

POSITION DESCRIPTION

Position Title:	Associate Nurse Unit Manager
Business Unit/Department:	Community Care Units
Division:	Mental Health & Wellbeing Services
Award/Agreement:	Victorian Public Mental Health Services Enterprise Agreement
Classification:	RPN Grade 3/ANUM – Year 1 to Year 2 (NP83 to NP74)
Reports To:	Team Leader; Program Manager
Direct Reports:	N/A
Date Prepared/Updated:	7 July 2025

Position Purpose

- The Registered Psychiatric Nurse Grade 3 (ANUM) is pivotal to the multi-disciplinary health care team who strive to deliver excellent care to the consumers and their families. This also includes participation in service improvement activities.
- The ANUM fulfils the roles and responsibilities of the Registered Psychiatric Nurse Grade 3 demonstrating expert knowledge and skills whilst assuming a prominent management focus within the unit.
- The ANUM is an integral member of the Multidisciplinary team, assisting the program manager and the team leader in the course of their duties to ensure efficient operation of the clinical environment.
- As an ANUM you understand the importance of providing nursing practice which focuses on the best possible outcomes for your consumers. Your interactions with consumers, relatives and colleagues are guided by the organisation's values of patient centred care, trust and respect in an environment which continuously identifies opportunities for improving the quality of care.
- The ANUM manages the nursing and related resources available to the program, sets the clinical standards to achieve a high quality of nursing care and fosters and maintains a working environment which provides professional development and job satisfaction for all staff.
- The ANUM assumes the responsibilities of leadership and authority in the absence of Program Manager/Team Leader and as such must have knowledge of the administrative operation of the program.
- The ANUM provides overall co-ordination of care and delivers care as required on a shift-to-shift basis.
- The ANUM will be required to assume the role of Key Clinician (case management responsibilities) providing co-ordination and delivery of care for a number of clients and supporting consumers through their recovery journey at CCU
- The ANUM will be an experienced nurse who will also hold a clinical portfolio as required as delegated by the Program Manager.
- This role is a rotating roster 7-day a week roster which include AM/PM and Night duty
- The ANUM Practices in accordance with the Australian Nursing and Midwifery Accreditation Council (ANMAC) National Standards for the Registered Nurse. For further details see under 'competency standards' via the following link <http://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Codes-Guidelines.aspx>

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- Demonstrate an understanding of the Mental Health and Wellbeing Act (2022) and other legislation relevant to Public Mental Health Services
- The incumbent will participate in line management and Annual Discussions related to professional performance appraisal with the St Albans CCU Program Manager, Team Leader and or Senior Area Nurse
- Demonstrate a commitment and accept responsibility for Continuing Professional Development (CPD) of self and actively keep a CPD portfolio as required by the Nursing And Midwifery Board of Australia
- Demonstrate a commitment to ongoing achievement of the ward/unit and organizational performance indicators
- Participate in all mandatory training and education sessions, committees, special projects and relevant professional groups
- Demonstrate knowledge/competency in performance of clinical skills relevant to level of expertise

Business Unit Overview

The Division of Mental Health and Wellbeing Services spans across multiple Western Health sites and within the local community and services consumers across the lifespan.

The Division has recently been established following a key recommendation from the Royal Commission into Victoria's Mental Health System. The Western Health catchment includes the local government municipalities and growth areas of Brimbank, Sunbury, Maribyrnong and Melton.

Our recovery-oriented approach to care is provided by a multidisciplinary workforce comprising skilled clinicians, consumers and carers. These services include hospital based, community and specialist mental health and wellbeing services for adults, older adults, children and adolescents who are experiencing, or are at risk of developing a serious mental illness.

The Division collaborates across a number of Divisions within Western Health and partners with external health services and community services to ensure the provision of Best Care.
The Division aims to innovate and develop services and care options across Western Health to ensure Best Care for the community of Western Melbourne.

Key Responsibilities

Training:

- Demonstrate knowledge/competency in performance of clinical skills relevant to level of expertise
- Demonstrate an understanding of the Mental Health and Wellbeing Act (2014) and other legislation relevant to Public Mental Health Services
- Demonstrate a commitment and accept responsibility for Continuing Professional Development (CPD) of self and actively keep a CPD portfolio as required by the Nursing and Midwifery Board of Australia
- Demonstrate a commitment to ongoing achievement of the ward/unit and organisational performance indicators
- Participate in all mandatory training and education sessions, committees, special projects and relevant professional groups
- The incumbent will participate in Annual Discussions related to professional performance appraisal with the St Albans CCU Program Manager, Team Leader and/or Senior Area Consultant Nurse

Safety & Policy:

- Ensure risks are identified and the management of risk is formulated.
- Complete Riskman and where indicated, support and/or oversee the completion of Riskman by others.
- Promote Western Health Values, OHS related activities in the workplace and Infection prevention practices
- Demonstrate a willingness to work with the CCU team to rectify any issues impacting on quality and safety in the workplace
- Accept responsibility and accountability for own actions and delegated care within own level of competence and scope of practice. Seek guidance if situations exceed the scope of practice

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- Promote and undertake culturally and gender sensitive practice in line with the Western Health policy

Communication:

- Effectively communicate with Team Leader/Manager any issues impacting on the quality of care being provided to consumers
- Communicate regularly with carers and other key stakeholders invested in the outcome of treatment of consumers at the CCU
- Ensure open and effective written and verbal communication about treatment outcomes and progress within the multidisciplinary team
- Liaise with the multi-disciplinary health care team to achieve the desired patient outcomes
- Communicate respectfully and professionally with all consumers/carers and other agencies involved in care provision

Patient Care:

- Provide high quality standards of patient care including, yet not limited to, the assessment, planning, implementation and evaluation for care in collaboration with multidisciplinary team
- Work with other CCU clinicians to develop and implement treatment and rehabilitation programs with clients, (e.g. In-depth Assessments, Summary and Clinical Review, Wellness and Recovery Plans, Community Risk Assessments)
- Co-ordinate detailed assessments of consumers' needs on a daily basis
- Follow up on actions arising from endorsed care plans for consumers and decisions made at clinical review
- Perform nursing interventions and procedures in accordance with Melbourne Health policy and procedures
- Actively collaborate with consumers and carers in the preparation of clinical documentation, with the aim of ensuring a good understanding of written care plans/reports
- Contribute to the development of an effective discharge plan and provide appropriate patient education and referral to appropriate community providers
- Develop and maintain a therapeutic environment in which clients can learn to manage their illness and develop their daily living skills
- Devise with the clients and the treating team, needs based individual and group programs to develop community living skills, including self-care, Domestic, social, leisure, vocational and educational.
- Hold a case management/key clinician role for identified clients at CCU
- Ensure client progress, in relation to planned goals, is documented in the clinical file
- Liaise with other health professionals, Mental Health Community Support Services (MHCSS), consumer and carer groups to foster community involvement and networking
- Ensure clients and carers are aware of their Rights and Responsibilities
- Follow up on any medication errors and ensure medication procedures meet the recognized standards and processes
- Support day-to-day activities at CCU by adequately resourcing Group Activities, facilitating medical reviews of consumers and effectively prioritizing tasks
- Ensure consumer care is thorough and comprehensive (e.g. physical health needs considered and addressed)
- Contribute to Group Program at CCU and facilitate groups as required.
- Contribute to the development of an effective discharge plan and provide appropriate patient education and referral to appropriate community providers
- Provide a high-quality standard of patient care. This includes assessment, planning, implementation and evaluation of the patient/client health status and report/document any changes in client condition
- Deliver evidence-based nursing care
- Promote patient advocacy, health promotion and teaching
- Provide accurate feedback and updates on consumer progress as required to internal and external stakeholders
- In conjunction with continuing care providers such as GPs, MHCSS/CMMH etc. work to improve Community Team's assessment, treatment, care, referral, discharge/return to community and follow up processes
- Be aware of and observe service agreements and linkages with other agencies
- Be aware of the interdependent relationships between the Adult Community Program and IPU, ED, EMH, CCU, PARCs, etc. and contribute to consumer-focused processes across teams.

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- Participate in practice based and service orientated research, evaluation and audits
- Carry out other duties as directed in accordance with industrial classification standards

Additional:

- Actively contribute to service improvement and staff development initiatives
- Hold a portfolio in an area of clinical Practice
- Assist with the resolution of any client/carer complaints or feedback
- Participate in any relevant and appropriate research projects approved by Western Health Ethics committee, approved surveys that pursue the development of knowledge of psychiatry.
- Contribute to strategies to address service development needs
- Initiate, participate in and/or facilitate nursing research
- Share knowledge with colleagues in appropriate forums
- Support the Program by promoting, implementing and participating in quality activities
- Demonstration of Western Health values, being a role model for living the values;
- Successful completion of required mandatory training activities, including training related to the National Standards;
- Achievement of Western Health and portfolio specific KPI targets as they apply to your area;
- Acceptance of accountability for all reasonable care to provide a safe working environment within your area of responsibility and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity.
- Compliance with Health Service and Divisional specific Regulations, Western Health & Procedures, Code of Conduct and the by-laws and Policies and the ethical standards of the profession.
- Acceptance of responsibility for Continuing Professional Development (CPD) of self that is aligned with the practice domains endorsed by Western Health, and actively keep a CPD portfolio as required by the standards of your profession.
- Compliance of clinical governance, legislative and documentation requirements, (e.g. Clinical Review discussions, completion of relevant documentation compliant with requirement of the Mental and Wellbeing Act Health 2022).
- Accept accountability to ensure that all clinical information is documented and stored in compliance with the Victorian Health Records Act 2001.
- Participation in formal performance and annual discussion review processes.
- Operate within the legal frameworks e.g. Mental Health Act and Privacy Act.

In addition to the key responsibilities specific to your role, you are required to deliver on the [WH AH Capability Framework](#) and the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

Key Working Relationships

Internal:

- St Albans community Care Unit (CCU) Program Manager
- CCU Consultant Psychiatrists
- CCU Multidisciplinary staff (medical staff, nursing staff)
- Consumer Consultants
- Peer Support Workers
- Allied Health Staff
- MHWS Discipline Senior
- MHWS Evaluation and Service Improvement Coordinator
- Mental Health Training & Development Unit key staff
- MHWS MOCA Coordinator

External:

- MCHSS
- Primary Health Care Providers
- Community Mental Health Teams
- Forensic care
- NDIS and other stakeholders

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Selection Criteria
<p>Formal Qualifications:</p> <p><i>Registered Psychiatric Nurses</i></p> <ul style="list-style-type: none"> • Registration as a Registered Psychiatric Nurse Grade 3 (ANUM) under the Australian Health Practitioner Regulation National Law Act (2009) with the Nursing and Midwifery Board of Australia. • Bachelor Degree in Psychiatric/Mental Health Nursing or equivalent, or, Bachelor Degree in Nursing plus a Postgraduate qualification in Psychiatric/Mental Health Nursing <p>Essential:</p> <ul style="list-style-type: none"> • A minimum of three years postgraduate experience in psychiatric nursing • Commitment to live the Western Health Values • Comply with all legal requirements pertaining to the position including responsibility for maintaining current registration as required by your professional organisation or other applicable Acts. • Hold a full driving licence <p>Desirable:</p> <ul style="list-style-type: none"> • Ability to speak a community language in addition to English • Aboriginal and Torres Strait Islanders and/or those with experience in working with ACCHO and Aboriginal Communities and Families are highly encouraged to apply
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 2023 • 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
<ul style="list-style-type: none"> • Redeployment to other services within Western Health may be required • Employment terms and conditions are provided according to relevant award/agreement

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- 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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