

Position Description

Position Title:	Psychiatric Enrolled Nurse
Reports to:	Adult Community Mental Health Manager
Department:	Adult Community Mental Health
Directorate:	Community Care and Mental Health
Cost centre:	H0452
Code & classification:	Psychiatric Enrolled Nurse, Level 3 (PE50 – PE53)
Employment conditions:	Victorian Public Mental Health Services Enterprise Agreement 2020 – 2024 and its successors, and GV Health Policies and Procedures (and as varied from time to time) and GV Health Policies and Procedures (and as varied from time to time)

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

POSITION SUMMARY

The Psychiatric Enrolled Nurse reports directly to the Adult Community Mental Health Manager. The Psychiatric Enrolled Nurse role provides a high standard of community psychiatric clinical practice in manner that is alert, respectful and responsive to the views and needs of consumers, families, carers and their culture and community. The Psychiatric Enrolled Nurse must be able to work productively with other members of the multi-disciplinary team to maximise team objectives and maintain a high standard of clinical care.

The Psychiatric Enrolled Nurse will also be responsible for assisting Mental Health Clinicians with community-based home visits if needed, administering depot injections to community mental health clients, and organise clients attending reviews with Medical Staff.

The position amongst others is responsible for promoting Goulburn Valley Health as a quality regional health service provider.

The Psychiatric Enrolled Nurse is responsible for documentation of interventions provided, recording contacts on Client Management Interface (CMI) and handing over consumer information to Medical staff and clinicians in a timely manner, including variations from consumer's base line presentation and concerns regarding changes to consumer's risks; and Metabolic Monitoring.

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to:

- Conduct mental state examination, psychosocial and community based assessment
- Monitor consumers' physical and mental health status and provide appropriate intervention across a range of settings

- Support clinicians to implement and evaluate person centred care plans in the community, under general supervision of RPN
- Administer, supervise and monitor effects of medication
- Participate in established processes for metabolic monitoring of consumers
- Provide psycho-education to carers/families/services whenever appropriate
- Assist consumers/carers to access appropriate support services within community settings
- Liaise with and provide support to relevant health care providers and community services
- Develop and maintain therapeutic and professional relationships and consumers and carers
- Provide a high quality service to internal customers and consumers that reflects best practice and adds value to GV Health
- Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas Works in accordance with the Nursing and Midwifery Board of Australia (NMBA) enrolled nurse standards of practice, the decision-making framework and the conduct of conduct for nurses
- To Engage and participate in an integrated AOD assessment and treatment process.

KEY SELECTION CRITERIA

Formal Qualification(s) and Required Registration(s):

- Current registration with the Australian Health Practitioner Regulation Agency - Nursing and Midwifery Board of Australia as a Medicated Endorsed Psychiatric Enrolled Nurse with NMBA authorisation to administer prescribed medicine.

Essential:

- Minimum 5 years' experience working in Mental Health or has participated in a transition role or program that is designed to support the development of community mental health clinicians.
- Demonstrated experience working in a Community Mental Health Service.
- A well-developed understanding of recovery oriented, trauma informed care frameworks.
- Working knowledge of patient management and information systems.
- A working knowledge of current principles and practices of mental health treatment, care and support.
- Ability to liaise and negotiate with other staff and agencies.
- Working knowledge of Mental Health and Wellbeing Act 2022 (Vic), the Mental Health Amendments Act 2003 and other relevant legislation.
- To display the ability or understanding of AOD screening and assessment of substance use/withdrawal and the principles of an integrated mental health and AOD treatment approach.

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Development and maintaining of collaborative relationships with all other teams and professionals;

- Promoting and enabling of efficient teamwork and service provision both within the department and/or organisation and with other service providers;
 - Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
 - Registration is maintained and working within scope of practice
 - Attendance and active participation at meetings as required
 - 100% compliance with core competencies and training requirements as outlined in the GV Health Education Framework
 - Active participation in the Performance and Development review process
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AT GV HEALTH ALL STAFF ARE REQUIRED TO

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- This role may from time to time deal with distress, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. GV Health staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment;
- Maintain a safe working environment for yourself, your colleagues and members of the public;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete the mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Seek internal customer or consumer feedback and respond accordingly to identify areas of needs;
- Comply with requirement of National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Department of Health Victoria;
- Comply with all applicable to position pre-employment checks, which may include but is not limited to; police checks, working with children's check (WWCC), National Disability Insurance Scheme (NDIS), Aged Care screening requirements.

ACCEPTANCE:

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that The GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

Community Care and Mental Health	Psychiatric Enrolled Nurse
Reviewed by:	Benjamin Fletcher
Issue Date:	May 2025

ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)