



<b>Position Title &amp; Classification:</b>	Specialist Community Palliative Care Nurse Grade 3B
<b>Department:</b>	Clinical Services
<b>Employment Status:</b>	Permanent Part Time
<b>Enterprise Agreement:</b>	Palliative Care Nurses Enterprise Agreement 2020
<b>Reporting to:</b>	Clinical Services Manager

Palliative Care South East (PCSE) provides specialist health care for people living at home with a life-limiting illness.

Our vision is to bring people and services together to create a sustainable network that increases access to high quality care for those approaching end of life.

### PCSE Mission

We provide comprehensive, collaborative, integrated care and specialist support.

### PCSE Values

Our Values – Responsiveness, Empowerment, Collaboration and Kindness – stem from a set of principles and beliefs with their foundations in our community and the broader palliative care movement.

Certain behaviours flow from our commitment to these values and together they enhance our workplace culture and inform our expectations of new employees.

### Position Summary

Working as a senior nurse within an interdisciplinary team, they will manage palliative symptomatic issues holistically, providing direct and/or consultative specialist palliative care for clients and their families/carers in their homes.

The senior nurse will participate in complex care coordination and case management in partnership with appropriate external stakeholders or community service providers as requested. They will provide support to their teams, including Intake, Aged Care and day to day operational team duties.

The senior nurse will provide leadership, mentoring and staff development to members of their team. High levels of professional behaviours will always be displayed, and the promotion of a positive workplace culture is essential.

The senior nurse will play a key role in assisting and promoting change management.

## Key Selection Criteria

### Qualifications

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| <i>Essential</i>          | <ul style="list-style-type: none"> <li>• Registered Nurse (Division 1)</li> <li>• Postgraduate qualification in palliative care or working towards</li> </ul>   |
| <i>Other Requirements</i> | <ul style="list-style-type: none"> <li>• National Criminal Record Check and Working with Children Check prior to commencing employment</li> <li>• A current, Full Drivers' licence for the State of Victoria</li> <li>• Employees are required to maintain compliance with Vaccine requirements</li> <li>• Employees required to complete all mandatory and role specific training and competencies as required</li> <li>• Employees to participate in an annual performance review discussion</li> </ul> |

### Skills, Knowledge and Experience

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| <i>Essential</i> | <ul style="list-style-type: none"> <li>• Demonstrated 3 years palliative care experience</li> <li>• Current registration with Australian Health Practitioner Regulation Agency</li> <li>• Demonstrated knowledge of the principles and practice of specialist community-based palliative care nursing</li> <li>• Demonstrated leadership experience including change, coaching and development, motivating self and others and managing performance</li> <li>• Demonstrated ability to provide coordinated care in partnership with key external service providers</li> <li>• Excellent Communication and Interpersonal skills both written and verbal</li> <li>• Commitment to the preservation and empowerment of disadvantaged and marginalised individuals and families, including those from Culturally and Linguistically Diverse communities</li> <li>• Commitment to social justice principles, and specifically to the mission and aims of PCSE</li> <li>• Computer literacy – Microsoft Office suite and clinical electronic databases</li> </ul> |
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## Accountabilities

### *KPI*      *Key Accountabilities*

#### *Client Care*

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| <i>Best Practice</i> | <ul style="list-style-type: none"> <li>• Ensure holistic palliative care is delivered to clients, carers and families</li> <li>• Provide specialist, holistic palliative care to each identified issue or symptom and seek Specialist Palliative Care medical consultation where appropriate</li> <li>• Provide comprehensive guidance, accurate assessment and problem-solving opportunities with colleagues</li> </ul> |
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| <i>Access</i> | <ul style="list-style-type: none"> <li>• Provide current information to clients and families and ensure access to appropriate services on request and at initial assessment</li> <li>• Provide clinical advice and support to the team in delivering quality care for all clients including where complexity exists</li> <li>• Support and provide assistance to their team in providing support to clients and families</li> </ul> |
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| <i>Care Planning</i> | <ul style="list-style-type: none"> <li>• In consultation with the client, family and carers develop a plan of care which incorporates a comprehensive, holistic, interdisciplinary palliative care assessment of the client, family and carers to ensure optimal care and best outcomes</li> <li>• Support and provide professional and clinical oversight to the team to develop complex care plans</li> </ul> |
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#### *Integrated, Interdisciplinary Teamwork*

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| <i>Service Delivery</i> | <ul style="list-style-type: none"> <li>• Ensure the needs of the client, carer and family are met through care that is integrated within PCSE and between PCSE and other relevant services in the community</li> <li>• Assist in day-to-day planning or resources to ensure continuity of care with clients</li> </ul> |
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| <i>Teamwork</i> | <ul style="list-style-type: none"> <li>• Actively participate in an integrated, interdisciplinary team</li> <li>• Partner with interdisciplinary team clinical professional leads to appraise performance to ensure clinical care is provided from an interdisciplinary base.</li> <li>• Provide professional, accurate and evidence based palliative care support and advice to all stakeholders</li> </ul> |
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## Leadership Education & Credentialing

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<i>Leadership &amp; Education</i>	<ul style="list-style-type: none"><li>• Provides leadership in empowering and supporting the interdisciplinary team</li><li>• Role model nursing excellence to develop staff</li><li>• Partner and assist with the development of others by providing professional clinical support and education to colleagues</li><li>• Partner to conduct yearly performance appraisals including compliance with mandatory training as required</li><li>• Identify opportunities for improvement in practice and develop and lead the team</li><li>• Provide effective, visible leadership and supervision across the clinical team.</li><li>• Mentor lead and demonstrate a commitment in supporting organisational change</li></ul>
<i>Professional Development</i>	<ul style="list-style-type: none"><li>• Demonstrate commitment to ongoing professional development and related professional codes and standards</li><li>• Evidence of attendance at relevant seminars and workshops</li><li>• Promote a culture of innovation, encouragement, and learning</li></ul>
<i>Professional Standards</i>	<ul style="list-style-type: none"><li>• Practise in accordance with the Nursing and Midwifery Board of Australia (NMBA) and Professional Standards and Code of Conduct and Ethics</li></ul>

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## Quality & Safety

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<i>Records &amp; Data</i>	<ul style="list-style-type: none"><li>• Ensure adherence to organisational standards and mandatory education including but not limited to Medication Safety, Infection Control, Risk Management and Occupational Health and Safety</li><li>• Document care and activity in an accurate and timely manner into the patient medical record and provide reporting documentation as required</li><li>• Participate and contribute to the development and review of policies, procedures and quality improvement activities</li><li>• Adhere to all clinical policies, procedures and guidelines at PCSE</li><li>• Analyse relevant data to identify care improvement opportunities</li></ul>
<i>Program Evaluation</i>	<ul style="list-style-type: none"><li>• Working with the Clinical Services Manager provide ongoing evaluation of the clinical team including initiating and or participating in improvement opportunities as identified.</li></ul>
<i>Research &amp; Accreditation</i>	<ul style="list-style-type: none"><li>• Leads professional development activities, quality improvement, research and evaluation as appropriate</li><li>• Participate and contribute to accreditation processes and other internal quality programs relating to clinical work</li></ul>

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### All PCSE Staff

All PCSE staff are expected to:

- Demonstrate behaviours and attitudes consistent with the PCSE Mission, Values and Code of Conduct
- Demonstrate respect and courtesy in their interactions with others
- Comply with legitimate management directives at all times
- Adhere at all times to PCSE policies and procedures
- Comply at all times to the legal and professional obligations and requirements applicable to PCSE
- Maintain professional demeanour and appearance, and represent the organisation in a positive manner throughout the period of employment

I have read the above position description. I understand the accountabilities of the role and agree to comply with the requirements of this position.

**Staff Member Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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