in Australia at all times whilst working as a Nurse within Western Health
- Demonstrates through actions and training a strong understanding of cultural and psychological diversity of clients
- Demonstrates through education and actions an empathetic and understanding towards women requiring care in a correctional facility

### Business Unit Overview

Dame Phyllis Frost Centre (DPFC) is a correctional facility for women located in Ravenhall in Melbourne's west. DPFC is operated by Corrections Victoria and provides maximum, medium and minimum-security accommodation for women on remand and those currently serving sentences. At present, the prison can accommodate 572 women, this includes a 20-bed specialist mental health inpatient facility operated by Forensicare

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<p>On 1 July, 2023, the delivery of primary healthcare will transition from the current service provider to Western Health. Western Health is responsible for the provision of primary healthcare to women throughout their prison stay at DPFC, this can include:</p> <ul style="list-style-type: none"> <li>• Primary Care e.g. General Practitioner, Women's Health Primary Mental Healthcare</li> <li>• Population health</li> <li>• Dental Services</li> <li>• Advanced Care Planning</li> <li>• Medication Management</li> <li>• Diagnostic Services – radiology and pathology</li> <li>• Allied Health Services</li> <li>• Medical Aids and Equipment</li> <li>• Access to specialist services in the community</li> </ul> <p>The quality and standard of health care provided to patients is the equivalent standard to that provided in the community, through the public health system. Western Health's multidisciplinary workforce will work alongside service providers to provide holistic and interconnected health service delivery for patients at DPFC, including a tailored health response for priority cohorts.</p>
<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Provide clinical support to the multidisciplinary team regarding all aspects of consumer care.</li> <li>• Ensure all clinical processes, policies and procedures are appropriately followed by the team.</li> <li>• Attend handover and clinical review meetings and provide clinical leadership, support and input where required.</li> <li>• Provide leadership and direction and clinical care for the management of high risk and complex consumers.</li> <li>• Lead and support service development and quality improvement initiatives.</li> <li>• Support the continual delivery of recovery oriented and trauma informed care for consumers, families and carers within the unit.</li> <li>• Ensure action is taken where clinical risk or non-compliance with clinical practice is identified.</li> <li>• Ensure clinical work is recovery orientated and trauma informed and that staff are actively working in collaboration with consumers/families and significant others to achieve treatment goals.</li> <li>• Maintain responsibility of accurate and adequate documentation concerning patient care, ensuring confidentiality of information.</li> <li>• Initiating, leading and supporting appropriate continuous improvement activities.</li> <li>• Take reasonable care for your safety and wellbeing and that of others.</li> <li>• Work in your scope of practice and seek help where required.</li> <li>• Work in partnership with consumers, patients and where applicable carers and families.</li> <li>• Provide advice and assistance to all clinical staff in regards to problem solving clinical practice issues.</li> </ul> <p>In addition to the key responsibilities specific to your role, you are required to deliver on the <a href="#">Key Organisational Accountabilities</a> which are aligned with the Western Health strategic aims.</p>
<p><b>Key Working Relationships</b></p> <p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>• Nurse Unit Manager</li> <li>• Associate Nurse Unit Manager</li> <li>• Operations Manager</li> <li>• Director of Nursing</li> <li>• Director of Operations, Custodial Health</li> <li>• Divisional Directors/General Manager</li> <li>• Clinical Service Director</li> <li>• Support Services</li> <li>• People and Culture Services</li> </ul>

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<ul style="list-style-type: none"> <li>• Medical and Allied Health staff relating to areas</li> <li>• Heads of Units</li> <li>• DONM's</li> <li>• Other ANUM's</li> <li>• CNC's</li> <li>• Nurse Practitioners</li> <li>• Service team</li> <li>• Quality and Safety Coordinators</li> <li>• Business Analysts</li> </ul> <p><b>External:</b></p> <ul style="list-style-type: none"> <li>• Department of Health</li> <li>• Department of Justice and Community Safety</li> <li>• Corrections Victoria Custodial Staff</li> <li>• Western Division of General Practice</li> <li>• DPFC Management and Operations Staffs</li> <li>• Patients at DPFC</li> <li>• Other service providers within DPFC</li> <li>• Other healthcare networks and service providers</li> </ul>
<p><b>Selection Criteria</b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Hold post graduate qualifications in psychiatric/mental health nursing</li> <li>• Registration with AHPRA</li> <li>• Minimum of 5 years clinical experience working in a public mental health inpatient unit or other mental health setting</li> <li>• Demonstrated experience in nursing leadership roles in a multidisciplinary mental health setting</li> <li>• Highly developed mental health nursing skills and knowledge and ability to support a multidisciplinary team with clinical decision making and complex and high risk consumers</li> <li>• Highly developed interpersonal skills enabling clear communication with staff, consumers, carers and other service providers</li> <li>• Demonstrated ability to work with people from a range of diverse cultural communities</li> <li>• Proven ability to initiate, problem solve and negotiate positive outcomes</li> <li>• Well-developed knowledge and understanding of the public mental health service environment, the Mental Health Act and other relevant legislation, DH policies and strategic directions in mental health</li> <li>• Understanding of the findings and recommendations from the Royal Commission into Victoria's Mental Health Services</li> <li>• Working knowledge of the NSQHS standards</li> <li>• Demonstrated ability to work autonomously using well developed critical analysis skills to achieve efficiency and effectiveness.</li> <li>• Capacity to determine workload priorities, coordinate tasks and work to strict timelines</li> <li>• Strong capability to be innovative, resourceful and adaptive to change</li> <li>• Demonstrated experience in quality improvement and the ability to facilitate comprehensive incident reviews, as required</li> <li>• Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together</li> <li>• Demonstrated IT skills in a number of computer software programs including Microsoft Office suite, CMI, BossNet</li> <li>• Current full Drivers Licence</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Masters in Mental Health Nursing</li> </ul>

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<b>Additional Requirements</b>
<p>All employees are required to:</p> <ul style="list-style-type: none"> <li>• Obtain a police / criminal history check prior to employment</li> <li>• Obtain a working with children check prior to employment (if requested)</li> <li>• Obtain an Immunisation Health Clearance prior to employment</li> <li>• Report to management any criminal charges or convictions you receive during the course of your employment</li> <li>• Comply with relevant Western Health clinical and administrative policies and guidelines.</li> <li>• Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures</li> <li>• 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</li> <li>• 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</li> <li>• 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</li> <li>• 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), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008</li> <li>• Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines</li> </ul>
<b>General Information</b>
<ul style="list-style-type: none"> <li>• Redeployment to other services or sites within Western Health may be required</li> <li>• Employment terms and conditions are provided according to relevant award/agreement</li> <li>• 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</li> <li>• Western Health is committed to Gender Equity</li> <li>• Western Health provides support to all personnel experiencing family and domestic violence</li> <li>• 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</li> <li>• Western Health is a smoke free environment</li> </ul>

*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.](#)

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