

1. THE ORGANISATION AND OUR MISSION

Welcome to the forefront of innovation and excellence at St Vincent's Hospital Melbourne (SVHM), a renowned institution that stands as a beacon in teaching, research, and tertiary health services. With a dedicated team of over 7,000 staff spread across 19 Melbourne sites, SVHM is committed to shaping the future of healthcare.

As part of Australia's largest not-for-profit Catholic Health care network, St Vincent's Health Australia, we take pride in delivering a comprehensive range of adult clinical services that span the spectrum of healthcare needs. From cutting-edge acute medical and surgical services to specialised areas such as sub-acute care, rehabilitation, allied health, mental health, palliative care, correctional health, and community residential care—we are a leader in addressing diverse healthcare challenges.

Our mission at SVHM is nothing short of transformative. We are dedicated to providing high-quality and efficient health services to the people of Victoria, aligning with the core philosophy of St Vincent's Health Australia. Grounded in the values of compassion, justice, integrity, and excellence, our mission serves as the driving force behind every aspect of our work.

2. KEY POSITION DETAILS

Job Title:	Blended Mental Health/Emergency Department Graduate Nurse	Reports to:	Nurse Unit Manager, Graduate Nurse Coordinators (GNC's), Practice Development Nurse (PDN), Clinical Support Nurse (CSN)
Department:	Integrated Care Services	Professional Responsibility to:	Nurse Unit Manager, Inpatient and Emergency Department
Industrial Agreement:	Nurses and Midwives (Victorian Public Health Sector) Enterprise Agreement 2020-2024 / Victorian Public Mental Health Services. Enterprise Agreement 2020-2024; or successors	Program:	Mental Health & Emergency Department
		Classification	NP11 (Mental Health) / YP2 (Emergency Department)
		Risk Category:	A

3. POSITION PURPOSE

Mental Health

St Vincent's Mental Health provide ongoing specialist treatment and support to meet the identified needs of consumers who suffer with a serious mental illness and associated high level of recovery support needs in the cities of Yarra and Boroondara. All graduates within the Mental Health Emergency Graduate Program will spend six months on the AIS. Opportunity for ongoing employment if successful in the clinical and academic aspects of the graduate program.

As a participant of the Graduate Nurse Program, you will provide beginner level care in a mental health setting in accordance with the current National Practice Standards (NPS) 2013. In addition, you will be required to work a rotating roster, including night shift. These positions are part time, with supported study days built into the program. You will be trained in the use of key recovery tools, and will be encouraged to develop your own creative recovery-orientated care strategies and you will work with our Lived Experience workforce.

The graduate nurse will participate in the mandatory training program that has been specifically designed to assist the graduate to develop their skills and knowledge in relation to mental health nursing over the 6-month rotation. In conjunction with the training program which includes an academic component, the graduate must complete the clinical competencies provided as part of the program at the identified time intervals as set out in their training manuals.

In order to meet the requirements of the program all competencies, assessments and hurdles must be achieved. This educational component will allow you to obtain recognition of prior learning towards a post-graduate diploma in mental health nursing.

Emergency Department

St Vincent's Emergency Department provides care to patients presenting with acute and/or chronic health concerns. The Graduate Nurse, under the guidance of the NUM, Associate Nurse Unit Manager, GNC's, PDN's, CSN's and Nursing team, will be responsible for the delivery of patient care in the Emergency Department.

The Graduate Nurse will be responsible for completing the required professional development in order to maintain clinical skills and knowledge required to provide care to patients presenting to the Emergency Department. In addition, you will be required to work a rotating roster, including night shift. These positions are part time, with supported study days built into the program.

4. POSITION DUTIES

- Performing all clinical roles to the highest standard within recovery oriented practice
- Support the consumer/patient in holistic care provision of physical and mental health
- Provide the full range of nursing services, including, but not limited to:
 - managing the physical and emotional well-being of the consumer;
 - administration of medication in accordance with hospital procedures, protocols and policies; and assist with medical and diagnostic procedures;
 - document, observe and report relevant nursing findings
 - Effective admission and discharge processes in accordance with Hospital or Unit guidelines.
 - Ensuring completion of handover in line with hospital policies, using the ISBAR principles.
- Participate in consumer activity programs eg. groups, and consumer meetings.
- Participating in consumer assessment, care planning and discharge planning.
- Ensure documentation in clinical files is in accordance with current hospital policy and taking into consideration the professional obligation regarding documentation as prescribed by the Health Records Act and Privacy Act.
- Liaise with patients, patient's family, medical and allied health staff as required or requested to facilitate the delivery of high-quality patient care
- Complete clinical handover in accordance with Hospital/unit-based policies and procedures
- Facilitate/coordinate effective admission and discharge processes in accordance with Hospital or Unit guidelines
- Participate in Unit /clinical area meetings and area-based quality activities
- Implementing the principles and legal requirements of relevant legislation and, in particular, the Mental Health and Wellbeing Act 2022.
- Maintain a high level of consumer satisfaction with the level and nature of participation – in accordance with the current National Practice Standards (NPS 2013)
- Complete all clinical competencies in regard to clinical practice in accordance to the time-line recommended in the educational requirements of the program.
- Participate in ongoing education by attending training and study days as per the St Vincent's graduate nurse program and professional development discussions.
- Attend at least 6 sessions of supervision throughout the program.

5. LOCAL WORK ENVIRONMENT

Mental Health



St. Vincent's Mental Health (SVMH) provides high quality, recovery-oriented services across an adult area mental health service for the inner-city areas of Yarra and Boroondara. The service utilises the Strengths Model of recovery and this model is embedded across all parts of the mental health service. In addition, the acute inpatient service utilises the Safewards Model. St Vincent's is also committed to the ongoing development of a strong peer support workforce.

The adult mental health service components are:

- 44 bed Acute Inpatient Service (AIS) located on the St. Vincent's Hospital site. The Acute Inpatient Service includes 5 beds designated to the Aboriginal and Torres Strait Islander community and are linked to the Victorian Aboriginal Health Service.
- 20 bed Footbridge Community Care Unit (CCU).
- North Fitzroy PARC.
- Two community mental health services (CMHS) at Hawthorn (Hawthorn CMHS) and East Melbourne (Clarendon CMHS). Community mental health services comprise the Triage and Crisis assessment and Treatment (CAT) service, Continuing Care (CCT), Mobile Support and Treatment (MST) and Homeless Outreach (CHOPS) services. The Primary Intervention and Care Team (PICT) includes Primary Mental Health, Extended Triage and HOPE (Suicide Prevention).
- Consultation & Liaison Service.
- NEXUS Dual Diagnosis Advisory Service.
- Body Image and Eating Disorders Assessment and Treatment Service (BETRS).
- Depaul House – Drug and Alcohol Detox Service
- Normanby House – Aged Acute Inpatient Service
- State-wide services are the Victorian Dual Disability Service and the Victorian Transcultural Mental Health.

Emergency Department

The St Vincent's Emergency Department consists of two resuscitation bays, 16 cubicles, 5 fast track chairs and 15 Emergency short stay beds. In addition to this, there is a behavioural assessment room, procedure and a plaster room. A triage assessment chair and a three-chair diagnostic lounge support patient flow into the department.

In 2021 the Emergency department has opened a Mental Health and AOD Hub. A multidisciplinary team which brings together clinicians from mental health, drug and alcohol and the ED care coordination team, provides specialised care to patients presenting to the ED with high acuity mental health and AOD issues, and complex psychosocial needs.

St Vincent's Mental Health & the Emergency Department are committed the recruitment and retention of high-quality staff. We aim to support staff to maintain and develop their skills to provide excellent clinical care and to meet their own personal and career goals. The service has a strong education and research focus, in addition to affiliations with a number of universities and educational institutions. All St Vincent's clinical staff are expected to be familiar, and practice in a manner consistent with the National Practice Standards.

6. INCUMBENT OBLIGATIONS

General

- Perform duties to a standard acceptable to SVHM.
- Comply with the Mental Health and Wellbeing Act 2022.
- Comply with all SVHM policies, procedures, by laws and directions.
- Treat others with respect and always behave professionally and in accordance with the SVHM Code of Conduct.
- Only access confidential information held by SVHM when this is necessary for business purposes, maintaining the confidentiality of that information once accessed.
- Participate in the annual SVHM performance review process (as per the Graduate Nurse Program)
- Complete a six week and four-month Practice Development Discussion (PDD) for each rotation by the given dates



- Accept feedback on performance in the clinical area throughout the program from NUM, ANUM's, preceptors, GNC's and PDN's and demonstrate change and improvement in identified areas within a set timeframe
- Display adaptability and flexibility to meet the changing operational needs of the business.
- Comply with applicable Enterprise Bargaining Agreement provisions.
- Display a willingness to develop self and seek to improve performance.

Clinical Quality and Safety

- Attend clinical orientation upon commencement.
- Always work within approved scope of practice under supervision by more senior clinical staff as appropriate.
- Take personal responsibility for the quality and safety of work undertaken.
- Maintain skills and knowledge necessary to safely and skilfully undertake clinical work.
- Consult with peers, discipline seniors and other experts and refer to other healthcare workers when appropriate and in a timely manner.
- Collaborate and clearly communicate with patients/clients and the healthcare team.
- Participate in clinical risk management and continuous quality improvement activities as part of day-to-day work.

Person Centred Care

- Ensure consumers receive information in an appropriate and accessible format.
- Actively support consumers to make informed decisions about their treatment and ongoing care.
- Ensure consumers are aware of their rights responsibilities and how to provide feedback.

Health and Safety

- Protect the health and safety of self and others, complying with all health and safety related policies, procedures and directions.
- Complete all mandatory training.
- Complete required Fire and Emergency, Workplace Culture and Equity Training annually.
- Attend general hospital orientation within 3 months of commencement.
- If required, undertake a Fit Test as per the Respiratory Protection Program at commencement of employment and then annually.
- To attend all training as deemed mandatory by St Vincent's Mental Health Service within the required time frame. (In particular ADAPT, BLS, Fire and Emergency training and medication competencies)
- To report any OH&S risks within the work environment ASAP including equipment faults and other environmental hazards.

7. INCUMBENT CAPABILITY REQUIREMENTS (Level 2)

The incumbent of this position will be expected to possess the following core capabilities:

Capability		Demonstrated behaviour
Personal	Personal effectiveness	Takes responsibility for accurate, timely work results
	Learning Agility	Identifies personal development needs and seeks information from a range of sources
Outcomes	Patient/Resident/client centred	Strives to meet and exceed expectations, demonstrating sound judgement
	Innovation and Improvement	Contributes to improvement by reviewing strengths and weaknesses of current processes
Strategy	Driving Results	Manages own work load to deliver results
	Organisational Acumen	Understands the interdependencies between units/departments
People	Working with and Managing others	Takes responsibility for ensuring productive, efficient teamwork

	Collaboration	Works collaboratively within and outside the team
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8. SELECTION CRITERIA

8.1 ESSENTIAL REGISTRATION, LICENSE OR QUALIFICATION REQUIREMENTS

- Degree in general nursing which meets the registration requirements of the Australian Health Practitioner Regulation Agency (AHPRA) & Nursing and Midwifery board of Australia
- Current Nursing Registration with AHPRA
- Qualify as new graduate from a recognised undergraduate nursing course (Registered Nurse)
- Current Victorian driver's license

8.2 OTHER ESSENTIAL REQUIREMENTS

Commitment to:

- The Values and Health Care Philosophy of St Vincent's Health Australia;
- Ongoing education and professional development;
- Occupational Health and Safety and Quality Improvement Principles

Demonstrated ability to:

- Operate within a "patient centred care" framework;
 - Facilitate team outcomes in a multidisciplinary environment;
 - Assist and support change and implement process improvements;
 - Communicate effectively, with patients and staff at all levels;
 - Utilise written and verbal communication skills in problem solving, conflict resolution, and negotiation;
 - Prioritise tasks and activities to foster good time management
- Completion of local objectives, online competencies, work packages and/or presentation as outlined in graduate Nursing Handbook for each rotation
 - Attendance and participation in compulsory study days and unit-based education
 - Responsibility for own professional development, including achievement of 100% annual clinical competencies within the designated timeframes
 - Complete all PDD's within specified time frames

9. REQUIRED IMMUNISATIONS

SVHM Employee Health Screening and Immunisation Policy outlines the requirements for staff working in SVHM facilities.

Table 1: Vaccine Preventable Diseases for which vaccination and/or assessment is required within SVHM

Chicken pox (varicella) Hepatitis B Measles Mumps Rubella COVID-19	Whooping cough (pertussis) Diphtheria Tetanus Influenza Tuberculosis
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NOTE: Vaccination requirements may differ according to individual jurisdictional requirements and policy directives and where there is a conflict the higher directive will apply.

SVHM has grouped individuals according to their risk of transmitting vaccine preventable diseases and their risk of exposure to blood or body substances (Table 2).

Table 2: Health Care Worker Risk Categorisation



Risk Category	Description	Vaccination requirement
Category A	Vaccination is required for this category of health care worker. Healthcare workers within this category have the potential to transmit Vaccine Preventable Diseases to vulnerable patients most at risk of mortality and morbidity from these diseases within SVHM. This includes employees with direct physical contact with patients/clients, deceased persons, blood, body substances or infectious material or surfaces/equipment that might contain these or contact that would allow acquisition and/or transmission of a specific infectious disease by respiratory means. This includes laboratory workers.	Required
Category B	Vaccination is recommended for this category of HCW. This includes individuals who do not work with the risk of exposure to blood or body substances, their normal work location is not in a clinical area (e.g., chef, administrative staff) and only attends the clinical area for short periods of time. Essentially, these individuals have no greater level of risk than that of the general community.	Recommended

10. PRE-EXISTING INJURY

Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.

11. AGREEMENT

National Police Check:

I understand that it is a condition of my employment to provide SVHM with a current National Police Certificate PRIOR TO COMMENCING WORK and this is at my own cost.

I understand that regardless of the frequency, if I am working and or visiting in a designated 'high risk area' of SVHM (as defined in the SVHA Pre-employment/Appointment Safety Checks Policy) I will be subject to periodic Police Checks every three years at my own cost.

Required Immunisations:

Individuals who will be working in Category A positions will only be able to commence employment following assessment of their vaccination status. The decision to proceed with the commencement of employment will be at the discretion of the ICP in consultation with the Hiring Manager and may in some instances, require additional vaccinations to ensure full compliance with the SVHM Employee Health Screening and Immunisation Policy.

I understand that if additional vaccinations are required to comply with pre-employment prerequisites, this will be at my own cost. Where a state jurisdiction overrides this, the facility will bear the cost.

I have read, understood and agree to comply with the responsibilities and accountabilities of this position description. I agree to comply with all SVHM requirements, policies, procedures, by laws and directions.

Name: _____



Signature: _____

Date: _____