

Key Personnel Instructions (NEW)

If you are unaware if this relates to your area, please liaise with your Manager/Executive Director in the first instance, to ensure you are using the correct PD template.

This will not be monitored by the Recruitment Team

The following roles are considered Key Personnel under the Aged Care Act 1997 and related legislation.:

- Chief Executive Officer
- Chief Operating Officer
- Chief Financial Officer
- Chief Nurse and Midwifery Officer
- Executive Director, Mental Health
- Divisional Director, Medical, Hospital Without Walls
- Directors of Nursing (Bundoorra, Mental Health, Kilmore)
- Associate Director, Community Therapy and Community Programs
- Nurse Unit Managers (Residential Care, Transition Care, Support at Home)

Why this is required:

Under the Aged Care Act 1997 and the Aged Care and other related legislation, organisations are legally obligated to ensure that all *Key Personnel* are suitable to be involved in the provision of aged care. This includes an annual suitability assessment and ongoing monitoring of any changes in circumstances. These requirements exist to strengthen governance, accountability, and the protection of people receiving aged care services.

If this position description template is not used for a Key Personnel position, please remove:

1. This Instructions page and
2. The following statement from the ***Essential Key Selection Criteria*** section:

“All Key Personnel under the Aged Care Act 1997 and related legislation, must complete an annual Key Personnel Suitability Assessment, notify MyChecks@nh.org.au within 14 days of any change in their suitability circumstances, and provide Northern Health with required documentation (e.g. police checks, statutory declarations) to support ongoing record-keeping obligations”.

POSITION DESCRIPTION

Position Title:	Registered Psychiatric Nurse, Grade 2
Business Unit/Division:	KAW Older Adults Mental Health Unit.
Award Agreement:	Psych Services WOCA (70)
Classification:	RPN Grade 2 Year 2 to Year 8 (NP21- NP70)
Employment Type:	Part Time Permanent Position - 0.8 EFT (64hrs per fortnight)
Reports to:	Nurse Unit Manager
Date Prepared/Updated:	27 th August 2025

General Role Statement:

The KAW Older Adults Mental Health Unit (KAWOAMHU) is a 15 bed Acute Inpatient Unit which provides comprehensive treatment and support to people who are in an acute phase of mental illness, and are unable to be provided treatment at home. We offer holistic and evidence-based care, utilising both the safeguards and recovery models of care. We work collaboratively with our patients, families and or significant others to achieve quality care outcomes.

The RPN Grade 2 role is pivotal to our multi-disciplinary team who strive to deliver excellent care to our consumers and their families. The RPN Grade 2 will uphold clinical standards to in order to deliver a high quality and evidence-based nursing care within their scope of practice.

At KAW we will welcome you as part of a caring and innovative multidisciplinary team. We are passionate about the work we do to achieve our goals and excellent care outcomes.

ORGANISATIONAL OVERVIEW

Introduction

Northern Health is a vibrant, fast-paced workplace located in the rapidly growing northern suburbs. This is driving us to think innovatively about the needs of the population and what the health system of the future might need to look like to meet those needs. We take care of our community by providing a wide range of health services at multiple locations including:

- Northern Hospital Epping
- Broadmeadows Hospital
- Craigieburn Community Hospital – change to Craigieburn Centre
- Bundoora Centre
- Merri-bek Community Team
- Broadmeadows Community Care Unit
- Broadmeadows Prevention and Recovery Care
- Hotham Street Community Mental Health Clinic
- Northern Prevention and Recovery Care
- Northern Community Care Unit and,
- Noogal Clinic
- Kilmore District Health
- Women's Health Hub

We also collaborate with our partners to help expand the range of health care services offered to our culturally rich and diverse community.

As an organisation, we are shifting our focus from illness to putting a spotlight on supporting our community in 'staying well'. In order to achieve this, we are developing strong relationships with other health service providers and the community across the region, to help us think differently about the future.

Northern Health provides a dynamic working environment, with a strong culture of teamwork, safety and respect. Northern Health is proud to be an inclusive employer and aims to ensure our workforce is representative of the community.

Our Vision:

Creating a healthier future by working together, innovating and delivering great care.

Our Values:

- Safe – We provide safe, trusted care for our patients. We are inclusive, culturally safe, celebrating the diversity of our staff and community.
- Kind – We treat everyone with kindness, respect and empathy. We provide patient-centred and compassionate care.
- Together – We work together with our staff, patients, consumers and health system partners.

Our Priorities:

Northern Health has determined six strategic directions. The directions are focused on addressing priorities for safety, sustainability, growth and innovation. They reflect our best assessment of opportunities and challenges in our current and future environment.

- Collaborate to deliver safe, efficient, effective and sustainable care in all our services
- Demonstrate our commitment to the wellbeing of our valued workforce
- Renew and strengthen our infrastructure, systems, tools and processes for financial sustainability and growth
- Innovate to shape the future of health care in Victoria
- Partner to keep people well and deliver the best possible care locally
- Drive research and education to deliver excellent care and develop the next generation of clinicians and health care leaders

These priorities are inter-related in that success in one area is dependent on success in another. Detailed plans have been developed to support each of the priority areas.

All Northern Health employees will contribute to improving patient safety by being familiar with, and applying the National Safety and Quality Standards and criteria.

Safety, Quality and Clinical Governance at Northern Health

Northern Health is dedicated to providing the highest quality of care in the safest possible environment for every patient every time. We are focused on strengthening the safety and quality of care across the continuum, with a focus on saving lives, reducing harm and improving the patient experience.

Northern Health's safety and quality improvement activities focus on delivering the Strategic Plan and Operational Business Plans, and are supported by the Northern Health Clinical Governance and Risk Frameworks, and the Northern Health Quality Improvement Methodology.

The Northern Health Quality Management System brings together the core elements that underpin how:

- Quality and Clinical Governance is determined.
- Quality services are delivered.
- Risk is managed.
- Audit – what matters is monitored.
- Our committees monitor performance of controls put in place to ensure safe patient care.

Commitment to Child Safety at Northern Health

- We are committed to the safety, participation and empowerment of all children
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and /or linguistically diverse backgrounds and to providing a safe environment for children with a disability.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow vigorously

Family Violence and Child Safety Statement:

Northern Health is a child safe environment and is committed to protecting children from harm and abuse, in accordance with our legal obligations and the Child Safe Standards. Northern Health aims to identify and respond individuals who are at risk of child abuse and family violence and we encourage victim survivors to disclose to their health professional to seek support and safety. Northern Health has zero tolerance of child abuse and family violence, and all disclosures and safety concerns will be treated sensitively in accordance with our policies and procedures.

Northern Health actively promotes the safety and wellbeing of all individuals. We recognize and respect individual rights, identities, relationships and cultures. Our aim is to foster a trauma-informed, culturally safe and child safe environment.

Northern Health is an Information Sharing Entity (ISE) and is prescribed to the Family Violence Multi-Agency Risk Assessment & Management (MARAM) Framework and the Information Sharing Schemes. Family violence and child safety training is mandatory for our staff members and volunteers.

ROLE STATEMENT

- The purpose of this role is to contribute to excellence inpatient care and provide the highest standard of clinical input to the multidisciplinary treatment team.
- Be accountable for the delivery of quality patient care and outcomes in a manner consistent with the professional code of conduct, legal requirements and organisational policies and procedures, within a framework of continuous quality improvement, and economic resource utilisation. The RPN Grade 2 will work within scope of practice guidelines.
- The RPN Grade 2 is required to work rotating rosters (morning, afternoon & night) to ensure clinical service delivery.
- The RPN works under the direction of the Associate Nurse Unit Manager and reports directly to the Nurse Unit Manager.

This position is responsible for:

- Providing high quality nursing care to patients in the least restrictive environment.
- Ensure that patients are aware of their rights and responsibilities and are provided with information about their treatment and care.
- Working in partnership with consumers and their families/ carers
- Working collaboratively with colleagues on the ward and across all Northern Health teams.
- Ensure that patient progress in relation to planned goals is monitored and documented in the clinical file as required by local policy/protocol.
- Ensure a safe and caring environment that promotes patient independence and recovery.

- Providing strong assessment, problem solving and critical skills.
- Monitoring patient medical and physical health care needs.
- Medication administration and ordering.
- Step in in charge role when necessary and lead a shift.

All employees:**Quality, Safety, Risk and Continuous Improvement**

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and procedures
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Maintain an understanding of individual responsibility for patient safety, quality & risk as outlined in Northern Health [Clinical Governance & Patient Experience - Trusted Care](#).
- Contribute to organisational quality and safety initiatives.
- Escalate concerns regarding safety, quality & risk to appropriate staff members, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Northern Health's commitment to Child Safety
- Comply with Northern Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- All employees of Northern Health must comply with the health service's Staff Health / Workforce Immunisation procedure (as amended from time to time) together with any relevant State Government and Departmental directives. This requires all employees to be vaccinated for various diseases such as, but not limited to influenza.

KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

Leadership

- Actively participates in assigned portfolios, working groups, committees, etc.
- Provides leadership which promotes a safe environment, eliminating harm to patients and staff
- Actively engages in the wider multidisciplinary team, promoting team work and respect
- Demonstrates leadership and role modelling on a day to day basis

Strategic and Project Management Leadership

- Actively participates in strategic initiatives and quality improvement initiatives across Northern Health
- Actively engages consumers in service improvement activities as per the NH Partnering with Consumers plan
- Represents and advocates for allied health in all designated roles and responsibilities

Organisation-Wide Contribution

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Diversity and Inclusion

- Conducts self in a way that is respectful of others
- Supports achievement of Northern Health's Cultural Responsiveness Plan

- In collaboration with other staff, initiate and support training and events that promote diversity, inclusion and gender equity

Innovation and Culture Change

- Actively engages in organisational change and transformation processes
- Promotes a culture of person-centred care
- Enable empowering environments where employees and colleagues can be themselves, raise concerns and innovate without fear of failure
- Displays an innovative mind-set

SELECTION CRITERIA

Qualifications, Registrations and Qualities**Essential**

- Registration as a registered nurse under the Australian Health Practitioner Regulation National Law Act (2009) with the Nursing and Midwifery Board of Australia.
- Bachelor Degree in Psychiatric / Mental Health Nursing or equivalent, or, Bachelor Degree in Nursing plus a Postgraduate qualification in Psychiatric/Mental Health Nursing.
- Must be computer literate, able to access and utilise all Northern Health IT systems which are relevant to the completion of your duties.
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- Current National Police and Working with Children History Check.
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.

Experience

- Demonstrated experience in the setting of acute mental health.
- Demonstrated experience in providing nursing care and patient support that is reflective of the recovery model of care in mental health.

Desirable:

- Strong interest in working in older adults mental health.
- Ability to work collaboratively with family, carers and other health professionals.

Knowledge, Skills and Behaviours

- Working knowledge of the Mental Health Act 2014 and the recovery model.
- Well-developed verbal and interpersonal communication skills.
- Ability to work effectively within a multidisciplinary team environment.
- Well-developed organisation skills.
- Commitment to Northern Health values.

Employee Declaration

I have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date:

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