

POSITION DESCRIPTION

Position Title:	NWAMHS ECT Recovery Nurse 0.6EFT (Mon, Wed, Fri)
Business Unit/Division:	Mental health division
Award Agreement:	Victorian Public Mental Health Services Enterprise Agreement 2020-2024
Classification:	RPN Grade 2
Employment Type:	Part time (0.6FTE) – ongoing
Reports to:	Program Manager Broadmeadows Inpatient Unit
Date Prepared/Updated:	September 2025

General Role Statement:

The RPN G2 nurse contributes to excellence in patient care and recovery to provide a positive consumer experience. The position will work closely with the ECT Coordinator to achieve positive outcomes for individuals who are receiving ECT Treatment whilst living the Northern Health Values.

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
- Bundoora Centre
- Merri-bek Community Team
- Hume 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 RPN Grade 2 nurse contributes to excellence in patient care and recovery to provide a positive consumer experience. The position will work closely with the ECT Coordinator to achieve positive outcomes for individuals who are receiving ECT Treatment whilst living the Northern Health Values.

This position is responsible for:

- The ECT nurse will be responsible for providing care to patient's receiving ECT; including preparation and discharge of outpatients receiving ECT.
- Liaising with Broadmeadows Older Adult and Adult Inpatient staff to facilitate inpatient ECT.
- Assisting the ECT Coordinator in the day to day operation of ECT at Broadmeadows ECT Suite. This will include duties within the recovery room and waiting areas.
- Maintain accurate documentation (EMR, CPF, Paper forms) and records of interventions and progress of patients in the ECT Suite.
- Assist with Audits and compliance surveys including the monitoring and evaluation the standards, prescription, practice and procedures relating to the performance of ECT services in collaboration and partnership with NWAMHS ECT and NWMH to improve patient outcomes
- Contributing to a positive relationship in the ECT suite between the multidisciplinary team
- Promote and undertake culturally and gender sensitive practice in line with the policy of Northern Health
- Liaise with the interdisciplinary health care team to achieve the desired patient outcomes
- Ensuring stock is in date and levels are adequate in collaboration with the ECT coordinator
- Speak up for safety and identify risk completing VHIMS as required guided by the ECT coordinator
- Engaging and maintaining a relationship with the inpatient unit programme manager
- Complete Approved ECT and Airway Management Training
- Receive training in regards to the ECT Coordinator Role so that in the absence of the ECT Coordinator this role can relieve this position in a supported seamless manner
- Support integration of undergraduate, graduate and postgraduate nurses including enrolled nurses
- Accept responsibility for Continuing Professional Development (CPD) of self and actively keep a CPD portfolio as required by the Nursing And Midwifery Board of Australia
- Deliver evidence-based nursing care
- Demonstrate a commitment to ongoing professional development and achievement of the ward/unit and organisational performance indicators
- Respond to emergencies in accordance with the protocol of the Campus
- Assist in ensuring availability and maintenance of equipment and drugs necessary for the safe administration of anaesthesia and ECT.
- Disseminate information to colleagues regarding current practice initiatives and benchmark standards
- Complete checking of emergency equipment as required, including detailed checks of the emergency trolley in the ECT suite.
- Follow the direction of the ECT Coordinator to ensure compliance with legal requirements
- Ensure confidentiality of all records and statistics

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

- Demonstration of Northern Health Values
- Ability to maintain a safe working environment and ensure compliance with legislative requirements

Strategic and Project Management Leadership

- Contribute to the relevant key core performance indicators (KPI's)
- Support and facilitate strategic alliances with Emergency Mental Health, other IPU programs and relevant external services
- Participate in any clinical project/practice change being introduced to the team

Organisation-Wide Contribution

- Participation in and satisfactory feedback through the annual performance review process
- Demonstrates commitment to organisational change
- Participate in the maintenance of records pertaining to consumers throughout their admission
- Identify and factors causing delay in patient admission or discharge.
- Participates in quality improvement activities on the ward and throughout the organisation
- Delivers quality, consumer centred nursing care, in accordance with hospital policies and procedures.
- Prioritised individualised nursing care to meet patient needs.
- Function effectively as an integral part of the multidisciplinary team.
- Act as a clinical role model by providing the highest standard of direct consumer care and service.
- Accurately documents consumer care in accordance with hospital policies and procedures.
- Demonstrates sensitivity to the needs of individuals and groups.
- Acts as a consumer advocate ensuring the rights and responsibilities of individuals and groups are maintained.
- Adheres to all aspects of confidentiality in regards to consumers, staff and personnel.

Diversity and Inclusion

- Support achievement of Northern Health's Cultural responsiveness plan
- Combating stigma and helping consumers and their families manage it
- Responsive to the diverse needs of consumers / families and the community
- Inclusive service providers are responsive to the needs of the community

Innovation and Culture Change

- Participate and contribute to improvement of policies, procedures and protocols and identify areas of improvement in nursing practice

- Demonstrate ability to liaise, collaborate and negotiate with other services and consumer and carer groups.
- 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 BIPU Team and across the AHMS

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.
- Post Graduate studies in Psychiatric / Mental Health Nursing or equivalent.
- 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

- Approved ECT Training course (such as Albert Road Clinic)
- Previous experience within an ECT Treatment team including recovery room,
- Approved Airway Management course

Knowledge, Skills and Behaviours

- Take reasonable care for their own safety and that of anyone else who could be affected by their actions;
- Responsible for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with NH in any action it considers necessary to maintain a working environment which is safe and without risk to health.
- Developed assessment, clinical reasoning, problem solving and prioritisation skills
- High motivation and willingness to learn
- Excellent communication, interpersonal and computer/keyboard skills

Employee Declaration

I

have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date: