

POSITION DESCRIPTION

Position Title:	Graduate Mental Health Registered Nurse
Business Unit/Department:	People, Culture & Communications Organisational Learning & Education
Division:	Relevant Clinical Divisions
Award/Agreement:	Victorian Public Mental Health Services Enterprise Agreement
Classification:	Registered Psychiatric Nurse – Grade 2
Reports To:	Graduate Program Coordinator - Mental Health; Nurse Unit Manager or Nurse in Charge
Direct Reports:	N/A
Date Prepared/Updated:	7 April 2026

Position Purpose
<p>As a member of the health care team, the Registered Nurse is at the forefront of the provision of high-quality nursing care to patients on a day-to-day basis. As a professional, the Registered Nurse is accountable for:</p> <ul style="list-style-type: none"> • 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. <p>The role of the registered nurse, working within a multidisciplinary team incorporates the following activities: unsupervised clinical practice, coordination of care, counselling, health promotion and teaching, patient advocacy, collaborative patient and unit management, research, supervision and mentorship/preceptorship, interaction/liaison with multidisciplinary team, accurate and timely documentation.</p>
Business Unit Overview
<p>The Centre for Education (CE) is responsible for the recruitment, administration, education, training and support of participants of the Graduate Nurse programs at Western Health. The Graduate Mental Health Nurse Program aims to support the transition from student to registered nurse. The program is bound by the Early Graduate Program Guidelines and is structured to ensure it meets the requirements of the Monitoring and Evaluation Framework set by the Department of Health (https://www.health.vic.gov.au/nursing-and-midwifery/nursing-and-midwifery-graduates).</p> <p>The relevant Clinical Division is responsible for the provision of inpatient and outpatient clinical services by a multidisciplinary team. Unit Handbooks detailing unit structures, key staff, services provided and other specific unit information are provided to Graduate Nurses at the commencement of their rotation within each unit.</p>

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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 and Wellbeing Act 2022 and provide information to consumers and families about their rights under the Mental Health and Wellbeing Act 2022
- 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
- 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

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- 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 & 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 and Wellbeing Act 2022 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
- 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:

- Divisional Director
- Operations Manager
- Director of Nursing/Midwifery
- Education Site Managers
- Nurse Unit Managers
- Clinical Nurse Educators
- ANUMs
- Other nursing staff
- Allied Health staff
- Unit Medical Officers

External:

- Patients, families and others as required

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Selection Criteria
<ul style="list-style-type: none"> • Successful completion of a Bachelor of Nursing qualification or equivalent • Registration as a Registered Nurse in Australia • Possess excellent clinical skills • Effective organisational skills, with respect to time management and delegation • Well-developed written and verbal communication skills • Effective interpersonal skills • Demonstrated ability to practice collaboratively as part of a multi-disciplinary health care team • Demonstrated evidence of undertaking professional development activities to maintain and enhance nursing expertise • A commitment to high quality, safe and person-centred patient care
Additional Requirements
<p>All employees are required to:</p> <ul style="list-style-type: none"> • 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), 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, 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
<ul style="list-style-type: none"> • 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

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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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