

POSITION DESCRIPTION

Position Title:	Enrolled Nurse – Dame Phyllis Frost Centre
Business Unit/Department:	Custodial Health
Division:	Western Health At Home
Award/Agreement:	Nurses and Midwives (Vic Public Sector) (Single Interest Employers)
Classification:	Enrolled Nurse Levels (2.3 to 2.7)
Reports To:	Nurse Unit Manager or Associate Nurse Unit Manager
Direct Reports:	N/A
Date Prepared/Updated:	19 June 2026

Position Purpose

The Enrolled Nurse (EN) provides care within the parameters specified by their professional qualification and the Nursing and Midwifery Board of Australia (NMBA). The EN works in collaboration with other health care providers under the indirect supervision of Registered Nurses or Midwives who delegate the care of clients within the individual EN's scope of practice.

As a professional, the EN 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 an Enrolled Nurse in Australia at all times whilst working as a nurse within Western Health and practice in alignment with NMBA Enrolled Nurse standards for practice.

The role of the EN, working within a multidisciplinary team incorporates the following activities: supervised clinical practice, coordination of individual nursing care, counselling, health promotion and teaching, consumer advocacy, collaborative consumer management, research, mentorship/preceptorship, interaction/liaison with multidisciplinary team, accurate and timely documentation.

The EN will contribute to providing quality health and well-being services for our consumers demonstrating novice to proficient 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

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.

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At present, the prison can accommodate 572 women, this includes a 20-bed specialist mental health inpatient facility operated by Forensicare.

• 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:

- Primary Care e.g. General Practitioner, Women's Health
- Primary mental healthcare
- Population health
- Dental services
- Advanced care planning
- Medication management
- Diagnostic services – radiology and pathology
- Allied health services
- Medical aids and equipment
- Access to specialist services in the community

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.

Key Responsibilities



Leadership

- Work collaboratively within the nursing team model of care
- Appropriately accept delegations within scope of practice
- Role model behaviours consistent with the professional Code of Conduct and organisational values and challenge others when their behaviour does not meet expectations
- Speak up for safety, Western Health values and wellbeing
- Promote 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
- Work within and towards the Nursing and Midwifery workforce plan



Research

- 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
- Demonstrate behaviours that support a recovery approach to care, ensures the safety and well-being of consumers, and foster a therapeutic environment that supports individuals in their journey towards mental health and overall wellness.
- Contribute to adverse event investigations, and undertake individual and team-based reflective practice

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- Contribute to the update of procedures and guidelines as applicable
- Participate in new initiatives to enhance patient and 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
- Showcase work and improvement activities
- Provide timely informal feedback to students, early career and novice staff
- Seek feedback on your work including participation in annual performance discussion



Clinical expertise

- Provide appropriate mental health support, care 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 monitor 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 the 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 in regards to 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 clinical practice improvement opportunities and discuss with your manager

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- Perform other nursing 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:

- Unit Manager
- Associate Unit Manager
- Other nursing and midwifery staff
- Allied health
- Unit medical officers
- Divisional Director
- Operations Manager
- Director of Nursing & Midwifery

External:

- Consumers, families and others as required

Selection Criteria

Essential

- Current registration as an Enrolled Nurse with AHPRA
- Completed a Diploma in Nursing and / or IV medication endorsed in addition to base qualification
- Experience as an Enrolled Nurse in an acute hospital setting • Demonstrate efficient organisational skills, particularly with respect to time management in the provision of care
- Have excellent written and verbal communication skills
- Have highly developed interpersonal skills
- Demonstrate an ability to practice collaboratively as part of a multidisciplinary health care team
- A commitment to high quality, safe and person-centred care
- Possess excellent clinical skills

Desirable

- Experience and/or post graduate qualification Experience working in custodial health, women's health, alcohol; and other drugs services, mental health or other relevant speciality

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

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- 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 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 and 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: _____

Employee's Signature: _____ Date: _____

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