

Position Title: PARC Lead Clinician

Classification:	RPN4 Lead Clinician,
Business Unit/ Department:	Prevention and Recovery Care (PARC) Adult & Older Adult Mental Health Division
Agreement:	Victorian Public Mental Health Services Enterprise Agreement 2020-2024 (pending 2025-2028)
Employment Type:	Part-Time
Hours per week:	32
Reports to:	Business – Manager of PARC & CRP, Adult & Older Adult Mental Health Division Professional – Chief Nursing Officer
Direct Reports:	N/A
Financial management:	Budget: Nil
Date:	30 April 2025

About Austin Health

Austin Health is one of Victoria's largest health care providers. We deliver services for patients across four main sites in Melbourne, in locations across our community, in people's homes and within regional hospitals across Victoria. We are an internationally recognised leader in clinical teaching, training and research, with numerous university and research institute affiliations.

We employ approximately 9,500 staff and are known for specialist work in cancer, infectious diseases, obesity, sleep medicine, intensive care medicine, neurology, endocrinology, mental health and rehabilitation.

Our vision is to shape the future through exception care, discovery and learning. This is supported by our values which define who we are, shape our culture and the behaviours of our people.

We aim to provide an inclusive culture where all staff can contribute to the best of their ability and strive to develop further. We recognise that our people are our greatest strength. We want them to thrive, be their best selves and feel engaged, safe and empowered. To achieve this, diversity and inclusion is essential to our culture and our values. You can view our current Diversity and Inclusion Plan.

Position Purpose

The RPN4 Lead Clinician is recognised as a clinical leader within the PARC team. The role forms part of the PARC leadership group, and works as a delegate of the PARC Manager to model the core values of Austin Health as well as promote the partnership with our collaborative partners.

He/she is responsible for ensuring the delivery of evidence based mental health nursing care that meets professional, organisational, legal and ethical standards in order to optimise health outcomes for the community. Specifically, the role undertakes this by providing effective oversight of the daily clinical operations of PARC and uses their clinical expertise to provide clinical guidance and direction within the Recovery Oriented Framework.

As member of the clinical team, the RPN4 Lead Clinician is responsible for screening referrals to PARC including priority for assessment and entry; coordinating and conducting mental state and risk assessment as part of the intake process; monitor mental state and risk during admission; develop acute management plans in consultation with the team and within stated time frames; supporting residents in executing basic medical and pharmacological interventions; liaise with stakeholders including family and carers; support discharge planning in conjunction with residents and the wider PARC team; work with the wider mental health service to monitor bed availability. In conjunction with the PARC Manager, the RPN4 Lead Clinician will assist in a timely response to all referrals and bed access requests.

The Lead Clinician is responsible for fostering a positive team culture, a safe working environment and the effective utilisation of financial resources, whilst supporting the Manager to drive change and implement continuous service improvements.

About the Mental Health Division

The Austin Health Mental Health Division (MHD) provides care and services through a comprehensive range of teams to meet the needs of mental health consumers and carers throughout Victoria. Services in the MHD are located across Austin Health and the community. Employees may be redeployed within the Mental Health Division.

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.

The position offered sits within the Adult & Older Adult Mental Health Service Directorate and provides short-term (less than 28 days) residential, recovery focused mental health intervention for persons residing in Banyule and Nillumbik. PARC provides services through a collaborative partnership with an NGO (MIND Australia) and is serviced 24hrs, with Lead Clinicians working from 0830-1700hrs across 7 days.

Purpose and Accountabilities

Role Specific:

Delivering High Quality Consumer Care

- Continuously review existing practices and policies according to evidence-based practice to minimise adverse patient outcomes

- Contribute to creating a team environment, which promotes a positive culture, opportunity for learning and development, safety and welfare of employees and fosters innovation in practice that results in a high level of staff satisfaction, high staff retention rates and low absenteeism

Key Performance Indicators:

- Deliver high quality patient care
- Undertake reviews of existing practice, local policies and procedures to ensure best practice outcomes.
- Assist with ensuring that all local policies and procedures are current and up to date
- Assist the Manager to communicate a positive vision for change and supports others through the change process

Effective and Responsible use of Resources

- Identify costs in accordance with emerging service needs.
- Collaboratively support the Manager to explain financial implications of business decisions to staff. Identifies cost effective and efficient approaches to managing resources.

Key Performance Indicators:

- Actively supports the effective management of the department's budget within targets and timelines.
- Identifies cost effective and efficient approaches to managing resources.
- Demonstrates an understanding of the impact of financial decisions on the broader organisation.

Critical Thinking and Decision Making

- Display an ability to analyse situations and make appropriate decisions in a timely manner that meets the needs of patients, staff and organisation.
- Gather sufficient information to make informed decisions.

Key Performance Indicators:

- Actively participates and contributes to the analysis of workplace issues, to gain understanding of their root cause.
- Contributes positively to leadership team discussions to assist the Manager to make well-informed decisions.
- Addresses critical factors when making complex decisions.
- Demonstrates an ability to make effective decisions within an agreed specified time.

Interpersonal Communication, Influence and Leadership

- Communicate information and expectations in a way that builds effective and collaborative working relationships with others.
- Communicate clearly and concisely with impact.
- Effectively deal with challenging behaviours and the resolution of conflicts.
- Assist the Manager to ensure that information is available to all staff by utilising a wide range and appropriate modes of communication.
- Demonstrate leadership in situations demanding action.
- Maintain a professional demeanour and serves as a role model for all staff.
- Assist the Manager to create a climate where self-development and improvement is valued.
- Undertake not to reveal to any person or entity any confidential information relating to patients and employees, policies, processes and dealings and not to make public statements relating to the affairs of Austin Health without prior authority of the Chief Executive Officer

Key Performance Indicators:

- Act as a nursing leader demonstrating and modelling exemplary professional conduct.
- Assist the Manager to ensure correct understanding of the message, and reframes message as needed.

- Demonstrate integrity by building trust and mutual respect between self, colleagues and stakeholders.
- Share knowledge and information with the team.

Managing Performance

- Provide expert clinical knowledge and direction to ensure that clinical standards, policies and procedures promote a patient focussed model of care
- Act as a role model for staff, setting and clearly communicating clinical and behavioural expectations.
- Provide timely performance feedback, coaching and guidance when needed in accordance with the performance management policy.
- Under the direction of the Manager, assist to ensure all staff complete an annual performance review and development.
- Assist other PARC staff with professional development opportunities for learning and education.
- Under the direction of the Manager, assist with the human resources requirements at a unit level including daily staffing, rostering and attendance management.
- Assist the Manager to implement strategies to retain staff including, positive recognition, and comprehensive orientation, building a cohesive team culture, coaching and mentoring and providing learning opportunities.
- As part of the leadership team, contribute to ensuring a high level of work quality by assisting to develop, implement and monitor quality improvement activities within the department/ward, in accordance with Austin Health policies as varied from time to time

Key Performance Indicators:

- Intervene in a timely manner if values are breached in the workplace.
- Provide timely performance feedback, coaching and guidance as needed.
- Actively promote and fosters high performance by identifying new professional and learning challenges for staff.
- Maintain current knowledge and credentialing as a department Fire Warden.

Planning and Priority Setting

- Work collaboratively with all departments to develop the systems, processes and projects required to support the organisations strategic direction.
- Assist the Manager to identify opportunities for process redesign and supports staff in the implementation of redesign projects and activities.
- Actively participate in interdisciplinary committees and working parties locally and organisation wide as required.

Key Performance Indicators:

- Actively assist the Manager to implement projects, processes and systems
- Manage own time efficiently and effectively in line with key priorities for the unit
- Actively participate in committees and projects that contribute to the organisations objectives and disseminates outcomes/key issues to unit staff

Quality, Safety & Risk Orientation

- Promote and ensure a safe and healthy workplace for staff and PARC consumers.
- Is actively involved in matters relating to Occupational Health and Safety and ensures safety standards in the workplace are met.
- Ensure safe work practices and environment in accordance with Austin Health policies.
- Ensure that Incident Management Systems are appropriately applied and assists the Manager to ensure that a systematic response to local issues and performance improvement occurs.
- Participate in the emergency incident response activities, as defined within the Emergency Response Manual, as and when required, at the direction of management

Key Performance Indicators:

- Consistently deliver a high quality service.
- Proactively reports any systems and safety non-compliance and assists to implement remedial action plans.
- Continually seeks ways to improve systems and procedures.
- Work with Manager and completes any portfolio or other set work to a high standard.
- Promote and ensure a safe and healthy workplace through assisting with regular audits, incident reviews and implements recommendations.

Self-Management (Emotional Intelligence)

- Demonstrate a positive attitude to the agreed role and responsibility of position.
- Maintain and update own professional development portfolio to demonstrate an ongoing commitment to learning and best practice.
- Adapt a working style as appropriate to achieve effective outcomes.
- Invite and assimilate feedback from others by active participation in own performance review process.

Key Performance Indicators

- Reflect on practice in line with Austin Health values and applies these when interacting with others.
- Recognise and understand own emotions and reactions to situations.
- Appropriately and effectively articulates feelings and opinions.
- Perceive and understand the emotions of others.
- Maintain resilience through stressful situations.
- Actively engage in ongoing self-development.
- Abide by Austin Health corporate policies and practices.

All Employees:

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet (The Hub): <http://eppic/>
- Report incidents or near misses that have or could have impact on safety - participate in identification and prevention of risks.
- Comply with the Code of Conduct.

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.

Selection Criteria

Essential Knowledge and skills:

- Registered Nurse, Nursing and Midwifery Board of Australia (NMBA)
- Knowledge of the Mental Health & Wellbeing Act 2022 and other relevant legislation.
- Demonstrated knowledge of recovery and collaborative clinical practice.
- Post-Graduate Qualification in Psychiatric/Mental Health Nursing or equivalent
- Substantial clinical experience in area of speciality, including 5 years nursing experience.
- Demonstrated leadership ability, with a clear understanding of the operational and clinical managerial responsibilities of the Lead Clinician role.
- Patient-centred approach to evidence-based care delivery
- Demonstrated knowledge of professional standards
- Knowledge of legal and ethical requirements
- Demonstrated ability to use clinical information systems
- Demonstrated understanding of the Mental Health Triage scale

- Demonstrated skills and knowledge in community mental health, including crisis intervention, telephone triaging, consultation, referral, mental state and risk assessment treatment and collaborative care planning.
- Relevant knowledge and demonstrated skills in crisis intervention for people in psychiatric crisis.
- Commitment to quality, best practice and environmental safety
- Ability to communicate effectively in both written and verbal form
- Ability to problem solve in a variety of complex situations
- Ability to clinically lead a dynamic team which works effectively within a multidisciplinary environment
- Ability to assist and support the implementation of quality and change management initiatives and clinical projects.
- Undertake Acting PARC/CRP Manager training as negotiated with the PARC Manager
- Available to work across a 7-day roster including weekend and public holidays
- Current driver's license.
- Ability to work independently and as part of a team

Desirable but not essential:

- Ability to support and maintain budget management processes
- Ability to identify opportunities for process redesign and to support/ coach staff in the implementation of redesign projects and activities

General Information

Austin Health is a Child Safe Environment

Austin Health is committed to child safety. We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

Equal Opportunity Employer

Applications from Aboriginal and Torres Strait Islanders are encouraged to apply. For more information about working at Austin Health, please follow this link to Austin Health's Aboriginal Employment website: <http://www.austin.org.au/careers/Aboriginalemployment/>

Document Review Agreement

Manager Signature	
Employee Signature	
Date	