

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 Psychiatric Nurse Grade 2
Business Unit/Division:	Mental health Division
Award Agreement:	Victorian Public Mental health Services Enterprise Agreement 2026-2028
Classification:	Registered Psychiatric Nurse Grade 2 (NP11-NP70)
Employment Type:	0.7 EFT
Reports to:	CCU Program Manager
Date Prepared/Updated:	September 2026

ROLE STATEMENT

General Role Statement:

The northern Community Care Unit is a **20**-bed Residential Rehabilitation service, located in Preston. We support our residents to achieve their recovery goals, to empower them to regain the ability to be live independently and to their fullest potential.

We have a highly dedicated team, consisting of nursing, allied health and medical, which work together to provide a high standard of care

This position is responsible for:

- The Registered Nurse will undertake a primary and secondary case management role with consumers and work alongside consumers in assisting with their daily living tasks and other identified goals for independence under a Recovery Framework
- Will work closely with CCU consumers and their families / carers to achieve positive outcomes for individuals who have severe disability associated with long term mental illness
- When required, hold the responsibilities and authority of the Shift Leader/ANUM in their absence and as such must have knowledge of the administrative operation of the department and be involved in the delivery of direct patient care
- Will have a sound working understanding of the Mental health Act and other legislation relevant to Public Mental Health Services
- Will ensure Health Service and Divisional-specific Regulations, The Northern Hospital Policy and Procedures (available on <https://app.prompt.org.au>), and the By-laws and Policies and standards of practice are implemented and integrated into day to day practice
- The successful applicant appointed to the position will be required to work a rotating roster

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

- When required, hold the responsibilities and authority of the Shift Leader/ANUM in their absence.
- Support ANUM in addressing adequate roster cover on all shifts.
- Model transparent and principled conflict resolution processes.
- Aid implementation of clinical governance and standards.
- Work collaboratively with other members of the multidisciplinary team to achieve the desired client outcomes.
- Uphold high standards of care and safety in Team practice.
- Provide clinical expertise and lead the assessment, risk management and decision making in the delivery of treatment and interventions to clients, maximising participation in collaborative recovery and wellness planning.
- Ensure management of identified risks are formulated, have a clear management plan, and are communicated in shift-to-shift handover using ISBAR.
- Support and coordinate the contributions of other partners in care — NDIS partners/CMMH, GPs, and others — within the Team's clinical processes.
- Participate in clinical review meetings, handovers, staff meetings, and other relevant professional forums.
- Liaise and work collaboratively alongside IPU, ED, EMH, CCU, PARC and Community Teams.
- Recognise and support the interdependent relationships between the NCCU Team and other programs, observing service agreements and linkages with external agencies.
- Participate in a collaborative working response with NAMHS PARC as directed by the Program Manager.

Strategic and Project Management Leadership

- Contribute to the CCU Business Plan by participating in strategic activities, workforce planning, quality planning, audits, and procedure reviews.
- Assist in planning, implementation, and evaluation of NCCU group programs in response to identified needs.
- Participate in project work and act as a portfolio lead as required.
- Assist in the formulation and implementation of Wellbeing and Recovery Plans, 91-day reviews, and SNAP.
- Undertake assessments of consumers and contribute to the implementation, monitoring, and evaluation of treatment and recovery objectives.

- Participate in and contribute to in-service staff development, continuing education and training sessions, committees, special projects, and relevant professional groups.

Diversity and Inclusion

- An awareness of issues relating to cultural diversity, and how these may influence service choices and delivery.
- An ability to support and facilitate consumers' use of resilience and strength so that they might experience positive self-image, hope, and motivation, and be supported to live the lifestyle and culture of their choice.
- A communication style that shows respect for consumers and their families/carers, with the ability to manage relationships in ways that facilitate recovery.
- A knowledge and ability to facilitate consumer and family/carer participation at all levels within the service.
- A knowledge of consumer Rights and Responsibilities, and the ability to facilitate informed choice in recovery planning.
- Work collaboratively with Non-Government Organisations, GPs, private psychiatrists, and others to ensure inclusive, quality care for clients and their families/carers.

Innovation and Culture Change

- A knowledge of major types of treatments, therapies, and targeted interventions, and their contribution to innovative, recovery-oriented service delivery approaches.
- Develop and maintain a therapeutic environment in which clients can learn to manage their illness and develop daily living skills.
- Take an active interest in evidence-informed and innovative treatment and care, and facilitate this for own discipline.
- Actively participate in specific supervision, reflective practice, and discipline meetings to support innovation in care.
- Participate in assisting with clinical fieldwork placements for nursing students and in the education and training of students from other disciplines.
- Engage in ongoing professional development activities and pursue development of mental health knowledge among the team.
- Accept responsibility for own Continuing Professional Development (CPD) and maintain a CPD portfolio as required by AHPRA/Professional Association.

SELECTION CRITERIA

Qualifications, Registrations and Qualities

Essential

- Registered Psychiatric Nurses:
 - 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 Psychiatric/Mental Health Nursing or equivalent, or, Bachelor Degree in Nursing plus a Postgraduate qualification in Psychiatric/Mental Health Nursing.
- 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

- Clinical expertise in mental state assessment and risk assessment
- working collaboratively within a multi-disciplinary team
- providing optimal care and expertise within the service framework
- working with highly developed communication and interpersonal skills within a team framework and demonstrated ability to relate to consumers, carers, other professionals and members of the general community
- minimum of two years post graduate experience

Knowledge, Skills and Behaviours

- Demonstrated ability in time management and organisational skills Demonstrated ability to lead and role model professional standards of Nursing Practice
- Demonstrated capacity for initiative and an ability to work and make decisions independently
- Sound knowledge of relevant legislation, government policy and strategic directions in the mental health field
- Demonstrated commitment to ongoing professional development and discipline specific supervision.
- Ability to contribute to the mentoring of students as required
- Current Victorian driver's licence
- 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.
- Sound knowledge of the Mental Health Act (2014) and other relevant legislations.
- A current Victorian Driver's Licence is required
- Proficiency in computer software use and information technology such as word, Excel, CPF
- Completion of mandatory training activities including training related to the National Standards
- Ability to provide a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity

Employee Declaration

I

have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date: