

POSITION DESCRIPTION

Position Title:	Psychiatric Enrolled Nurse – Central Community
Business Unit/Department:	Community Mental Health & Wellbeing Services
Division:	Mental Health & Wellbeing Services
Award/Agreement:	Victorian Public Mental Health Services Enterprise Agreement
Classification:	Level 3 – Year 1 to Year 4 (PE50 to PE53)
Reports To:	Program Manager
Direct Reports:	N/A
Date Prepared/Updated:	12 August 2026

Position Purpose

The Community Mental Health Enrolled Nurse will support outreach medication supervision program and the Long-Acting Injectable (LAI) clinic. The role operates on a rotating roster and requires flexibility to work shift work across Monday to Sunday in line with service requirements.

The Community Mental Health Enrolled Nurse is a Level 3 Mental Health Enrolled Nurse role which has a level of autonomy in the Community Mental Health setting. The Enrolled Nurse (PEN3) practices at an independent level within community mental health teams and works under the direction of professional staff through direct or indirect registered nurse supervision.

They are responsible for professional activities which support service delivery and the professional development of self and others. It is expected they demonstrate PEN 3 advanced competencies, within the standards as set out by the Victorian Public Mental Health Services Enterprise Agreement. The PEN3 works closely with consumers and their families (or supporters) to achieve positive outcomes for consumers who are receiving care for mental health and wellbeing conditions.

As a professional, the PEN3 is accountable for:

- The maintenance of their own clinical knowledge, further education and always working within the confines of their specific scope of practice, 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 Community Mental Health Enrolled Nurse incorporates the following activities:

- Provide direct clinical nursing care to consumers
- Engage with carers, family and supporters of the consumer
- Working directly with the multidisciplinary team to provide a high standard of care
- Actively participate in formal team functions, including clinical reviews, development of consumer care plans, medication management, handover and assessment of consumers

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- Undertake portfolio responsibilities that contribute to consumer care and core team functions
- Demonstrate knowledge and practical functions of NSQHS Standards, with a focus on medication safety, comprehensive care and preventing controlling healthcare associated infection
- Support the workplace environment in maintaining occupational health and safety requirements
- Demonstrate commitment to ongoing education and contribution to professional development
- Provide supervision and education to trainee and graduate enrolled nurses at level one and two

The Community Mental Health Enrolled Nurse will contribute to providing quality health and well-being services for our consumers demonstrating 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

The Division of Mental Health and Wellbeing is committed to innovation and the development of services and treatment across Western Health to ensure best care for the community of Western Melbourne.

The Divisional Director (DD), Clinical Services Director (CSD) and Director of Nursing (DON) function in partnership to provide leadership, clinical, operational and financial governance to the Division of Mental Health and Wellbeing, ensuring the efficient and effective delivery of best care within allocated resources.

The Division of Mental Health and Wellbeing Services collaborates with all Divisions within Western Health and partners with external health services and community services to ensure the provision of best care.

The Community Mental Health Enrolled Nurse practices within the community mental health environment of Western Health Mental Health and Wellbeing Services and is aware of their role within the team and function in accordance with legislation, policies and procedures affecting Enrolled Nurse practice.

In Community Mental Health Services, PEN 3 is the minimum classification for enrolled nurses working in:

- Community Mental Health teams
- Community Care Units
- Older Adult Community Services, including BASCIS & ICT

The Community Mental Health Enrolled Nurse is considered an important role within the multi-disciplinary team. They are involved in providing care, treatment, and ongoing assessment to people accessing community based mental health services.

The following is not within the Community Mental Health Enrolled Nurse (PEN3) scope of practice:

- Mental Health and Wellbeing Act 2022 documentation for assessment orders
- Primary assessment or triage of new presentations/referrals
- Completion of an undergraduate registered nurse student nurse ANSAT tool
- Supervision of an undergraduate registered nurse student medication administration including long-acting injectables.

Key Responsibilities



Leadership

- Work within a multidisciplinary team to provide a high standard of consumer care in the community environment
- Appropriately accept delegations within scope of practice
- Demonstrate professional interpersonal skills to develop strong engagement of consumers in their mental health care
- Role model behaviours consistent with the professional Code of Conduct and organisational values and speak up when others behaviour does not meet expectations
- Promote a psychologically safe work environment where everyone feels safe to speak up

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- Speak up for safety, Western Health values and wellbeing
- Demonstrate initiative in supporting early career and less experienced members of the team
- 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
- Identify clinical practice improvement opportunities and discuss with your manager
- 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

- Meet with manager and professional senior at regular intervals to review their workplace performance
- Provide evidence of portfolios and committees they attend
- Demonstrate responsibility for Continuing Professional Development (CPD) of self and actively maintain a CPD portfolio required by professional standards and agreed by manager/professional senior
- Participate in ongoing learning opportunities
- Provide psychosocial education and support to consumers/carers/family
- Participate in health promotion activities
- 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

- 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

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- Undertake consumer and environmental risk assessments, identify risks and formulate appropriate management in consultation with the multidisciplinary team
- Conduct mental state assessments and monitoring of the consumer mental health status.
- Monitor consumer physical health through undertaking metabolic monitoring and health improvement profile assessments
- Recognise the symptoms of mental ill-health and distress, and their clinical significance to safety and recovery
- Formulate and regularly evaluate/modify consumer care plans including therapeutic measures prescribed and carry out the plan in cooperation with other members of the multidisciplinary team
- Liaise with organisations engaged with the consumer outside of the mental health and wellbeing service such as NDIS and Primary Care Services
- Collaborate with consumers and their families, carers and significant others when formulating recovery care plans
- Participate in and, where appropriate, carry out treatment prescribed by medical staff, including administering prescribed medications within scope of practice and registration endorsement in the clinical setting and/or on outreach, monitor and report effects
- Meaningfully communicate with individuals and groups to develop consumer's and families understanding of mental health and recovery
- Utilising therapeutic skills in caring for mental health consumers by being available, listening, clarifying, concentrating, conveying empathy and encouraging supported decision making
- Recognise changes in consumers' clinical presentation and take necessary action including reporting and escalation, seeking appropriate assistance and re-assessment when indicated
- Communicate consumer's progress or concerns actively with the multidisciplinary team to promote consumer's recovery and safety, participate in clinical reviews, handovers, discharge planning and transfer of care
- Prepare required documentation and outcome measures for clinical reviews, case conferences and clinical meetings
- Accurately reflect the consumers' requirements, outcomes or events within prescribed Western Health documentation, ensuring all legal requirements are met in regard to legibility of content and identity of reporter, 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
- Maintain clinical database for tracking due dates of long-acting injectable antipsychotic medication
- Participate in required audits of clinical areas, including medication fridge and community medication area audit
- Maintain clinical treatment areas and equipment including medication and treatment rooms
- Ordering of clinical stock where required
- Demonstrate accountability and responsibility for the care delivered
- 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:

- Community Mental Health Leadership team – Program Manager, Team Leader, Senior Mental Health Nurses, CNE
- Area Senior Nurse Consultant
- Lead Consultant and medical staff
- Multidisciplinary teams across Mental Health and Wellbeing Services – nursing, medical, allied health and lived experience workers
- Administration staff
- Specialist Clinical Roles, Family Violence Worker, AOD, Forensic Mental Health Clinicians
- Aboriginal Health Unit
- People, Culture and Safety Services

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External: • Consumers, families and others as required • Community services and primary care providers – GPs, Private Psychiatrists, AOD services, NDIS providers. • Community Pharmacies
Selection Criteria
Essential: • Current registration as an Enrolled Nurse with NMBA • Completed a Diploma in Nursing and / or medication endorsed (Oral, SC, IM, enteral, topical routes) in addition to base qualification • Eligibility for PEN 3 classification as outline in the current Enterprise Agreement • Demonstrated competence in mental state and risk assessments • Understanding of common physical health comorbidities in people with mental illness and how to undertake physical health assessment and monitoring. • Medication administration and legislation which supports scope of practice as a PEN3 • 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 • A good understanding and sound working knowledge of the Mental Health and Wellbeing Act 2022. • Demonstrated ability to record accurate and concise documentation within a consumer's medical record • Demonstrated understanding of confidentiality and privacy relating to consumer care • Commitment to practice in a manner which reflects Western Health's values and ethos • Current driver's license Desirable: • Completion of an Enrolled Nurse Entry to Practice, Graduate or Transition Program • Ability to speak a community language • Certificate IV in Training and Assessment
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

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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, the Family Violence and Child Information Sharing Schemes, 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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