



SVHM Mental Health (12-Month) Graduate Nurse Program Position Description

1. THE ORGANISATION AND OUR MISSION

Welcome to St Vincent's Hospital Melbourne (SVHM), an institution that stands as a beacon in teaching, research, and tertiary health services. With a dedicated team of over 7,500 professionals 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 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, medical diagnostics, 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 provide 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:	Manager, Community Mental Health/ Nurse Unit Manager, Inpatient
Professional responsibility to:	Senior Psychiatric Nurse
Program:	Integrated Care Services
Department:	Mental Health
Industrial Agreement:	Victorian Public Mental Health Service Enterprise Agreement 2025-2028 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 developing partnerships with non-government organisations to improve access to mental health services, which will expand our graduate rotations.

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.

As a participant of the Mental Health GNP, 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.

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

During the Mental Health rotation, graduates complete a six-month placement within the Acute Inpatient Service (AIS), providing beginner-level care in accordance with the National Practice Standards for the Mental Health Workforce (2013). Graduates support consumers with serious mental illness and high recovery needs within the Yarra and Boroondara catchments, working collaboratively with multidisciplinary teams and the Lived Experience workforce. A structured education and training program supports competency development, with completion of all clinical and academic requirements mandatory. Successful completion provides recognition of prior learning towards a postgraduate diploma in mental health nursing, with opportunities for ongoing employment subject to performance.

- Deliver holistic nursing care addressing the physical, emotional, and mental health needs of consumers across Mental Health settings.
- Provide recovery-oriented, trauma-informed care in Mental Health services in alignment with the National Practice Standards for the Mental Health Workforce (2013).
- Safely administer medications and assist with medical and diagnostic procedures in accordance with hospital policies and protocols.
- Observe, assess, document, and report relevant nursing findings in line with professional and organisational requirements.
- Complete clinical handover in accordance with hospital and unit policies, utilising ISBAR principles.
- Liaise effectively with consumers, families, medical staff, and allied health professionals to support coordinated care.
- Participate in patient or consumer assessment, care planning, therapeutic activities, and discharge planning.
- Facilitate effective admission, transfer, and discharge processes in accordance with hospital and unit guidelines.
- Maintain accurate and timely clinical documentation in accordance with hospital policy, the Health Records Act, and the Privacy Act.
- Apply relevant legislative requirements, including the *Mental Health and Wellbeing Act 2022*.
- Participate in unit-based meetings, quality activities, and initiatives that support consumer satisfaction and service improvement.
- Complete all required clinical competencies within program timeframes.
- Participate in mandatory education, competencies, study days, area-based learning, and professional development activities.
- Attend a minimum of 15 supervision sessions throughout the program



- Successfully complete the academic requirements within the program (a Pharmacology Learning Package, and 4x academic essays) that contribute to RPL within a postgraduate diploma of Mental Health Nursing.
- Adhering to all aspects of confidentiality in regard to consumer, staff and personnel
- Practicing within policy and procedural guidelines.
- 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.

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).

The AIS is a 44 bed acute service that supports consumers who are experiencing acute mental health symptoms from ages 18-64. The layout of the ward is across 2 floors, PSG and PS1, with 19 Low Dependency Beds (LDU) and 3 Intensive Care Area (ICA) beds on each floor. The AIS also includes 5 beds designated to the Aboriginal and Torres Strait Islander community and are linked to the Victorian Aboriginal Health Service.

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 of the position to a standard acceptable to SVHM/SVHA
- Comply with the Mental Health and Wellbeing Act 2022.



- Comply with all SVHM/SVHA policies, procedures, by laws and directions.
- Treat others with respect and always behave professionally 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 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, PDN's and CSNs, preceptors, GNC, Senior Psychiatric Nurse, 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 of the program
- Maintain Nursing registration and any required indemnity cover
- 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.
- Take all necessary care and precautions when undertaking clinical procedures
- Complete all mandatory clinical competencies and unit-based competencies
- 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 consumers and the healthcare team (both verbally and written)
- 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 required annual and ongoing required learning (In particular ADAPT, BLS, Fire and Emergency training, medication competencies; alongside MoveSmart Training)
- Complete 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 report any OH&S risks within the work environment 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 workload 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

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)

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 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 consumers, their families and supporters, 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, academic requirements 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 Professional Development Discussion's within specified time frames



- Desire to undertake post graduate qualifications following completion of the Graduate 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)	Whooping cough (pertussis)
Hepatitis B	Diphtheria
Measles	Tetanus
Mumps	Influenza
Rubella	Tuberculosis

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

Nationally Coordinated Criminal History Check (NCCHC):

I understand that it is a condition of my employment to provide SVHM with a current Nationally Coordinated Criminal History Check (NCCHC) 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.

NDIS Clearance (if applicable):

If this is a 'Risk Assessed Role' (as defined by the National Disability Insurance Scheme NDIS). Regardless of frequency, you will be subject to periodic NDIS Worker Screening Checks every five years at your own cost. 'Risk Assessed Roles' are defined as (a) key personnel as defined in the *National Disability Insurance Scheme Act 2013*; (b) any role that directly delivers a set of specified supports or services in the [NDIS \(Practice Standards – Worker Screening\) Rules 2018](#); (c) any role where normal duties are likely to require 'more than incidental contact' with people with disability. The designation of 'Risk Assessed Roles' are subject to change, please refer to NDIS Practice Standards for further information.

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: _____