

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 Nursing Clinical Nurse Educator
Business Unit/Division:	Mental Health
Award Agreement:	Victorian Public Mental Health Services Enterprise Agreement 2022 – 2024
Classification:	Grade 4
Employment Type:	Part-time fixed term (12 months, 3 days per fortnight)
Reports to:	Senior Mental Health Nurse RPN 6
Date Prepared/Updated:	August 2026

ROLE STATEMENT

General Role Statement:

The Mental Health Nursing Clinical Nurse Educator's main focus will be supporting educational activities for early career mental health nurses including RN's, EN's and RUSON's. The role works closely with and supports the Education and Workforce Development Program Coordinators for the Graduate, Post Graduate, Transition to Mental Health Nursing (RN & EN) and RUSON Programs and existing educational roles in mental health settings where early career nurses are placed. This 12 month position will primarily focus on Graduate Nurses employed via a Departmental grant and may support other early career nurses as directed.

The position provides on-site education and support to early career mental health nurses in Older Persons Mental Health settings as well as Adult settings, and will work across a number of sites including Broadmeadows, Bundoora, Epping and possibly others.

The role will actively support the key functions of the Northern Health Division of Mental Health Nursing Education and Workforce Development Program.

This position is responsible for:

- Increasing the capability, skill and capacity of the specialist mental health workforce
- Providing mental health nursing leadership to early career nurses
- Ensuring learning and development opportunities are relevant and available to early career nurses
- Working with the relevant Program Coordinators for RN, EN and RUSON programs as well local Senior Nurses and relevant managers to problem solve and agree on strategies that will enable early career mental health nurses to achieve their learning outcomes
- Attend relevant meetings and working groups
- Facilitating best practice standards of mental health nursing within the defined service
- Advancing the utilisation of mental health nursing research outcomes into clinical best practice and standards
- Contributing to the development and implementation of training and development strategies for the mental health nursing workforce
- Contributing to the provision of professional development activities and the facilitation of reflective practice and clinical supervision

- Supporting the delivery of PAMOVA and other mandatory training

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:

- Develop a local structure or process for communicating effectively with Northern Health early career mental health nurses and MHRUSON's and mental health nursing workforce.
- Support early career mental health nurses and MHRUSON's during orientation/induction and throughout placement, including monitoring progress and completing assessment tasks.
- Contribute to the development and provision of education sessions to both early career nurses and the wider nursing workforce
- Represent Northern Health Division of Mental Health on relevant external committees and working parties.
- Support the establishment of strategic partnerships with educational partners and specialist mental health service providers, professional associations, professional groupings, and other Mental Health learning and development providers and on consolidating broader relationships already in place.
- Participate in regular discussion and feedback forums for matters relating to the graduate, post graduate, transition nurses and MHRUSON's.
- Demonstration of Northern Health Values.
- Ability to maintain a safe working environment and ensure compliance with legislative requirements.

Strategic and Project Management Leadership:

- Advance the utilisation of mental health nursing research outcomes into clinical best practice and standards.
- Support the development of nursing research for early career mental health nurses and MHRUSON's at Northern Health.
- Support the development and implementation of the Chief Mental Health Nurses key priority areas for mental health nursing practice.
- Maximise opportunities for early career mental health nurses and MHRUSON's to engage in inter-sectoral and inter-professional collaboration to access advice, support and mentoring within a learning and development environment.

Organisation-Wide Contribution:

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

Diversity and Inclusion:

- Supporting role/modelling best practice in the reduction of stigma and nurse's role in supporting consumers and their families in relation to this.
- 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:

- Support the showcasing of Northern Health's early career mental health nurses and MHRUSON's programs to undergraduate nursing students at relevant events.
- Ensure that information relating to the programs is up to date, relevant and accurately reflects the learning opportunities for early career mental health nurses and MHRUSON's.
- Contribute to and support a sustainable and responsive learning and development platform that supports the coordinated delivery of training to early career mental health nurses and MHRUSON's.
- Participate and contribute to improvement of policies, procedures and protocols and identify areas of improvement in nursing practice.
- Support the relevant program coordinators and relevant others in any performance management issues relating to early career mental health nurses and MHRUSON's

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 Nursing and an approved Post Graduate qualification in Mental Health Nursing or equivalent

Experience:

- Minimum four years mental health nursing clinical experience in a range of public Mental Health settings.
- Experience in Older Persons Mental Health will be valued
- Previous experience providing preceptorship/mentorship will be valued

Knowledge, Skills and Behaviours:

- Highly developed interpersonal skills (written and verbal) and demonstrated ability to problem solve, negotiate and communicate.
- An understanding of adult learning principles and its application to the healthcare setting
- Experience in development, implementation and evaluation of professional development activities to mental health nurses and other clinicians.
- An understanding of nursing research; service and practice development methodology
- A current driver's license
- A working knowledge and understanding of culturally sensitive issues and practice
- Able to competently perform in a position of autonomy and responsibility
- Well-developed administrative, research and report writing skills
- Ability to work flexibly in a complex large organisation and manage time effectively
- Information technology skills including use of Microsoft suite of software
- Well-developed written and oral communication skills and excellent interpersonal skills
- Highly developed communication, engagement and partnership skills
- Ability to meet deadlines and manage conflicting priorities

Employee Declaration

I have read, understood and accept the above Position Description.
(Please print name)

Signature:

Date: