

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
- 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
- Mernda Community Hospital

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.

Essential:

- 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.



POSITION DESCRIPTION

Position Title:	Registered Nurse (Graduate Mental Health Nurse Program)
Business Unit/Division:	Northern Health Mental Health Division
Award Agreement:	Victorian Public Mental Health Services Enterprise Agreement 2024-202
Classification:	NP11
Employment Type:	Fixed Term - Part time (2 years contract, 0.8 EFT)
Reports to:	Nurse Unit Manager/Program Manager of allocated clinical placements and the Mental Health Graduate Nursing Program Coordinator
Date Prepared/Updated:	March 2026

ROLE STATEMENT

General Role Statement:

The Northern Health Division of Mental Health Graduate Mental Health Nurse Program (GMHNP) is designed to support Grade 2 Registered Nurses (RN) in the clinical area and to provide opportunities for gaining experience in Mental Health Nursing. The Registered Nurse (RN) will have successfully completed a recognized, accredited course of study in nursing at a tertiary institution and is registered to practice by the Australian Health Practitioner Regulation Agency.

As a Graduate Registered Nurse, you are a vital member of the multidisciplinary health care team who strive to deliver excellent care to patients and their families. You understand the importance of providing nursing care which focuses on the best possible outcomes for your patients. Your interactions with patients, relatives and colleagues are guided by the organization's values of patient centred care, trust and respect in and environment which continuously identifies opportunities for improving the quality of patient care.

Graduate nurses who successfully complete their two-year program will be offered ongoing employment at the end of their fixed term contract where an appropriately classified vacancy exists.

This position is responsible for:

- Taking reasonable care for your safety and wellbeing and that of others
- Working in your scope of practice and seek help where required
- Recognising the Registered Nurse responsibilities for delegation of nursing care
- Working in partnership with consumers and where applicable carers and families
- Providing high quality standards of consumer care
- Working collaboratively with colleagues across all NH
- Seeking feedback on your work including participation in annual performance discussion
- Accepting responsibility for Continuing Professional Development and that of others.
- Development (CPD) of self that is aligned with the practice domains endorsed by NH, as part of and actively keep a CPD portfolio as required by the standards of your profession
- Continuing to learn through mandatory training and other learning activities related to the transition to mental health nurse program
- Contributing to the development of all staff including new and casual staff to the area

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:

- Development and consolidation of nursing competence in accordance with the requirements of the Graduate Mental Health Nursing Program
- Attend graduate professional study days

Organization-Wide Contribution:

- Participation in and satisfactory feedback through the annual performance review process

Diversity and Inclusion:

- 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.
- Work within and towards the Nursing strategic plan

Key Relationships:

Internal - Northern Health Mental Health Program
Managers Northern Health – Director of Nursing
Mental Health Northern Health Area Senior
Nurse Consultants Northern Health Clinical
Nurse Educators

External - Academic Partners (RMIT, La Trobe University,
Federation University and University of
Melbourne).

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 by the time the program commences
- Bachelor Degree in Nursing
- Current National Police and Working with Children History Check.
- The Staff Immunization 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 Immunization 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 Immunization Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.
- Registration as a Registered Nurse with the Nursing and Midwifery Board of Australia
- Commitment to enrolling in a post graduate diploma in mental health nursing in year two of program

Experience

- Entry Level Nursing Position

Knowledge, Skills and Behaviours

- Demonstrated ability to practice collaboratively and work effectively as part of the multidisciplinary health care team
- Demonstrated provision of high quality consumer care
- An understanding of assessment, clinical reasoning, problem solving, organizational and prioritization skills
- Excellent communication and interpersonal skills
- High motivation and willingness to learn
- High reliability and professional conduct

Employee Declaration

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

(Please print name)

Signature:

Date:

