

Position Description

Position title	Psychiatric Enrolled Nurse
Department / Division	Banksia Ward / Division of Medicine
Classification	PSEN level 2 year 1 – year 4 PE21-YD22
Position reports to	Nurse Unit Manager
No. of direct & indirect reports	Not applicable
Location	Royal Children's Hospital, Flemington Road, Parkville
Risk category	Category A - works in a direct patient contact role and has or potential to have exposure to blood or body fluids.

The Royal Children's Hospital
The Royal Children's Hospital's (RCH) vision is <i>A world where all kids thrive</i>. RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts. RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria. Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries. We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards https://www.rch.org.au/quality/child-safety/. RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact. Further information on RCH is available at www.rch.org.au

ROLE CONTEXT

Banksia Ward is a 16-bed adolescent inpatient mental health unit at the Royal Children's Hospital (RCH), providing specialised care for young people aged 13 to 17 years. The ward includes a 2-bed Intensive Care Area (ICA) to support young people requiring a higher level of observation and acute intervention.

Banksia Ward is staffed by a multidisciplinary team of healthcare professionals with extensive expertise in child, adolescent, and family mental health. The team works collaboratively to deliver comprehensive, developmentally appropriate care, with a strong emphasis on family involvement and recovery-oriented practice.

The ward supports young people experiencing a wide range of mental health conditions, including affective disorders such as depression and bipolar disorder, difficulties with emotional dysregulation, acute behavioural crises requiring intensive intervention, eating disorders, anxiety disorders, and emerging personality vulnerabilities. Care is tailored to meet the complex and often co-occurring needs of adolescents in an acute setting.

Banksia Ward offers a broad range of therapeutic interventions, including individual and group therapies, music therapy, and access to an integrated school program to support ongoing educational engagement during admission. Family work is a core component of care, recognising the central role of caregivers in a young person's recovery.

ROLE PURPOSE

The Psychiatric Enrolled Nurse (PEN) is responsible for providing care within their scope of practice as part of the multidisciplinary team, under the supervision of a Registered Nurse. The primary responsibility of the PEN is to deliver safe, competent, and compassionate nursing care to young people and their carers. This position requires a skilled and dedicated healthcare professional who is committed to delivering high-quality, child and family centred mental health care.

KEY ACCOUNTABILITIES

Clinical Practice

- Undertake comprehensive holistic patient assessments and contributes to the development of care planning, ensuring alignment with best practice and the individual needs of patients and families
- Provide direct care and support to patients and families, including administering medications, performing procedures, and monitoring vital signs within appropriate scope of practice
- Plan, evaluate and implement nursing care which promotes positive healthcare outcomes for the patients, carers, and families
- Recognise changes in patients' condition and responds or escalates appropriately
- Collaborate with the multidisciplinary team to achieve desired health outcomes for patients and their families.

Optimising Health Systems

- Communicate and collaborate effectively with key stakeholders to ensure coordinated patient care is efficient and supports functioning of healthcare systems
- Maintain accurate and up-to-date documentation, ensuring compliance with legal and regulatory requirements
- Demonstrate ongoing competency in the use of healthcare technology and information systems
- Maintain a safe environment and report incidents promptly to the supervising nurse, Nurse Unit Manager or appropriate stakeholder

Education

- Provide culturally and cognitively appropriate healthcare education to patients and their families on conditions, treatment plans, and self-care strategies
- Support the education and orientation of junior staff, nursing students, and other healthcare professionals
- Accountable for ensuring knowledge and skills are current with best practice
- Identify learning needs through critical reflection and participates in professional growth and development opportunities

Research and Improvement

- Participate in quality improvement programs and accreditation standards activities as relevant to the context of practice
- Participate in research initiatives as appropriate, contributing to the integration of research findings into nursing practice
- Identify clinical practice improvement opportunities and discuss with your manager

Professional Leadership

- Communicate effectively with colleagues, supporting a culture of teamwork and shared responsibility for patient care
- Demonstrate professionalism, integrity, and ethical conduct in all aspects of nursing practice
- Act as a positive role model for colleagues, students, and other members of the healthcare team
- Develop and promote professional working relationships with members of the multi-disciplinary team to foster a positive and collaborative work environment

QUALIFICATIONS AND EXPERIENCE

Essential

- Current registration as a Registered Nurse with the Nursing and Midwifery Board of Australia (NMBA) administered through the Australian Health Practitioner Regulation Agency (APHRA)
- Minimum of 2 years mental health clinical experience
- Demonstrated commitment to ongoing personal and professional development, as evidenced in a Continuing Professional Development (CPD) record/Professional Practice Portfolio (PPP)
- Holds an NMBA approved qualification in administration of medication

KEY SELECTION CRITERIA

- Well-developed interpersonal and communication skills both written and verbal
- Demonstrated ability to work within a multidisciplinary team
- Effective time management and organisational skills
- Ability to work well under pressure and be flexible to changing priorities and environment

OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children Check throughout their employment
- A current, full driver's licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable)
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs

- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.

Position description last updated

July 2026