

## POSITION DESCRIPTION

|                                  |                                                              |
|----------------------------------|--------------------------------------------------------------|
| <b>Position Title:</b>           | Registered Psychiatric Nurse                                 |
| <b>Business Unit/Department:</b> | Mental Health Services                                       |
| <b>Division:</b>                 | Mental Health & Wellbeing Services                           |
| <b>Award/Agreement:</b>          | Victorian Public Mental Health Services Enterprise Agreement |
| <b>Classification:</b>           | Registered Psychiatric Nurse 2 Year 2 to 8                   |
| <b>Reports To:</b>               | Program Manager                                              |
| <b>Direct Reports:</b>           | N/A                                                          |
| <b>Date Prepared/Updated:</b>    | 4 March 2026                                                 |

### Position Purpose

As a member of the health care team, the Registered Psychiatric Nurse is at the forefront of the provision of high quality comprehensive and compassionate care to individuals experiencing mental ill-health on a day-to-day basis.

As a healthcare professional, the Registered Psychiatric Nurse 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 and practice in alignment with Nursing & Midwifery Board of Australia (NMBA) Registered Nurse Standards for Practice

By applying their specialised knowledge and skills, the Registered Psychiatric Nurse collaborates with multidisciplinary team members to assess, diagnose, plan, implement, and evaluate holistic treatment plans. They play a pivotal role in promoting recovery, ensuring the safety and well-being of patients, and fostering a therapeutic environment that supports individuals in their journey towards mental health and overall wellness. The role of the Registered Psychiatric Nurse working within a multidisciplinary team, incorporates the following activities: unsupervised clinical practice, coordination of care, counselling, health promotion and teaching, consumer advocacy, collaborative consumer and unit management, research, supervision and mentorship/preceptorship, interaction/liaison with multidisciplinary team, accurate and timely documentation.

The Registered Psychiatric Nurse will contribute to providing quality health and well-being services for our consumers demonstrating novice to expert behaviours across the five domains of leadership, research, evidence-based practice, education & learning and clinical expertise as identified in the Western Health Nursing and Midwifery Professional Practice Framework.

### Business Unit Overview

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The Division of Mental Health and Wellbeing Services spans across multiple Western Health sites and within the local community and services consumers across the lifespan. The Division has recently been established following a key recommendation from the Royal Commission into Victoria's Mental Health System. The Western Health catchment includes the local government municipalities and growth areas of Brimbank, Sunbury, Maribyrnong and Melton.

Our recovery-oriented approach to care is provided by a multidisciplinary workforce comprising skilled clinicians, consumers and carers. These services include hospital based, community and specialist mental health and wellbeing services for adults, older adults, children and adolescents who are experiencing, or are at risk of developing a serious mental illness.

The Division collaborates across a number of Divisions within Western Health and partners with external health services and community services to ensure the provision of Best Care. The Division aims to innovate and develop services and care options across Western Health to ensure Best Care for the community of Western Melbourne.

## Key Responsibilities



### Leadership

- Work collaboratively within the team model of care using delegation, supervision, coordination, consultation and referrals
- Take accountability for own actions and others under direction and sphere of responsibility
- Role model behaviours consistent with the professional Code of Conduct and organisational values and challenge others when their behaviour does not meet expectations
- Lead by example, and motivate staff to strive for excellence
- Speak up for safety, Western Health values and wellbeing
- Create a psychologically safe work environment where everyone feels safe to speak up
- Demonstrate initiative in supporting early career and less experienced staff
- Contribute to peer feedback and engage in appraisals for early career staff, as directed by your manager
- Work within and towards the Nursing and Midwifery Workforce Plan



### Research

- Provide information to consumer and carers about feedback processes which provide valuable information to improve our services (e.g. feedback forms, experience of care discharge survey and other feedback methods)
- Use evidence to support improvement to consumer care and practice
- Be curious about ways to improve practice and outcomes
- Promote evidence based practice and share findings at internal and external forums
- Participate in quality and research projects as appropriate



### Evidence Based practice

- Ensure that consumers and carers rights are upheld, including statutory rights under the Mental Health Act 2014 and provide information to consumers and families about their rights under the Mental Health Act 2014
- Using evidence-based practice, participate in evaluation of the progress of individuals and groups towards expected outcomes and reformulation of care plans.
- Be familiar with local and organisational policies, procedures and guidelines
- Contribute to adverse event investigations, and undertake individual and team-based reflective practice
- Participate and contribute to improvement of policies, procedures and protocols and identify areas of improvement in nursing practice

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- Participate in new initiatives to enhance consumer outcomes and experience, or staff employment outcomes and experience
- Act to ensure safety by managing clinical risk and intervene, as necessary, to achieve optimal outcomes for consumers and teams
- Be aware of Western Health's Strategic Priorities, and ensure activities align with these priorities



### **Education & Learning**

- Demonstrate responsibility for Continuing Professional Development (CPD) of self and actively maintain a CPD portfolio and required by professional standards
- Participate in ongoing learning opportunities
- Contribute to the updating of educational information provided to patients and consumers, and their families and carers
- Support new staff through the orientation buddy role or formal preceptorship
- Showcase work and improvement activities
- Provide timely informal and formal feedback to students, early career and novice staff
- Seek feedback on your work including participation in annual performance discussion
- Exchange and share information with colleagues via informal or formal forums such as huddles, in-services, presentations, education forums, team meetings.



### **Clinical expertise**

- Provide appropriate mental health support, care, treatment and interventions to consumers
- Observe and assess the mental, emotional, physical, social and spiritual needs of mental health consumers, including the identification of 'at risk' consumers and record with appropriate and accurate documentation in the consumers history and care plan and implement consumer specific risk minimisation strategies
- 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 measure prescribed and carry out the plan in cooperation with other members of the 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 the effects thereof
- Display nursing 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
- Utilising 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, including handovers
- Demonstrate accountability and responsibility for care delivered
- Recognise changes in consumers' condition and take necessary action including reporting and escalation seeking appropriate assistance
- Accurately reflect the consumers requirements, outcomes or events within prescribed Western Health documentation, ensuring all legal requirements are met including legibility of content and identity of reporter, relevant documentation compliant with requirement of the Mental Health Act 2014, and in accordance with Western Health policies and procedures
- Effectively develop discharge plans that reflect the needs of consumers and their significant others and demonstrates an understanding of the role of community providers
- Identify practice improvement opportunities and discuss with your manager

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- Perform other relevant duties as required

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:

- Director of Nursing
- Program Manager
- Team Leader / Unit Manager
- Associate Nurse Unit Managers
- Clinical Nurse Consultants
- Nurse Practitioners
- Clinical Nurse Educators
- Mental Health Intensive Care Response (MHICAR)
- Senior Mental Health Nurse
- Admissions / Discharge coordinator
- Access Coordinator
- Multidisciplinary team – nursing, medical, allied health and lived experience workers
- Lead Consultant and medical staff
- Other clinical teams
- Administration staff
- Support services – food, domestic, pathology
- Drug Health Services
- Aboriginal Health Unit
- People, Culture and Safety Services
- Security

#### External:

- Relevant Mental Health Networks
- Community services and primary care providers – GPs, Private Psychiatrists, AOD Services, Mental Health Community Support Services
- Mental Health Complaints Commissioner
- Safecare Victoria
- Office of the Chief Psychiatrist
- Independent Mental Health Advocacy (IMHA)
- Victorian Mental Illness Awareness Council
- Centre of Mental Health Learning
- Consumers, families and others as required

### Selection Criteria

#### Essential

- Current registration as a Registered Nurse with AHPRA
- Post graduate qualification in mental health nursing or equivalent
- 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 Act 2014

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- Demonstrated ability to record accurate and concise documentation with a consumer's medical record
- Demonstrated understanding of confidentiality and privacy relating to consumer care
- Demonstrate an ability to practice collaboratively as part of a multi-disciplinary health care team
- Demonstrate evidence of undertaking professional development activities to maintain and enhance nursing expertise
- A commitment to practice in a manner which reflects Western Health values

#### **Desirable**

- Current drivers 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 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 2023

- 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

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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: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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