

POSITION DESCRIPTION

Position Title:	Graduate Support Nurse
Business Unit/Department:	Centre of Education
Division:	Mental Health & Wellbeing Services
Award/Agreement:	Victorian Public Mental Health Services Enterprise Agreement
Classification:	Registered Psychiatric Nurse 3 (NP81- NP82)
Reports To:	Manager Education and Learning Mental Health
Direct Reports:	NA
Date Prepared/Updated:	12 June 2026

Position Purpose
<p>The Graduate Support Nurse (Mental Health) will be responsible for the delivery of practical and applied clinical support to graduate mental health nurses across Footscray and Sunshine campuses where graduate mental health nurses are rostered. The Graduate Support Nurse will work alongside the graduates and early career nurse within the clinical environment. They will be guided by the Manager of Education & Learning - Mental Health, The Mental Health Graduate Nurse Coordinator and the Mental Health Clinical Nurses Educators to support early career nurses. They will be an additional support to the graduate nurse preceptors.</p> <p>The role requires working a rotating roster, including weekends, afternoon and morning shifts across the acute inpatient units, SECU, CCU and Older Adults.</p> <p>This role supports the constant improvement of care for the consumer whilst increasing the skills and knowledge of nurses to be able to deliver best care.</p>
Business Unit Overview
<p>Western Health recognises the importance of career development for its staff. The Centre for Education (CE) is a key provider of clinical support, professional development and continuing education for nurses, midwives, other health professionals and non-clinical staff. The CE aims to provide an efficient and effective integrated education service that addresses the learning, education and training needs of Western Health from a perspective of life-long learning and professional development.</p> <p>Western Health is one of the largest providers of Mental Health Services in Victoria. Our multidisciplinary workforce of skilled and dynamic clinicians, consumers and supporters, provide a recovery- oriented approach to care. We are dedicated to providing a caring and high-quality range of specialist, community and hospital-based mental health services for youth, adult and older adults who are experiencing, or are at risk of developing a serious mental illness.</p>

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Key Responsibilities



Leadership

- Assists in the development of foundational and specialty knowledge required to deliver high quality mental health nursing care to consumers.
- Actively participate in professional development of graduate nurses and early career nurses
- 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
- Maintain own knowledge of evidenced based practice, and participate in own professional development to ensure knowledge and skills remain current and align with best evidence



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 organizational 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
- Participate and contribute to improvement of policies, procedures and protocols and identify areas of improvement in nursing practice.
- 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

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Education & Learning

- Provide clinical support, guidance and mentorship for graduate and post graduate mental health nurses
- Support and conduct graduate clinical assessments as required
- Provide support and mentorship that is aligned with best practice to early career nurses
- Fosters safe working practices and environment in order to ensure best patient outcomes.
- Evaluate student/nurse progress.
- Encourage a positive learning environment in which competencies are maintained and skills developed consistent with current nursing knowledge and research.
- Provide hands on Graduate Nurse support, spending as much time as reasonably possible on the unit, and with a high visible presence in clinical areas
- Work across multiple mental health units
- Working a rostered shift, including afternoons and weekends
- 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
- 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 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 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 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

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- and demonstrates an understanding of the role of community providers
- Identify practice improvement opportunities and discuss with your manager
- 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:

- Manager of Education & Learning Mental Health
- Director of Nursing – Mental Health
- Nurse Unit Managers
- ANUMS and shift leaders
- Clinical Nurse Educators
- Graduate Mental Health Nurses
- Post graduate mental health nurses
- Senior Mental Health Nurse
- Preceptors

External:

- Consumers, their families and carers

Selection Criteria

Essential

- Current registration as a Registered Nurse with AHPRA
- Minimum of 3 years post-registration experience within mental health settings
- Post graduate qualification in mental health nursing or equivalent
- Experience as a Clinical Preceptor
- 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 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

- Certificate IV Training and Assessment (TAE40110)
- Current drivers licence.

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

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- 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
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines
- Work at any of the Western Health sites as directed, in accordance with business and organisational demands and priorities

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: _____

Employee's Signature: _____ Date: _____

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