

Position Description

Position Title	Advanced Psychiatric Enrolled Nurse (Level 3)
Division	Clinical Operations
Department	Mental Health
Enterprise Agreement	Victorian Public Mental Health Services Enterprise Agreement 2021-2024
Classification Description	Psychiatric Enrolled Nurse Level 3
Classification Code	PE50 – PE53
Reports to	Manager
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement

Bendigo Health

With more than 4,500 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community

PASSIONATE – We are passionate about doing our best

TRUSTWORTHY - We are open, honest and respectful

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

The Mental Health Team

Psychiatry Adult

A 35 bed short-term acute inpatient unit that provides intensive therapeutic treatment for people living in the Loddon Campaspe Southern Mallee region aged 16 to 65 years. The Adult Acute Unit (AAU) provides intensive therapeutic treatment during an acute phase of mental illness for persons 16 - 64 years. Services are provided by a multidisciplinary team, and patients are supported to find ways to manage their illness and identify triggers and coping strategies that assist them in their recovery. Consisting of single room accommodation for 35 patients, the unit is made up of two distinct areas; the low dependency area (LDU) and the Intensive Care Area (ICA), utilised according to the patient's clinical needs.

Psychiatry Older Persons

A 20 bed unit which provides a mental health inpatient service to those over the age of 65 (but not exclusively) across the Loddon Campaspe Southern Mallee region. The Psychiatry Older Persons Acute Unit (OPAU) provides acute inpatient mental health assessment, treatment and support to patients suffering from mental illness, or from a mental illness complicated by a neurodegenerative disorder and/or issues of ageing and/or severe comorbid physical illness. In some cases, indicated by clinical assessment, the team provides care to patients who are under 65 years with a mental illness complicated by a neurodegenerative disorder and/or issues of ageing and/or severe comorbid physical illness.

Psychiatry Extended Care

A 20 bed secure inpatient unit providing medium to long term inpatient treatment and rehabilitation for patients who experience unremitting and severe symptoms of a mental illness for persons aged 18 to 65 years. The ECU is the preferred area for those patients with a serious mental illness, who have unremitting symptoms together with significant disturbance of behaviour which inhibits the patient's capacity to live in the community and requiring intensive rehabilitation that cannot be undertaken in a community setting. Admission to ECU is contingent on the referred patient having a significant mental illness and an enduring psychosocial disability, with identified treatment and rehabilitation needs that cannot be met in a community setting due to behaviour disturbances which pose a significant risk to themselves or others.

Psychiatry Parent and Infant

A 5 bed mental health inpatient unit for parents and infants. The clinical team assess and treat the mental health of the primary caregiver and support/strengthen the attachment relationship between parent and infant. Parent Infant Unit (PIU) inpatient admissions are open to antenatal women in their third trimester of pregnancy and primary caregivers (mum, dad or carer) of infants up to the age of 12 months (unless walking) in the following circumstances: there is an existing diagnosis, or risk, of a serious mental illness with risk issues which may include the involvement of child protection, the needs and safety of caregivers and infants can be managed appropriately and safely in an open ward environment.

The Position

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

The Psychiatric Enrolled Nurse (Level 3) classification is a clinical role that includes advanced skills and/or additional responsibilities under the direction of a Psychiatric Registered Nurse (RN) or area manager.

The Psychiatric Enrolled Nurse (Level 3) will practise at an advanced level within the Mental Health specialty. They will be expected to take a complex and critical approach to clinical care with an increased breadth and depth of knowledge and skills and exercise considerable judgement when analysing and responding to events or situations.

To be eligible for the Psychiatric Enrolled Nurse (Level 3) you:

- i. Can provide evidence of achievement of for our of the ten Advanced Enrolled Nurse Level 3 Competency Standards AND
- ii. Either
 - a. A minimum of five years post registration as a Psychiatric Enrolled Nurse (PEN)OR
 - b. A post registration qualification (of at least 6 months or 200 hours duration) a component of which is relevant to current environment/role/

Refer to the attached information sheet for the Competency Standards.

Responsibilities and Accountabilities

Key Responsibilities

- Promote the preceptorship model of clinical support
- Act as a mentor or preceptor, having completed a preceptor course.
- Support of, and contribution to, quality improvement and research projects within Psychiatric Nursing practices on the unit.
- Act as a resource person to others in relation to psychiatric nursing clinical practice
- Provide direct orientation, clinical support, instruction and supervision as needed to new employees, graduate nurses and undergraduate students of nursing.
- Liaise with ward staff, management and educators regarding graduate nurse progress.
- Conduct assessments of student and graduate nurse competence.
- Document progress of students and graduates and attend regular meetings with Course Coordinators and other educators to discuss progress, direction and education process.
- Actively participate in remedial teaching of graduate nurses and undergraduate nursing students if required.
- Cultivate a highly professional and progressive attitude to nursing in graduate nurses, undergraduate nursing students and existing staff.
- Encourage an active learning environment in which competencies are maintained and improved consistent with current nursing knowledge and research.
- Maintain safe working practices and a safe working environment.

- Assume responsibility as a self-directed professional for continuing education and maintain expertise and currency with health care trends and nursing practice.
- Willingness to undertake higher duties as directed.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Generic Responsibilities

Code of Conduct - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

Compliance with policies and procedures - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

Occupational Health and Safety - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

Infection Control - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

Confidentiality - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

Quality Improvement - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Diversity – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Key Selection Criteria

Refer to the attached information sheet.

Mandatory Requirements

National Police Record Check A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

Immunisation As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health

Working with Children Check (where applicable) Bendigo Health has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Bendigo Health. As such you must maintain a valid working with children check. In addition you will be required to assist Bendigo Health in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

Registration with Professional Regulatory Body or relevant Professional Association For example, AHPRA, AHRI, RACS etc. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Drivers Licence A current Victorian driver's licence is required for this position.

All Bendigo Health sites, workplaces and vehicles are smoke free.

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. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.