

Position Description

Mental Health Nursing Early Career Coordinator (MHN ECC) – Psychiatric Nurse Consultant

Classification:	RPN Grade 5
Business unit/department:	Mental Health Division
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☒ Royal Talbot Rehabilitation Centre ☒ Other ☐ (please specify)
Agreement:	Victorian Public Mental Health Services Enterprise Agreement 2024-2028
Employment type:	Full-Time
Hours per week:	40 (including ADO)
Reports to:	Senior Mental Health Nurse-Manager of Mental Health Nursing Education & Training Team
Direct reports:	Nil
Financial management:	Nil
Date:	Ongoing

We acknowledge the Traditional Custodians of the land on which Austin Health operates, the Wurundjeri People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander Peoples. We acknowledge the deep and enduring connection that First Nations Peoples have to this land, and we honour their strength, resilience, and leadership. We are committed to creating a culturally safe and supportive workplace where Aboriginal and Torres Strait Islander voices are heard, valued, and empowered.

Position Purpose

The Mental Health Early Career Nursing Program encompasses the formally coordinated programs that support nurses in their transition to the mental health nursing workforce. This includes the graduate nurse program, the clinical advancement program, transition to specialty practice programs, and registered undergraduate students of nursing program.

The Early Career Program Education Coordinator is a strategic leadership role that is responsive to local and organisational priorities. The role of the Early Career Program Education Coordinator is to coordinate and evaluate the delivery of a Best Practice Clinical Learning Environment (BPCLE) for early career nurses in mental health, in collaboration with the Director of Nursing- Mental Health, Mental Health Nursing Education & Training Team (MHNETT), Clinical Nursing Education Department (CEU), and Nurse Unit Managers and other Clinical Leaders.

The role is also responsible for strategic planning for the early career nursing programs including recruitment and retention, and the coordination of support of early career nurses in collaboration with the MHNETT and local clinical teams, and the development, delivery, and evaluation of a learning framework consistent with best practice teaching and learning principles.

About the Directorate/Division/Department

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.

The Mental Health Division incorporates three program areas:

- Adult and Older Adult Mental Health Services
- Infant, Child and Youth Mental Health Services and,
- Mental Health Specialty Services.

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.

Position Responsibilities

Comprehensive Care

- Provide visible, clinical leadership through expert teaching, guidance and support of clinicians in early career programs
- Lead and develop an active learning culture/environment in which skills and capabilities of early career nurses are maintained and improved consistent with current nursing knowledge and research using, where appropriate, the simulated learning environment.
- Identify and evaluate potential clinical and professional risks related to the early career nurse and implement strategies to ensure safe, professional, and competent consumer focused care.



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- Display a clear understanding of the principles of contemporary mental health nursing practices, and frameworks including Safewards, recovery-orientated, trauma-informed, family-centered, collaborative practice and recommendations are around these from the Royal Commission into Victoria's Mental Health System recommendations.
- Ensure safe work practices and environment in accordance with Austin Health policies and required legislation.
- Ensure education provided prioritises treatment and care to be delivered in a manner that is sensitive to age, language, gender, religion, and individual beliefs.
- Effectively engage and work with lived experience/consumer and carer advocates and representatives to enhance the knowledge, attitudes, and skills of all early career nurses.
- Initiate and participate in key projects and the development, implementation and review of innovative policies, procedures and contemporary mental health nursing practice.
- Monitor the congruence between educational inputs and the attainment National Safety and Quality Health Service Standards (NSQHS)

Support of Systems

- Collect and report the BPCLE indicators, in conjunction with the Manager, MHNETT, Clinical Nursing Education Department and key stakeholders.
- Appropriately use information and communication systems that support the effective and efficient clinical and administrative operation of the position.
- Monitor and maintain oversight of the early career nurses' clinical and professional progress in accordance with the Handbook for Victoria's Early Career Mental Health Programs, Our workforce, our future: A capability framework for the mental health and wellbeing workforce as well as the Nursing and Midwifery Board of Australia (NMBA) National Standards for Registered Nurses.
- Maintain accurate record keeping
- Work closely with Nurse Unit Managers and other key stakeholders in placement of early career nurses, including rotations.
- Liaise and engage with representatives from Postgraduate Medical Council of Victoria (PMCV) and adhere to guidelines.
- Have a thorough understanding of the Austin Health Nursing Professional Practice Framework (AHNPPF) to support the nursing practice development of self and others.
- Utilise AHNPPF to provide safe, high quality, best practice evidence-based patient centered care.
- Utilise AHNPPF to role model and support expected and aspirational standards for nurses across Austin Health.

Education

- Working closely with the MHNETT, coordinate the development of the education framework, support structure and curriculum for early career mental health nurses in differing programs.
- Participate in the ongoing professional development of self and others
- Provide education to Mental Health nursing leaders on how to use systems to support professional development and learnings and create an understanding around the impact of early career workforce data.
- Work collaboratively with the multidisciplinary team in the Mental Health Division to enact



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change and support a multidisciplinary approach to the development of early career nurses in Mental Health.

- Liaise with higher education and vocational education partners to ensure that the relationship is positive and congruent with the needs of both parties.

Professional Leadership

- Consistently demonstrates deep self-reflection and alignment of values with professional standards.
- Positively influences workplace culture through intentional and inclusive behaviour
- Provide visible, clinical leadership through expert teaching, guidance and support of early career nurses in collaboration with Mental Health Nursing Education and Training Team (MHNETT).
- Work closely with the Clinical Education Unit to align early career nursing programs
- Delegate duties appropriately and effectively to the MHNETT team to where relevant to support the early career nursing programs
- Actively promotes and contributes to enhancing a positive learning culture
- Demonstrate a sound understanding of, and commitment to, Austin Health values and applies these when teaching/leading others.
- Develop and maintain a high level of professional relationship with key internal and external stakeholders.
- Maintain a professional demeanor and serve as a role model for all staff, setting and clearly communicating clinical and professional expectations.
- Communicate information and expectations in a way that builds effective and collaborative working relationships with others.
- Communicates clearly and concisely with impact.
- Effectively deal with challenging behaviors and the resolution of conflicts.
- Shows initiative and adaptability in dynamic environments.
- Promotes psychological safety and open dialogue.

Research and Innovation

- Implement the evaluative frameworks for the graduate nurse program and utilise the feedback to review and respond to improvement initiatives
- Initiate, participate in and support educational research and quality projects that ultimately translate to benefit care of patients at Austin Health
- Work in partnership with the divisional quality coordinator to ensure that 'educational' input is consistent with the quality cycle and results of audit processes.
- Monitor the BPCLE indicators through regular measurement and timely communication of results and action plans
- Ensure comprehensive reports are prepared as guided by and in collaboration with the Manager, Mental Health Nursing Education and Training team.
- Demonstrate the capacity to undertake/support nursing research, publication of work, and



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public presentation within the local, national, and international healthcare community.

- Work closely with the Nurse Unit Managers and the Clinical Nurse Educators to ensure that specific Early Career Nurse education has a sound education around our quality cycle/audit processes and outcomes.

Selection criteria

Essential skills and experience:

- Registered Nurse, Nursing & Midwifery Board of Australia
- Post-Graduate Qualification in Psychiatric/Mental Health Nursing or equivalent
- Substantial clinical and/or managerial experience in mental health
- A sound understanding of information technology including clinical systems, applications (Microsoft Office, search engines, research databases etc.)
- Ability to communicate effectively (nonverbally, in writing and verbally)
- Demonstrated knowledge of the Safewards model and experience in reducing restrictive interventions.
- Highly developed communication and teaching skills to effectively support a wide range of nursing staff and teaching programs.
- Thorough knowledge of the National Safety and Quality Health Standards.
- Demonstrated high level liaison and collaborative ability with both local and external stakeholders.
- Demonstrated timely, effective problem-solving ability.
- Demonstrated ability to independently undertake duties according to broad policy guidelines and state and national professional standards and legislation.
- A current working with Children Check – no restrictions
- A current Victorian Drivers' license – no restrictions

Desirable but not essential:

- Post graduate qualifications at a master's degree level or higher in a field relevant to Mental Health is highly desirable.
- Demonstrate a working knowledge of professional issues in mental health nursing.
- Membership of relevant clinical specialist organisation.
- Demonstrated capacity to undertake/support nursing research, publication, and public presentation.
- Previous management experience.

Professional qualifications and registration requirements



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- AHPRA Registered Nurse, Nursing & Midwifery Board of Australia.
- Post-Graduate Qualification in Psychiatric/Mental Health Nursing or equivalent.

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.

People Management Roles:

- Ensure clear accountability for quality and safety within the department.
- Ensure incident management systems are applied and a response to local issues and performance improvement occurs; ensure the risk management system is functional.
- Be aware of and comply with the core education, training, and development policy.

General information

Cultural safety

Austin Health is committed to creating a culturally safe, inclusive and anti-racist environment for all staff, patients, consumers, carers and communities. We recognise that racism, discrimination and exclusion negatively impact health and wellbeing, and acknowledge the unique and ongoing effects of colonisation, dispossession and systemic inequities experienced by Aboriginal and Torres Strait Islander Peoples. We are committed to embedding cultural safety and inclusion across all levels of our health service, actively identifying and eliminating racism in all its forms, and equipping our people



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with the knowledge, skills and confidence to challenge racism, foster respect, and create a safer and more equitable experience for everyone.

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.



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