

POSITION DESCRIPTION

Position Title:	Registered Psychiatric Nurse - Western Health Mental Health at Home
Business Unit/Department:	Western Health Mental Health at Home (WHMH at Home)
Division:	Mental Health & Wellbeing Services (MHWS)
Award/Agreement:	Victorian Public Mental Health Services Enterprise Agreement
Classification:	RPN Grade 3 - Year 1 to Year 4 (NP81 to NP74)
Reports To:	Nurse Unit Manager
Direct Reports:	N/A
Date Prepared/Updated:	30 September 2025

Position Purpose

Western Health Mental Health at Home (WHMH at Home) is a 24-hour, 7-day per week service offering the equivalent of 10 beds for adults over 18 years who are experiencing an acute mental health crisis and would otherwise require an inpatient admission. The service is underpinned by the Hospital in the Home (HITH) model of care, ensuring acute mental health treatment is delivered safely and effectively within the consumer's home environment. WHMH at Home provides acute mental healthcare and support to individuals and families in their own homes, including risk assessments, mental state examinations, medication management, psychoeducation, and recovery-focused interventions.

The RPN3 is at the forefront of providing care that is underpinned by right, safe, co-ordinated and high-quality nursing consumer centred care interventions across three shifts, 7 days a week.

As a healthcare professional, the RPN3 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 skills, the RPN3 collaborates with the multidisciplinary team members to assess, diagnose, plan, implement and evaluate holistic and person centric support plans to consumers and their families in their home environment. Where assessed to be appropriate, the RPN3 will provide care in the least restrictive manner to consumers who require acute care, including up to 3 contacts per day, to reach a higher level of support with the view of preventing further deterioration.

The RPN3 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.

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Business Unit Overview

The Division of Mental Health and Wellbeing Services spans multiple Western Health sites and community settings, delivering services across the lifespan. Established in response to a key recommendation from the Royal Commission into Victoria's Mental Health System, the Division serves the municipalities and growth areas of Brimbank, Sunbury, Maribyrnong and Melton.

Care is provided through a recovery-oriented approach by a multidisciplinary workforce comprising skilled clinicians, consumers and carers. Services include hospital-based, community and specialist programs for adults, older adults, children and adolescents who are experiencing, or are at risk of developing, a serious mental illness. The Division works collaboratively across other Western Health Divisions and in partnership with external health and community providers to ensure the delivery of Best Care. With a strong commitment to innovation, the Division continues to expand and strengthen service options to meet the evolving mental health and wellbeing needs of the Western Melbourne community.

Key Responsibilities



Leadership

- Role model the Western Health values and behaviours when performing duties and in dealing with staff, consumers and colleagues.
- 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
- Foster an environment that encourages staff to ask questions, and answer these as honestly and directly as possible whilst providing an environment that is psychologically safe to Speak Up.
- Foster a culture that recognises and promotes the importance of consumers and community in the provision of Best Care, and the role that community providers play in health care.
- Speak up for Safety, Western Health values and wellbeing.
- Demonstrate initiative in supporting early career and less experienced staff



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 2022 and provide information to consumers and families about their rights under the Mental Health 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.
- Participate in and contribute to the evolving service development including identifying areas of improvement.

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- 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



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

- Effectively assess and or screen consumer/need referrals and make clinically informed decision regarding the appropriate course of action, consulting colleagues/MDT as required
- Facilitate referrals and linkages to appropriate support options.
- Facilitate admissions to inpatient or residential settings (PARC), or other community mental health teams (i.e. community acute intervention service, continuing care services) as clinically indicated.
- 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 and environmental 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
- 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

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- 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 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 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:

- Divisional Director, MHWS
- Director of Clinical Services, MHWS
- Director of Nursing, MHWS
- Nurse Unit Manager
- Team Leaders
- Operational Managers, Acute, Community and Specialist Services
- Program Managers
- Lead consultant psychiatrist and medical staff
- Multidisciplinary team members
- Nurse Practitioners
- Clinical Nurse Educators and Senior Mental Health Nurses
- Access Coordinator
- Multidisciplinary team members
- Transition Discharge Coordinators
- Emergency Mental Health
- Community Case Managers
- Best Care Coordinators
- Lived and living experience workforce
- Administration and support staff
- Western Health, Hospital in the Home

External:

- Community services and primary care providers – GPs, Private Psychiatrists, AOD Services, Mental Health Community Support Services
- Safer Care Victoria
- Mental Health and Wellbeing Commission
- Victoria Police and Ambulance Victoria
- Work Safe Victoria
- NDIS Providers
- Office of the Chief Psychiatrist
- 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
- Minimum of 2 years' experience in Mental Health settings (e.g., acute mental health inpatient units, community mental health services, and/or crisis intervention services)
- Demonstrated understanding of working with mental health consumers, including appropriate

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- 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
- Demonstrated expertise in recovery-oriented practice, trauma-informed care, and least restrictive practice principles.
- Ability to work with, communicate and engage consumers, families and carers from diverse backgrounds
- Comprehensive knowledge of the *Mental Health and Wellbeing Act 2022*, Victorian mental health legislation, and contemporary mental health service frameworks
- Demonstrate an ability to practice collaboratively as part of a multi-disciplinary health care team While maintaining the ability to work independently.
- 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
- Current Victorian Driver's License

Desirable:

- Ability to speak a community language
- Advanced computer skills
- Knowledge of AMHS's and appropriate evidence-based interventions/ management of high risk and complex consumer behaviour.
- Experience working collaboratively with primary health care providers and relevant community services

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), 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
- Work at any of the Western Health sites as directed, in accordance with business and organisational demands and priorities.

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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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