

Position Description

Position Title	Clopine Coordinator - Enrolled Nurse
Position Number	30101001
Division	Clinical Operations
Department	Bendigo Adult Community Mental Health
Enterprise Agreement	Victorian Public Mental Health Services Enterprise Agreement 2024-2028
Classification Description	Psych EN L3 Y1 – Y4
Classification Code	PE50 – PE53
Reports to	Manager
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	• National Police Record Check • Registration with Professional Regulatory Body or relevant Professional Association • Drivers Licence • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

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 Bendigo Adult Community Mental Health Team (BACMHT) is an integrated and multidisciplinary team, delivering 5 day a week community care to persons 24 - 64, providing a case management response to individual patients. Treatment is recovery focused and provided during all stages of illness.

In the context of an integrated and multidisciplinary community mental health team, and under the direction of the Manager and team Psychiatrist, the Mental Health Clinician Enrolled Nurse will provide assessment and treatment, psycho-education and support for patients of the Mental Health 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 Senior Registered Nurse 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 to work in accordance with, the legal and ethical responsibilities outlined in the relevant legislation including the MHA 2014
- Keep up to date with current trends and requirements, and participation in committees and working parties, in relation to monitoring and data bases for Clozapine
- 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 and students, 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

Key Selection Criteria

1. Current registration as an Endorsed Enrolled Nurse with the Australian Health Practitioner Regulation Agency (AHPRA)
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
3. Knowledge and experience working with the MHA 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 Clozapine
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
6. A positive and friendly approach to your colleagues and your work
7. Computer literacy, including knowledge of the Microsoft suite office programs and the internet
8. Demonstrated evidence of participation in education and training to other staff, and commitment to ongoing professional development
9. Knowledge of Quality Improvement and flexibility to operate in an environment of change and continuous improvement

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical

and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

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.