

POSITION DESCRIPTION

Position Title:	Clinic Nurse
Business Unit/Division:	North West Area Mental Health Service – Hume team – Craigieburn Community Hospital
Award Agreement:	Victorian Public Mental Health Services Enterprise Agreement 2020-2024
Classification:	RPN3
Employment Type:	Full time
Reports to:	Community Team Manager
Date Prepared/Updated:	29/08/2025

General Role Statement:

The Clinic Nurse is primarily responsible for the co-ordination and administration of Long-Acting Injectable Medication to consumers of the community team. With support of the Senior Nurse, the RPN3 in this role supports the team with medication administration, liaising and supporting the team with physical health assessment and ensuring adequate supplies are available to ensure effective and timely medication administration.

In conjunction with the senior nurse, the clinic nurse will also have responsibility for overseeing the metabolic monitoring program within the clinic, the daily operations of the LAI clinic (including ordering of supplies, monitoring of medication storage and ensuring policies and procedures in clinic are completed). This role may also include a component of Duty Worker function and/or case management

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 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

As a member of the Craigieburn, Hume Community Team, the RPN3 applies their clinical knowledge to the assessment, delivery of treatment and provision of targeted interventions and support to consumers with complex mental health needs, and to their family/carers.

This position is responsible for:

- The RPN3 works in the clinic providing direct nursing care and treatment to consumers, liaison with primary care providers and utilising crisis de-escalation skills as needed. The RPN3 will complete all required nursing and risk assessments in accordance with the consumers established plan of care, administration of injectable medications as prescribed and monitor service users' responses including the assessment of vital signs, document administration, nursing, risk assessments and observations in accordance with relevant policies and procedures.
- Additional duties include conducting medication reconciliations, collaboration of medication fridge temperature, ensuring adequate supply of medical supplies, ensure the clinic is clean and compliant with all relevant policy, procedures and standards. The RPN3 will work closely with psychiatrists and registrars to ensure accurate and timely administration of medications. The RPN3 will undertake physical health monitoring when indicated and will oversee the metabolic monitoring program. The RPN3 will also be required to accompany allied health on community visits for the expressed purpose of administering injectable medications, support the Duty Worker function within the clinic and may case manage a small number of consumers

This position operates within business hours 8.30- 5pm Monday to Friday

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 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 and Covid-19.

KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

Clinical Care

- Work within your scope of practice and seek help where required.

- Work in partnership with consumers, patients and where applicable carers and families.
- Undertake assessments in the least restrictive environment and contribute to the implementation, monitoring and evaluation of treatment objectives
- Demonstrate behaviours that support a Recovery approach to care.
- Complete physical health monitoring in a timely manner.
- Offer practical support, information and education tailored towards the needs and preferences of service users and their families regarding medications and its benefits and side effects within the scope of nursing practice
- Provision of LAIM and medication supervision to consumers of the community team
- Utilise a supported decision-making framework when working with consumers and carers
- Medication reconciliations, collaboration of medication fridge temperature, adequate supply of medical supplies, ensure the clinic is clean and compliant with all relevant policy, procedures and standards
- Duty Work as required, and with the support of the multidisciplinary team
- Case management as required, and with the support of the multidisciplinary team

Organisation-Wide Contribution

- Work collaboratively with colleagues across all Northern Health teams.
- Complete accurate and timely health service data and statistical information as directed, within nominated timelines
- Participation in supervision, line management, orientation and support to staff of NWAMHS
- Continue to learn through mandatory training and other learning activities.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing

Diversity and Inclusion

- Support achievement of Northern Health's Cultural responsiveness plan
- Demonstrate the Northern Health Values

Innovation and Culture Change

- Contribute to the ongoing development and maintenance of a therapeutic environment and a collaborative team atmosphere.
- Promote a friendly, respectful and collaborative environment within the Community Team and across the AHMS

SELECTION CRITERIA

Qualifications, Registrations and Qualities

Essential

- Registered Psychiatric Nurses:
 - a. Registration as a registered nurse under the Australian Health Practitioner Regulation National Law Act (2009) with the Nursing and Midwifery Board of Australia.
 - b. Bachelor Degree in Psychiatric/Mental Health Nursing or equivalent, or, Bachelor Degree in Nursing plus a Postgraduate qualification in Psychiatric/Mental Health Nursing.

- Commitment to the Northern Health Values
- Demonstrated capacity for initiative and an ability to work appropriately with limited direction.
- Demonstrated skills in the principles and practice of working with people with severe psychiatric disorder.
- Commitment to working with clients from various ethnic backgrounds.
- Demonstrated commitment to ongoing professional development.
- Demonstrated capacity for initiative and an ability to work appropriately with limited direction.
- Comply with all legal requirements pertaining to the position including responsibility for maintaining current registration as required by your professional organisation or other applicable Acts.
- 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 and being fully vaccinated against Covid-19. 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

- Previous experience providing assessment and intervention to consumers with a serious mental illness
- Previous experience in a public mental health service is desirable but not essential

Knowledge, Skills and Behaviours

- Knowledge of the Mental Health Act and other relevant legislation.
- Ability for liaison, collaboration and negotiation with other service providers, consumers and carer groups and other community agencies.
- Demonstrated experience and skill in working as a member of a multi-disciplinary team.
- Highly developed written and verbal skills.

Employee Declaration

I

have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date: