

Position Title: Psychiatric Enrolled Nurse Level 2 - Steele Haughton Unit

Campus: Ballarat

Directorate: Acute Operations

Department: Mental Health

Reporting to: Nurse Unit Manager - Steele Haughton Unit
Registered Nurse 4 - Steele Haughton Unit

Direct Reports: Nil

Appointment Terms/Conditions:

Classification and Code: Psychiatric Enrolled Nurse Level 2 Year 1 to Year 4 (IB68 – IB72)

Enterprise Agreement: Victorian Public Mental Health Services Enterprise Agreement 2020 - 2024

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021. Drawing on a regional history of over 150 years, we provide service to over 250,000 Victorians, operate across 21 campuses and sites, and employ more than 7,000 dedicated professionals. Our values reinforce our commitment to providing high-quality, accessible healthcare services close to home. Our mission is to serve the communities of the Grampians region with comprehensive care, ensuring every individual receives the attention they deserve. For more information, visit www.grampianshealth.org.au.

Collaboration	Compassion	Accountability	Respect	Innovation
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

The Steele Haughton Unit provides 24/7 inpatient clinical services for consumers aged 65+ experiencing acute mental health conditions and/or biopsychosocial challenges, with a focus on minimising risk to themselves, others, or the community.

The unit delivers trauma-informed, recovery-oriented care, working closely with the Lived and Living Experience (LLEW) team to ensure a positive consumer journey.

The PEN Level 2 is an experienced professional who works under the supervision of a Registered Psychiatric Nurse (RPN) and with limited oversight. This role involves taking a comprehensive approach to recovery care, contributing to clinical assessments and management within the multidisciplinary team (MDT).

The PEN Level 2 also plays a key role in collaborating with the MDT, LLEW, and external agencies to ensure effective planning, implementation, and evaluation of care for older adult consumers and their caregivers.

KEY ACCOUNTABILITIES

- Administer prescribed medications and provide medication education to consumers and carers (for NMBA-approved PENS).
- Conduct mental state examinations and psychosocial assessments.
- Monitor and report the effects of prescribed treatments to the MDT.
- Develop consumer-centred care plans, strategies, and identify clinical risks based on consumer and carer history.
- Participate in the admission process and complete necessary documentation for consumers.
- Contribute to consumer reviews and discharge planning in collaboration with the MDT, carers, and significant others.
- Provide mental health education to consumers, carers, and significant others to manage symptoms.
- Maintain a safe, therapeutic physical and psychosocial environment for consumers and staff.
- Plan, implement, and evaluate group activities in collaboration with the RPN or other health professionals.
- Support and maintain peer and carer support programs and mentor student PEN learners (if trained).

KEY SELECTION CRITERIA

Qualifications

- Diploma of Nursing or equivalent; AHPRA registration (mandatory)
- Minimum 2 years' experience in mental health, working with acute mental health conditions
- Post-registration qualification in mental health nursing
- NMBA-approved qualification in medication administration (or working towards)

Experience

- Demonstrated experience in mental health and working with acute mental health conditions
- Ability to collaborate with consumers and carers, focusing on recovery principles
- Knowledge of the Victorian Mental Health and Wellbeing Act, 2022
- Strong communication skills and proficiency in computer literacy

Technical/Professional Knowledge and Skills

- Experience in multidisciplinary teams and health services
- Familiarity with the Royal Commission into Victoria's Mental Health Services
- Proficiency with online platforms (MS Teams, Zoom, telehealth)

Work Environment

- Steele Haughton Unit: 10-bed Aged Acute and 20-bed Residential inpatient unit, Ballarat
- Clinical services for adults aged 65+

Personal Attributes

- Adaptability: Adjusts well to changes in work responsibilities
- Work Standards: Holds self and others to high performance standards
- Stress Tolerance: Maintains performance under pressure
- Driving for Results: Focused on achieving and exceeding goals

Interpersonal Skills

- Clear communicator, engaging effectively with consumers and agencies
- Recognises changes in consumer's presentation and escalates appropriately
- Builds collaborative relationships to meet work goals

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary a NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected by their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.