

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:	Mental Health Registered Undergraduate Student of Nursing (RUSON)
Business Unit/Division:	Division of Mental Health
Award Agreement:	Victorian Public Mental Health Services Enterprise Agreement 2024 – 2028
Classification:	MP20 – MP22
Employment Type:	Fixed term – Part Time
Reports to:	Nurse Unit Manager/Program Manager & Mental Health RUSON Coordinator
Date Prepared/Updated:	August 2026

ROLE STATEMENT

General Role Statement:

The role of the RUSON is to provide support to the nursing team in the delivery of safe and quality consumer centred care. The RUSON works under the direction and supervision of a registered nurse at all times in accordance with the Nursing and Midwifery Board of Australia. Registered Nurses can only delegate aspects of care to the RUSON which are consistent with the educational preparation, skill level and assessed competencies of the RUSON. In exercising their professional judgment Registered Nurses must also give due regards to the health needs of the consumer including consumer acuity and the potential for change in the consumer's health status.

The main objectives of this role are to participate in delegated care delivery relating to the consumers' activities of daily living, ensuring that the personal needs and comfort of consumers is maintained and to assist in providing a safe environment and additional supervision ensuring consumer safety is maintained.

This role works within the Division of Mental Health's Acute Inpatient units at Bundoora Centre, Broadmeadows Hospital and Northern Hospital RUSON's work a variety of rotating shifts.

This position is responsible for:

Under the supervision of the Nurse Unit Manager, Assistant Nurse Unit Manager and or/their Registered Nurse delegates, the RUSON is expected to:

- Demonstrate a commitment to patient-centred care and to work in alignment with the Northern Health values of Safe, Kind and Together.
- Work within the RUSON role and defined parameters as determined by the RUSON position description and the specific RUSON unit duty list.

- Provide delegated aspects of patient care, working within a patient plan of care and the RUSON duty List.
- Accept accountability and responsibility for own actions, and ensure that work is within the capability and boundaries of the RUSON at all times
- Contribute to positive patient outcomes by ensuring all elements of delegated work is completed accurately and in accordance with Northern Health policies and procedures
- Ensure patient privacy and dignity is maintained at all times
- Within their level of education and assessed competency, observation and reporting of patients at risk of harm to self and others
- Maintain a safe patient environment and report incidents promptly to the supervising Registered Nurse and other relevant member/s of the nursing team
- Assist with making beds and keeping the unit environment tidy
- Communicate effectively with patients, families and the interdisciplinary team
- Ensure relevant infection control policies are adhered to at all times
- Assist to maintain stock levels of ward supplies
- Perform other duties within limits of training, skill and competence as outlined in the specific unit duty list to maximise flexibility and efficiency
- Complete all mandatory trainings as at when due.
- Participate in regular ward/group meetings and/or education sessions as directed by the Nurse Manager/ANUM
- Document care that sits within the Scope of Position Description and duty lists.

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

- Promotes a safe environment, eliminating harm to patients and staff
- Actively engage in the wider multidisciplinary team, promoting team work and respect
- Models professional behaviour to other nurses including undergraduate students
- Demonstrate role modelling to staff and undergraduate nurses on a day to day basis

Strategic and Project Management Leadership

- Actively participate in quality improvement initiatives across Northern Health
- Actively engage consumers in service improvement activities as per the NH Consumer Participation and Patient Experience Framework

Organisation-Wide Contribution

- Support the achievement of accreditation under the National Safety and Quality Health Care Standards
- Participate in local and organisational wide education, activities, initial

Diversity and Inclusion

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

Innovation and Culture Change

- Actively engage in the organisational change process
- Promote a culture of person-centred care
- Enable empowering environments where employees and colleagues can be themselves, raise concerns and innovate without fear of failure
- Display an innovative mind-set

SELECTION CRITERIA

Qualifications, Registrations and Qualities:

Essential

- Currently enrolled in a Bachelor of Nursing degree study
- Evidence of completion of the 1st year requirements for the Bachelor of Nursing units (equivalent of 12 months of 3-year degree)
- Current National Police and Working with Children 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 consumer 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

- Previous clinical placement experience at Northern Health preferred but not essential

Knowledge, Skills and Behaviours

- Demonstrated satisfactory academic progress in the Bachelor of Nursing (Credit or above for all subjects and competency in clinical placements preferred but not essential).
- Participate in performance review including establishing and working toward achieving a professional development plan.

CORE DUTY LIST:

Area of care	Care Activity
	Assist with brushing hair and washing hair (Exclusion: Patients with a craniotomy)
	Assist with showering, Washing and bed bathing
	Assist with dressing and undressing
	Shaving (Exclusion: patients on anti-coagulants or with facial burns)
	Grooming – non medicated skin care and make up
Toileting	Assist as directed by RN
Pt Mobility / Manual handling	Assist as directed by RN
	Assist patients in achieving their goal determined by allied health professionals, e.g. Mobility.
Nutrition	Menu Assistance/assist with safe meal set up, cut up food, adjusting table and opening packages
	Assist with feeding patients/assisting oral nutritional needs (Exclusion: patients with feeding difficulties or those receiving parental or enteral nutrition)
	Provide water/refilling water jugs or makings drinks for patients (Exclusion: patient with fluid restrictions, patient with dysphagia, patient on modified diet and fluids)
	Assist with communal dining
Environment	Ensure falls prevention strategies are in place – buzzer, phone, beside table within reach, bed on lowest position
	Maintain safe, clean and tidy ward environment
	Assist with flowers/ vases
	Making beds as need arises
Communication	Answering call bells including staff assist
	Clerical answering and transferring calls/ intercom (exclusion: clinical information and advice to patients or families), Health administration where appropriate training and supervision is provided
	Pass on information, direct visitors on ward to appropriate staff members for assistance
	Report unexpected events or any concerns regarding patient care or ward environment
	Attend hand over and local team meetings
	Immediately report any changes in patients physical and mental condition to supervising registered nurse
Clinical Practice Extension (Delegated in appropriate context only by supervising RN)	Simple wound management
	Checking blood glucose levels
	Checking vital signs – temperature, pulse, respiration, BP and pulse oximeter

Documentation	Complete fluid balance chart: oral input and urine output (Exclusion: patient on fluid restriction)
	Complete Food Chart – dietary and fluid intake
	Complete Bowel Chart – output
	Complete weight and height
	Assist in the documentation of valuables
Maintenance	Restock supplies and equipment (Exclusion: medical and emergency supplies)
	Cleaning and putting away equipment between use
	Equipment maintenance
Other Duties	Supports activities and group therapy/activities, e.g. Playing cards, reading to patients
	In conjunction with the RN, apply practical intervention procedures for patients with dementia or behavioral problems
	Escorting to appointments or running simple patient errands (Exclusion: no escorting of patients in emergency scenarios or patients requiring clinical care)
	Packing and unpacking patient belongs
	Weighing patients
	Attend professional development
	Emergency response – Escalate either verbally to the NIC or resource nurse or via emergency button
	Participation in health-related promotion or organisational support activities which promote and/or ensure safe, quality care for patients, families and the Northern community under supervision of a Registered Nurse

EXCLUSION DUTY LIST:

The purpose of this is to provide an overview of the aspects of care that do not form part of the RUSON Role and which cannot be delegated to a RUSON at the Northern Health Division of Mental Health.

- Escorting patients who require any clinical care, monitoring or assessment or who have the potential for their clinical condition to change
- Feeding patients with difficulties or those receiving parenteral or enteral nutrition delegated
- Care of complex patients
- Oxygen therapy
- Suctioning
- Initial measurements & fitting of anti- embolic stockings
- Cutting and trimming of nails
- CRAAM engagements and documentation
- Ward 'head checks' of consumers
- Working in the Intensive Care Area
- Checking of controlled drugs
- Not to sign in & out consumer property from the safe, or conduct safe checks
- Checking clinical emergency equipment (e.g. besides oxygen, suction)
- Restocking emergency and medicine supplies in resuscitation trolley & medication trolley
- Provide clinical information and advice to patients or families

- Taking verbal clinical orders from medical staff
- Taking verbal pathology results via telephone
- Complex wound management
- Pre-operative shaves

Employee Declaration

I

have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date: