

Position Description

Position Title	Enrolled Nurse Med Endorsed
Position Number	30010243
Division	Clinical Operations
Department	Mental Health and Wellbeing Service
Enterprise Agreement	Victorian Public Health Sector Enterprise Agreement 2021-2024
Classification Description	PEN LEVEL 3
Classification Code	PE50 – PE53
Reports to	Manager, Older Persons Community Mental Health Team
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement

Bendigo Health

With more than 4,500 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community

PASSIONATE – We are passionate about doing our best

TRUSTWORTHY - We are open, honest and respectful

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

The Clinical Operations Division

The Clinical Operations Division encompasses acute and mental health and wellbeing services. We provide a wide range of general medical, surgical and speciality services including; Oncology, Cardiology, Renal, Emergency, Women's and Children's, Critical Care, Specialist Clinics and Mental Health and Wellbeing Services.

Within a state-of-the-art hospital, the team provides high-quality services using the latest technologies. Our eleven operating theatres (including two endoscopy rooms), critical care, emergency and women's wards all have access to critical services lifts that link to the helipad allowing rapid transfer of patients both in and out of the health service.

The Mental Health and Wellbeing Service provides psychiatric care and treatment across a large catchment area in Victoria stretching from Swan Hill in the north of the state to Gisborne in the south. Family sensitive practice is central to our models of mental health care and best practice ensures the identification, inclusion and support of families, carers and children.

The Older Persons Community Mental Health Team

The team is part of Bendigo Health's Mental Health and Wellbeing Services Department.

The Older Persons Community Mental Health Team (OPCMHT) provide community based mental health assessment, treatment and support to patients who are aged over 65 years suffering from mental illness or are aged over 65 and suffer from a mental illness complicated by a neurodegenerative disorder and/or issues of ageing and/or severe comorbid physical illness.

In some cases, indicated by clinical assessment, OPCMHT will provide services to persons under the age of 65 years who exhibit symptoms of degenerative diseases related to aging.

While based out of, Bendigo, OPCMHT staff are also located in 4 regional locations across the Loddon-Campaspe, Southern Mallee region.

The Position

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In the context of an integrated and multidisciplinary community mental health team, and under the direction of the Manager and team Psychiatrist, the Psychiatric Enrolled Nurse Level 3 will provide assessment and treatment, psycho-education and support for patients of the Mental Health & Wellbeing Service and their families /carer(s). You will take an active role in the Clopine clinic coordination and management of patients receiving Clopine, and ensure effective collaboration and consultation with clients, lead clinicians, family/carers and treating doctors.

Responsibilities and Accountabilities

Key Responsibilities

Under the direction from the allocated lead clinician and in keeping with the patient's treatment plan, the employee will work within established procedures and guidelines to:

- Apply mental health knowledge and skills at an advance PEN level working under the broad direction of professional staff and an RPN
- Apply your advanced knowledge and understanding of the work in accordance with, the legal and ethical responsibilities outlined in the relevant legislation including the MHWA (2022)
- Keep up to date with current trends and requirements, and participation in committees and working parties, in relation to monitoring and data bases for Clopine.
- Coordination of the Clopine clinic and follow up/management for patients on Clopine who are stable and transitioning to GP shared care
- Administration of prescribed medications including depots
- Prepare for client related case presentations/reviews and participate in clinical case conferences and other related meetings
- Assist clients/carers to access appropriate support services within community settings
- Plan, promote, initiate, develop, run and conduct quality activities with relative independence
- Implement and evaluate management/treatment plans in the community under the general supervision of an RPN
- Having completed a preceptorship course, act as a preceptor to PEN's, students and community mental health engagement workers (CMHEW), and as a mentor to graduate RPN's
- Actively participate as part of a multidisciplinary community mental health team
- Maintain a high level of documentation in the consumer records in accordance with the local services policy and guidelines
- Other duties as directed by health service within scope of qualification and role classifications

Generic Responsibilities

Code of Conduct - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

Compliance with policies and procedures - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

Occupational Health and Safety - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

Infection Control - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

Confidentiality - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

Quality Improvement - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee, you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Diversity – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Key Selection Criteria

Essential

Qualifications / Certificates

1. Current registration as an Endorsed Enrolled Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Advanced Diploma Units of competency in Mental Health is desirable.
2. A minimum of five years post registration experience as a PEN; or a post registration qualification (of at least 6 months or 200 hours duration) a component of which is relevant to current environment/role.

Specialist Expertise

3. Knowledge and experience working with the MHWA and knowledge of relevant state-wide Mental Health Service Frameworks Procedures and Guidelines and Bendigo Health policy and procedure.
4. Experience in provision of psycho-education to carers/families/services, and experience with Monitoring clients physical and mental health status, especially in the area of Clopine.
5. High level of organisational, leadership, communication and interpersonal skills, including capacity to engage with and hold sensitive discussions with patients, family/carers and health professionals.

Personal Qualities, Knowledge and Skills

6. Computer literacy, including knowledge of the Microsoft suite office programs and the internet
7. Demonstrated evidence of participation in education and training to other staff, and commitment to ongoing professional development

Desirable

8. Knowledge of Quality Improvement and flexibility to operate in an environment of change and continuous improvement

Mandatory Requirements

National Police Record Check A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

Immunisation As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health.

Registration with Professional Regulatory Body or relevant Professional Association For example, AHPRA, AHRI, RACS etc. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Drivers Licence A current Victorian driver's licence is required for this position.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.

Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.