

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:	Mental Health Graduate Nurse	Reports to:	Nurse Unit Manager
		Professional responsibility to:	Senior Psychiatric Nurse
Department:	Medical Services	Program:	Mental Health
Industrial Agreement:	Victorian Public Mental Health Services Enterprise Agreement 2020-2024 or its successor	Classification	NP11
		Risk Category:	A

3. POSITION PURPOSE

St Vincent's Mental Health (SVMH) provide exceptional healthcare to consumers of the service through the Adult Acute Inpatient Service (AIS), Continuing Care Unit (CCU), Older Persons Care Services, Community Mental Health Clinics and other specialised services. We offer specialised support to individuals experiencing serious mental illness in the cities of Yarra and Boroondara. As Mental Health Graduate Nurse Program (GNP) participant, you will embark on an immersive journey starting with a minimum 6-month rotation in the AIS, with possibilities for further rotations into older persons, community, CCU, the Group Program on AIS or Depaul House. We are also introducing partnerships with non-government organisations to improving access to services for those struggling with their mental health.

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 morning, afternoon and night shifts. 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 12-month program. 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

Embracing a recovery-oriented approach, we empower you to make a real difference in the lives of our consumers. Your daily endeavours will actively shape and refine the application of our 'Strengths Model of Recovery-Oriented Practice', committing to holistic care.

4. POSITION DUTIES

- Deliver comprehensive nursing services, encompassing the holistic care of consumers, which includes:
 - Managing both the physical and emotional well-being of consumers.
 - Administering medications adhering strictly to hospital protocols and policies, alongside assisting with medical and diagnostic procedures.
 - Documenting, observing, and reporting pertinent nursing findings accurately.
 - Ensuring smooth admission and discharge processes in alignment with local guidelines.
 - Facilitating effective handover procedures in accordance with hospital policies, utilizing the ISBAR principles.
- Engage actively in consumer-centred activities such as group sessions and consumer meetings.
- Contribute to consumer assessment, care planning, and discharge planning processes.
- Empower consumers to take ownership of their care journey and support family members utilising the Strength Model of care by:
 - Cultivating a culture of hope through optimistic language, supportive interactions, and acknowledgment of consumer efforts toward recovery.
 - Equipping consumers with necessary resources and education to achieve their recovery goals, including medication management, coping strategies, and symptom management.
 - Advocating against stigmatization, discrimination, and social exclusion.
 - Upholding and respecting professional role boundaries.
 - Participating actively in Strengths Brainstorming sessions.
- Foster collaborative relationships and deepen understanding of the roles of the Lived and living experience workforce.
- Ensure meticulous documentation in clinical files, adhering to local policy and professional obligations under the Health Records Act and Privacy Act.
- Implement the principles and legal requirements stipulated in relevant legislation, particularly the Mental Health and Wellbeing Act 2022.
- Uphold consumer satisfaction standards aligned with the current National Practice Standards (NPS 2013).
- Fulfil all clinical competencies within the designated timeline outlined in the educational program requirements.
- Pursue continuous professional development by attending training sessions and study days as specified in the Graduate Nurse Program (GNP).
- Participate in a minimum of 15 supervision sessions throughout the program, fostering personal and professional growth.

5. LOCAL WORK ENVIRONMENT

St. Vincent's Mental Health (SVMH) includes an adult area mental health service for the inner-city areas of Yarra and Boroondara. The Adult Mental Health service components are: The Footbridge Community Care Unit (CCU), a 44 bed Acute Inpatient Service (AIS) located on the St. Vincent's Hospital Fitzroy Campus, the North Fitzroy PARC and two community mental health services (CMHS) at Hawthorn and East Melbourne (Clarendon CMHS) consisting of Continuing Care (CCT), Mobile Support and Treatment Service (MSTS) and Homeless Outreach (CHOPS) services, Psychiatric Triage and Crisis Assessment and Treatment (CAT) service, Police, Ambulance and Clinical Response (PACER), ED Mental Health, Extended Triage and The Primary Intervention Care Team (PICT), Hospital Outreach Post Suicide Engagement (HOPE), Supporting Tenants at Yarra Housing Project (STAY).

A Consultation & Liaison Service is provided to the general health service. NEXUS Dual Diagnosis Service, the Body Image and Eating Disorders Assessment and Treatment Service (BETRS) are regional services. State-wide services include the Victorian Dual Disability Service and the Victorian Transcultural Mental Health. The Acute Inpatient Service includes 5 beds designated as the Koori State-wide Inpatient Service and linked to and supported by the Victorian Aboriginal Health Service.

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

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 relevant Practice Development Discussions (PDD) for each rotation by the given dates
- Accept feedback on performance in the clinical area throughout the program from NUM, ANUM's, preceptors, Graduate Nurse Coordinators 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.

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)
- 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 the sisters of Charity
 - The Principles of the St. Vincent's Hospital Patient Care Model
 - The Hospital's Code of Conduct
- Demonstrated 'best practice' clinical nursing skills and knowledge
- Demonstrated ability to facilitate team outcomes in a multidisciplinary environment
- Demonstrated ability to assist and support change
- Demonstrated ability to communicate effectively with patients and staff at all levels
- Demonstrated interpersonal including problem solving, conflict resolution, and negotiation
- Knowledge of and commitment to Continuous Quality Improvement
- Demonstrated commitment to ongoing education and professional development
- Demonstrated understanding of professional nursing issues
- Knowledge of workplace statutory and regulatory requirements and their impact on nursing care delivery
- An understanding of the clinical skills required to practice effectively as a mental health nurse.
- The ability to foster and develop therapeutic relationships
- Demonstrated understanding of the legal and ethical implications of working within the mental health setting
- Demonstrate an ability to problem solve and work as part of a multidisciplinary team
- Well-developed written and verbal communication skills
- Desire to undertake postgraduate qualifications following completion of Graduate Nurse Program.

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	Required



	<p>transmit Vaccine Preventable Diseases to vulnerable patients most at risk of mortality and morbidity from these diseases within SVHM.</p> <p>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.</p> <p>This includes laboratory workers.</p>	
Category B	<p>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.</p>	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: _____