

Position Description

Position Title	Advanced Psychiatric Enrolled Nurse
Division	Clinical Operations
Department	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 • Working with Children 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

The Psychiatric Enrolled Nurse (Level 3) classification is a clinical role that includes advanced skills and/or additional responsibilities under the direction of a Psychiatric Registered Nurse (RN) or area manager.

The Psychiatric Enrolled Nurse (Level 3) will practise at an advanced level within the Mental Health specialty.

They will be expected to take a complex and critical approach to clinical care with an increased breadth and depth of knowledge and skills and exercise considerable judgement when analysing and responding to events or situations.

To be eligible for the Psychiatric Enrolled Nurse (Level 3) you:

1. Can provide evidence of achievement of four out of the ten Advanced Enrolled Nurse Level 3 Competency Standards AND
2. Either
 - a) A minimum of five years post registration as a Psychiatric Enrolled Nurse (PEN) OR
 - b) A post registration qualification (of at least 6 months or 200 hours duration) a component of which is relevant to current environment/role.

Refer to the attached information sheet for the Competency Standards

Responsibilities and Accountabilities

Key Responsibilities

- Promote the preceptorship model of clinical support.
- Act as a mentor or preceptor, having completed a preceptor course.
- Support of, and contribution to, quality improvement and research projects within Psychiatric Nursing practices on the unit.
- Act as a resource person to others in relation to psychiatric nursing clinical practice.
- Provide direct orientation, clinical support, instruction and supervision as needed to new employees, graduate nurses and undergraduate students of nursing.
- Liaise with ward staff, management and educators regarding graduate nurse progress.
- Conduct assessments of student and graduate nurse competence.
- Document progress of students and graduates and attend regular meetings with Course Coordinators and other educators to discuss progress, direction and education process.
- Actively participate in remedial teaching of graduate nurses and undergraduate nursing students if required.
- Cultivate a highly professional and progressive attitude to nursing in graduate nurses, undergraduate nursing students and existing staff.
- Encourage an active learning environment in which competencies are maintained and improved consistent with current nursing knowledge and research.
- Maintain safe working practices and a safe working environment.
- Assume responsibility as a self-directed professional for continuing education and maintain expertise and currency with health care trends and nursing practice.
- Willingness to undertake higher duties as directed.

Key Selection Criteria

Refer to the attached information sheet.

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.