

Position Description

REGISTERED PSYCHIATRIC NURSE GRADE 3

Classification:	RPN 3
Business unit/department:	Psychiatric Assessment and Planning Unit (PAPU)
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 Full-Time or Part-Time
Hours per week:	Full-Time 40 hours (ADO), Part-Time 32 hours
Reports to:	PAPU NUM
Direct reports:	N/A
Financial management:	Budget: N/A
Date:	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 Psychiatric Assessment and Planning Unit (PAPU) RPN 3 is accountable to the PAPU NUM and will work collaboratively with the RPN 4, the broader Emergency Department (ED), Short Stay Unit (SSU) an in – patient / community Mental Health services.

The PAPU RPN 3 provides clinical care within the four-bed Unit and together with PAPU and SSU clinical staff, provides excellence in collaborative clinical practice and patient care. The incumbent will require knowledge of the Mental Health Act and other relevant legislation, together with well – developed interpersonal skills and a demonstrated ability to consult effectively with consumers, carers, family members and other professionals.

The PAPU RPN 3 under the direction of the RPN 4 assists in co – ordinating patient flow and



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treatment interventions fostering the collaborative clinical treatment with the SSU providing mental health and (when required) medical comorbidity interventions. As part of a multi-disciplinary team, you are responsible for providing patient centred psychiatric nursing interventions and inpatient care reflecting high professional standards and service expectations. You will participate in and promote a team approach across the SSU/ PAPU/Emergency Psychiatric Service (EPS) environments.

The PAPU RPN 3 will utilise a recovery approach in their work, utilising recovery language that fosters self-determination, along with adapting hope as goal directed and focuses on personal strengths.

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.

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.

Local area description:

The Psychiatric Assessment & Planning Unit (PAPU) is a four-bed inpatient unit co located with the Austin Hospital Short Stay Unit (SSU) providing timely short-term care/support up to 72 hours. We also provide Acute Mental Health Comprehensive Assessment with disposition planning. The Unit comprises two nursing staff on each rotating shift, with daily medical support in persons and via phone after hours.

Position responsibilities

Role Specific:

- Will work under the support and direction of the RPN 4 PAPU senior clinician.
- Accepts tasks delegated by the RPN 4 clinician and works collaboratively to ensure all delegated tasks are completed in a timely and efficient manner.
- Displays a clear understanding of the principle of recovery orientated practice and its implementation within a clinical setting.
- Applies sound clinical knowledge and an in – depth understanding of contemporary mental health practices to ensure quality clinical outcomes are achieved.
- Conducts assessments of clients and develop management plans, safety plans with clients, carers. Ensure discharge planning and transfer of care is undertaken in a timely and effective manner.
- Implements, monitors and reviews risk management plans in collaboration with the clinical team. Applies a thorough knowledge and understanding of relevant legislation



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Selection criteria

Essential skills and experience:

- Demonstrate knowledge of recovery and collaborative clinical practice.
- Demonstrate well developed skills and knowledge in mental health, including brief inpatient interventions, discharge planning, consultation, referral, mental state and risk assessment treatment and collaborative care planning.
- Relevant knowledge and demonstrated skills supporting people in psychiatric crisis and their families.
- Sound knowledge of the Mental Health Act (2022) and other relevant legislation and policies.
- Demonstrated understanding of inpatient and community Mental Health supports/systems.
- Ability to work collaboratively with clients experiencing psychiatric illness and medical co morbidities, their families and carers, as part of a multi-disciplinary team and a collaborative inpatient setting.
- Well-developed interpersonal, communication and negotiation skills.
- Possess and demonstrates a commitment to high levels of consumer service, both internal and external to Austin Health.
- Pursues and demonstrates a commitment to professional development to maintain, strengthen and broaden clinical knowledge and expertise.
- Has an understanding to actively and independently participate in clinical supervision with a discipline senior.
- Computer literacy and a willingness to increase skill base.
- Competency in basic nursing care procedures

Desirable but not essential:

- Dual diagnosis experience and skills
- Previous clinical experience in medical inpatient settings
- Ability to work with consumers from a diverse range of cultural backgrounds.

Professional qualifications and registration requirements

Mandatory:

- Relevant professional qualification in a health –related discipline (Nursing) with current registration with Australian Health Practitioner Regulation Agency (AHPRA).
- Post Graduate Qualification in Psychiatric / Mental Health Nursing or equivalent.



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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.



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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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