# Position Description

## Enrolled Psychiatric Nurse (PEN 1 or 2)

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| **Classification:** | Enrolled Psychiatric Nurse (PEN 1 or 2) |
| **Business unit/department:** | Mary Guthrie House – Neuropsychiatry Unit<br>Specialty Services Directorate, Mental Health Division |
| **Work location:** | Austin Hospital ☐ Heidelberg Repatriation Hospital ☐<br>Royal Talbot Rehabilitation Centre ☒ Other ☐ (please specify) |
| **Agreement:** | Victorian Public Mental Health Services Enterprise Agreement 2024 - 2028 |
| **Employment type:** | Fixed-term Full-Time or Part-Time (Parental Leave Cover) |
| **Hours per week:** | As per contract |
| **Reports to:** | Nurse Unit Manager |
| **Direct reports:** | N/A |
| **Financial management:** | Budget: N/A |
| **Date:** | 2025 |

## Position purpose

As an Enrolled Nurse (PEN) at Austin health, you are responsible for planning, implementing and evaluating evidence-based nursing care in collaboration with the multidisciplinary team to achieve optimal healthcare outcomes for our patients.

The Enrolled Nurse is responsible for the delivery of recovery focused care in collaboration with the Registered Nurse and other members of the multidisciplinary health care team.

The Enrolled Nurse is accountable to the NUM of Mary Guthrie House and will ensure practice in alignment with nursing professional, organizational, legal and ethical standards are met.

## About the Mental Health Division and Brain Disorders Unit

The Mental Health Division provides care and services through a comprehensive range of teams to meet the needs of mental health consumers and carers throughout Victoria. Services are located across Austin Health campuses and in the community.

All mental health services work within a clinical framework that promotes recovery-oriented practice and supported decision making. This approach to client wellbeing builds on the strengths of the individual working in partnership with their treating team. It encompasses the principles of self-determination and individualised treatment and care.
In 2016, the Victorian Government introduced the Safewards model throughout all public mental health services. It is designed to create a safe and supportive environment; to improve therapeutic

relationships and increase the potential for collaboration between staff and consumers. Austin Health is committed to the Safewards model through ongoing education and resourcing. All mental health clinicians are expected to have a sound understanding of the model and its application in clinical practice.

**Mary Guthrie House**
Mary Guthrie House (also known as the Brain Disorders Unit soon to be renamed as Neuropsychiatry Unit) is a unique, multicomponent neuropsychiatry unit located at the Royal Talbot Rehabilitation Centre in Kew.

This state-wide service specialises in providing individualised, slow stream recovery support to adults with an Acquired Brain Injury (ABI) or neurodegenerative conditions, and associated mental illness, including responsive behaviours. The unit has a neuropsychiatric rehabilitation focus, working collaboratively with consumers to improve and maintain functional independence and to live their best life, as defined by the consumer.

## Position responsibilities

Core responsibilities of the Enrolled Nurse in the provision of patient centered nursing care include strong assessment skills, intervention and evaluation of individual health and functional status. The Enrolled Nurse monitors the impact of nursing care and maintains ongoing communication with the Registered Nurse regarding the health and functional status of individuals.

Enrolled Nurses are able to administer medications under the supervision and direction of a Registered Nurse if they have completed a NMBA approved course.

In accordance with the Nursing and Midwifery Board of Australia approved standards for practice for the Enrolled Nurse, 2016, the domains are described below. Please refer to the standards at http://www.nursingmidwiferyboard.gov.au for further details.

**Professional and Collaborative Practice**
- Functions in accordance with law, policies and procedures affecting enrolled nurse practice
- Practices nursing in a way that ensures the rights confidentiality, dignity and respect of people are upheld
- Accepts accountability and responsibility for own actions within Enrolled Nurse practice

**Provision of Care**
- Interprets information from a range of sources in order to contribute to planning appropriate care
- Collaborates with the Registered Nurse, the person receiving care and the healthcare team when developing plans of care
- Provides skilled and timely care to people receiving care and others whilst promoting their independence and involvement in care decision-making, and
- Communicates and uses documentation to inform and report care

**Reflective and analytical practice**
- Provides nursing care that is informed by research evidence
- Practices within safety and quality improvement guidelines and standards, and
- Engages in ongoing development of self as a professional

## Selection criteria

**Essential skills and experience:**

- A commitment to Austin Health values
- Knowledge of the Mental Health Act 2022, Vic and other relevant legislation
- A patient focused approach to care
- A positive approach to ongoing self-education and skill development
- A flexible, innovative team-oriented approach to service delivery
- A positive approach to change and diversity
- Ability to work autonomously and within a multidisciplinary environment

**Desirable but not essential:**

- A sound understanding of information technology including clinical systems and applications relevant to risk management reporting or as required for the role

## Professional qualifications and registration requirements

**Minimum Qualifications**
Enrolled Nurse registered with the Nursing & Midwifery Board of Australia (NMBA)

- **EN Level 1**:
  Does not have a NMBA approved qualification in administration of medicines, with a notation as such on NMBA registration, **or** has less than 2 years of experience.
- **EN Level 2**:
  Does hold and is required to hold a NMBA approved qualification in administration of medicines **and** has at least 2 years of experience.

## Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

## Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).

- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

## General information

**Cultural safety**
Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

**Equal Opportunity Employer**
We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

**Austin Health is a child safe environment**
We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.