

Position Description

Registered Undergraduate Student of Nursing – Mental Health

Classification:	MH-RUSON (MP20)
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:	Fixed-Term Part-Time
Hours per week:	8
Reports to:	Nurse Unit Manager
Direct reports:	0
Financial management:	N/A
Date:	4 th September 2026

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 role of the Mental Health Registered Undergraduate Student of Nursing (MH-RUSON) is to provide delegated elements of clinical nursing care and support to assist the nursing team in their delivery of safe and quality consumer care.

The MH-RUSON will work within an allocated area for the term of the contract providing delegated elements of clinical nursing care within the team nursing structure. The location of employment may be at Austin Hospital, Heidelberg Repatriation Hospital or Royal Talbot

Hospital.

The required days and shifts will be AM and/or PM shifts, as per ward requirements.

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 four 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

The MH-RUSON is required to work under the supervision and delegation of a Registered Nurse at all times. The MH-RUSON only accept a delegated nursing activity that is within their level of educational preparation and in accordance with Austin Health's assessment of each individual MH-RUSON competency and in accordance with Austin Health's defined role parameters and organisational policies and procedures.

Role Specific:

- The MH-RUSON must be able to identify their supervising RN at the commencement each shift
- Work safely within the profession and own level of knowledge and skill boundaries;
- Demonstrate commitment to consumer-centred care and to work aligned with the Austin Health values;
- Ensure the delivery of a high standard of evidence-based care to consumers in accordance with the activities contained within 'MH-RUSON core activity list';
- Demonstrate competent achievement of delegated care activities and specific tasks in accordance with the 'MH-RUSON core activity list'
- Work under the supervision and delegation of the supervising registered nurse/s to provide delegated aspects of consumer care;
- Develop, understand and demonstrate decision making capacity to escalate any issues of concern, to the supervising registered nurse in an appropriate and prompt manner, to ensure accurate and timely reporting of all concerns and incidents



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- Assist the RN to maintain a safe consumer care and work environment;
- Assist the RN with consumer positioning, transfers, ambulation and their care activities as delegated within the care environment, where required;
- Assist the RN with consumers' activities of daily living, personal and comfort needs by supporting the care team in the effective and efficient provision of care where delegated.
- Acknowledge and accept accountability and responsibility for own actions.
- Participate in Ward and MH-RUSON group meetings as required;
- Attend appropriate education sessions and reflective practice provided by clinical areas and Education Department;
- Ensure consumer feedback, compliments and complaints are escalated to the supervising Registered Nurse in a timely manner;
- Demonstrate sensitivity, empathy and respect for the customs, values and spiritual beliefs of others at all times;
- Demonstrate appropriate and effective use of resources in the delivery of service;
- Participate in cost saving strategies as directed by the Nurse Unit Manager;
- Demonstrates effective communication processes to facilitate effective information flow;
- Works to ensure compliance with Austin Health policies and procedures relating to appropriate workplace behaviour;
- Work in accordance with the attachment detailing MH-RUSON duties and exclusions;
- Work with supervising nursing teams to provide delegated elements of person-centred, safe and effective care;
- Work to preserve consumer dignity and privacy when assisting registered and enrolled nurses in provision of consumer nursing care;
- Adhere to legislation pertaining to privacy and confidentiality, and the handling of consumer information;
- Work to achieve and maintain a clean and safe work environment for consumers, visitors and staff;
- Demonstrate a solid understanding of safe consumer handling and safe working practices to protect own and others' health and safety;
- Always Work in adherence with Austin Health policies and procedures, all mandatory and specific MH-RUSON education requirements;
- Comply with relevant infection control policies at all times;
- Participate in ward-based quality improvement activities as required.



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Mental Health Core Activity List

All care activities are to be completed in adherence of Austin Health policies, procedures and mandatory education requirements	
Foundation of Care	Care Activity
Hygiene	- Assisting consumers with showering and personal hygiene as directed by RN (exclusion: working independently with consumer at high risk of aggression) - Assisting consumers with dressing and grooming as directed by RN - Hair care (exclusion: no prescribed treatment) - Nail care (exclusion: no cutting or trimming of nails) - Assisting consumers with care for clothing such as laundering/folding, storing and tidying - Ensure consumers have clean linen and towels
Nutrition	- Check with supervising RN if the consumer has special dietary requirements or food or fluid restrictions/allergies. - Deliver food to a consumer at the direction of a RN in line with patient identification and matching expectations and local management of food allergies - Assist consumers to be comfortably and appropriated positioned for meal service, including set up of adjust table, cutting up food and assist with the opening packages, and/or use of eating aids and specialised utensils as pre consumer requirements; - Provide feeding/eating assistance at mealtimes and other oral nutritional needs under the direction and indirect supervision of a Registered Nurse (RN) (exclusion: supervision of consumers in the Brain Disorders Program, dysphagic consumers or consumers admitted for treatment of eating disorders who require meal support therapy) - Assist with mealtime and ad-hoc oral hydration, - water/refilling water jugs or making drinks for consumer (exclusion: consumer with fluid restrictions, consumer with dysphagia, consumer on modified diet and fluids, nil by mouth) - Assist with Consumer weight and height measurement as directed (exclusion: consumers admitted for management of an eating disorder)



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Mobility	• Provide support and assistance with consumer ambulation, as per care plan (exclusion: working independently with consumers who are high risk for aggression)
Elimination	• Assist with Toileting including: Providing, removing, emptying and cleaning of consumer continence aids, including bedpans and urinals (exclusion: working independently with consumers who are high risk of aggression)
Comfort	• Observation of basic skin integrity and reports skin condition, including noticed changes to the RN • Assist Nurses to check the consumers pressure areas • Assist consumer with making beds, or general bedroom maintenance • Supporting sensory modulation in line with safety plan, management plan, or other documentation
Environment	• Supporting Safewards interventions with a focus on Know Each Other, Discharge Messages, Calming Methods and Mutual Help Meeting (exclusion: independently running a Mutual Help Meeting) Ensure consumers nurse call bell, and items they may require like phone, beside table are within reach; • Reinforce instructions on use of buzzer, walking aids etc. • Provide the allocated registered nurse assistance with consumers on constant or continuous engagement (Note: if it is an enrolled nurse providing constant observations the MH-RUSON can only provide assistance at the direction of a registered nurse) • Bed making and linen changes for occupied beds, or after discharge • General ward stocking- store room, procedure trolley (exclusion: stocking or restocking emergency equipment and resuscitation trolley, or medications) • Cleaning of equipment when appropriate • Assist in keeping consumer areas, work areas, and treatment room tidy • Maintains safe and clean work area & remove or report safety hazards • Change/Replacing Linen bags as required • Be aware of who is on the ward at all times • Have an awareness of how to support milieu management, and contribute to the maintenance of a therapeutic milieu by influencing noise levels, stimulus levels, and engagement, and escalating concerns to the RN
Psychological or Sociocultural	• Attend nursing handover/huddles as directed • Assist the designated admission nurse in the orientation of new consumers to the ward including recording of possessions and storing of items (exclusion: search of a consumer or their belongings, weight of a consumer admitted for an eating disorder). • Immediately report any changes in consumer's physical and mental



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	condition to the supervising RN • Report incidents, unexpected events to supervising RN in a timely manner • Report any consumer or family concerns or complaints to the supervising RN • Promote and participate in diversional activities – conversation, provide music, games, reading to consumers • Support consumers to access advocacy services • Simple consumer errands as required (e.g. buying newspaper) at direction of ANUM or Nurse In Charge • Assist consumers with daily living skills, including as part of an activity groups (e.g., cooking, budgeting), • Assist consumers in their participation in the therapy program e.g., gardening, mutual help meetings etc. • Greets and welcomes visitors at the delegation of the RN. Can allow visitors in and out of the inpatient unit at the delegation of the RN
COVID 19	• Collecting specimens for COVID-19 testing including obtaining oropharyngeal and deep nasal swabs (serology testing is excluded)
Clinical Practice Extension	Once the MH-RUSON has completed Austin Health competency these duties can be delegated in appropriate contexts only by supervising RN, for completion with indirect supervision. It is expected that all MH-RUSONs complete these competencies Consumer assessment including: • Vital signs • Blood glucose levels • Urinalysis • COVID PCR

Activity Exclusion List

MH-RUSON does not undertake the following tasks:

- Medication administration (including eye/ear drops, nebulisers and medicated topical ointment/cream)
- Intravenous drug and fluid management



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- Weight of a consumer admitted for management of an eating disorder
- Wound care
- Escorting consumers who require any clinical care, monitoring or assessment or who have the potential for their clinical condition to change
- Be the 'Supervisor' of a dining room as defined in the Staffing in Patient Dining Rooms Clinical Guideline
- Feeding of dysphagic consumers, or providing support to consumers identified as requiring 'specified higher level care-supervision for safety'
- Application of prescribed hair and skin care treatments
- Cutting and trimming of finger or toenails
- Checking of clinical emergency equipment (e.g. resuscitation trolley, bedside oxygen, suction)
- Restocking emergency and medicine supplies in resuscitation trolley and medication trolley
- Refilling of water jugs or making drinks for consumers with fluid restrictions, dysphagia, or modified diet
- Serving food to consumers who are on a specialized meal plan
- Provide clinical information or advice to consumers or families
- Taking verbal or written clinical orders from medical staff, allied health staff or administrative staff
- Taking verbal results via telephone
- Entering mental health Intensive Care Areas, or providing clinical care to a consumer in mental health Intensive Care Area
- Seclusion monitoring and documentation
- Responding to duress alarms
- Searching consumer belongings, or their person
- Participating in the restraint or seclusion process, including monitoring of restraint or seclusion

Selection criteria

Essential Knowledge and skills:

- Presentation of evidence of continuing enrolment in a recognised undergraduate Bachelor of nursing program
- Evidence of academic transcript, detailing evidence of successful completion of required criteria at a minimum of a completed first year of an undergraduate Bachelor of Nursing degree from a recognised higher education provider.
- Demonstrated commitment to working in a team-based care environment
- Demonstrated personal organisation and time-management skills



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- Demonstrated ability to follow instructions, work within required time constraints, and complete delegated tasks and activities in accordance with the request of the supervising registered nurse.
- Well-developed beginning level interpersonal and communication skills, to enable effective relationship building, cooperation and conflict resolution development.
- Ability to work collaboratively with others
- Awareness of limitations in own knowledge and skill development
- Awareness of when to seek advice, confirmation and support as necessary
- Demonstrates solid numeracy and literacy skills through both written and verbal communication
- Acknowledge and respect for the values, customs and spiritual beliefs of individuals whilst providing care to align with Austin Health values and guidelines
- Take responsibility for the impact of personal actions and own behaviour may have on others.
- Work to maintain a positive and inclusive work environment
- Ability to identify problems and escalate the supervising Registered Nurse
- Ability to adapt to changing work priorities as directed by the Registered Nurse

Professional qualifications and registration requirements

- Presentation of evidence of continuing enrolment in a recognised undergraduate Bachelor of nursing program
- Evidence of academic transcript, detailing evidence of successful completion of required criteria at a minimum of a completed first year of an undergraduate Bachelor of Nursing degree from a recognised higher education provider

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:



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- 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 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 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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