**POSITION DESCRIPTION**

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| **Position Title:** | Senior Community Palliative Care Nurse 3B  |
| **Enterprise Agreement:** | Palliative Care South East Nurses Enterprise Agreement 2016 |
| **Terms and Conditions:** | As per Employment Contract (Letter of Engagement) |
| **Responsible to:** | Manager Clinical Services |
| **Performance Appraisal:** | Initially first 3 months then annually |

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 - Respect, Innovation, Integrity and Enablement - 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.

**Definitions**

*(Note: Commonly defined terms are located in the Introduction to PCSE Continuous Improvement System. Any defined terms below are specific to this document).*

| **TERM** | **MEANING** |
| --- | --- |
| PCSE | Palliative Care South East |
| GMCS | General Manager Clinical Services  |
| CEO | Chief Executive Officer |
| CPCN | Community Palliative Care Nurse |

**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.

**Position Objective**

The Senior Community Palliative Care Nurse 3B position is a senior clinical leadership role and provides leadership and support within the nursing team in their day to day operational duties.

**Key Results Areas**

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| --- | --- |
| ***KRA 1*** | ***Client Care*** |
| *Best Practice* | * Ensure holistic palliative care is delivered to patients and families
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|  | * Provide specialist, holistic palliative care to each identified issue or symptom and seek Specialist Palliative Care medical consultation where appropriate
* Provide comprehensive guidance, accurate Assessment and problem-solving opportunities with colleagues
 |
| *Access* | * Provide current information to clients and families and ensure access to appropriate services on request and at initial assessment
 |
| *Care Planning* | * 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
 |
| ***KRA 2*** | ***Integrated, Interdisciplinary Teamwork*** |
| *Service Delivery* | * 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
* Assist in day to day planning or resources to ensure continuity of care with clients
 |
| *Teamwork* | * Actively participate in an integrated, interdisciplinary team
* Acts as role model to orientate and develop staff
* Assist with mandatory training and appraisals
 |
|  | * Provide professional, accurate and evidence based palliative care support and advice to all stakeholders
 |
| ***KRA 3*** | ***Leadership Education & Credentialing*** |
| *Leadership* | * Assist with the development of others by providing professional clinical support and education to colleagues
 |
|  | * Role model nursing excellence
 |
|  | * Provide effective, visible leadership and supervision across the nursing team.
* Lead and demonstrate a commitment in supporting organisational change
 |
| *Professional Development* | * Demonstrate commitment to ongoing professional development and related professional codes and standards
 |
| * Evidence of attendance at relevant seminars and workshops
 |
| * Undertake yearly appraisal and undertake associated documentation and action plans
 |
| * Promote a culture of innovation, encouragement and learning
 |
| *Professional Standards* | * Practise in accordance with the Nursing and Midwifery Board of Australia (NMBA) and Professional Standards and Code of Conduct and Ethics
 |
| ***KRA 4*** | ***Quality & Safety*** |
| *Records & Data* | * Document care and activity in an accurate and timely manner into the patient medical record and provide reporting documentation as required
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| * Ensure relevant data is collected, analysed and used to improve clinical care outcomes
 |
| *Program Evaluation* | * Participate and cooperate in consultative processes to improve health and safety and reduce risk to the safety and wellbeing of staff.
 |
| *Accreditation* | * Participate in accreditation processes and other internal quality programs
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|  |  |

**Qualifications**

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| --- | --- |
| *Essential* | * Registered Nurse (Division 1)
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|  | * Postgraduate qualification in palliative care
* At least 5 years’ experience in palliative care
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**Skills, Knowledge and Experience**

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| --- | --- |
| *Essential* | * Current registration with Australian Health Practitioner Regulation Agency
* Demonstrated knowledge of the principles and practice of specialist community-based palliative care nursing
* Excellent Interpersonal skills
* Demonstrated ability to provide coordinated care in partnership with key external service providers
* Commitment to the preservation and empowerment of disadvantaged and marginalised  individuals and families, including those from Culturally and Linguistically Diverse communities
* Commitment to social justice principles, and specifically to the mission and aims of PCSE
* Computer literacy – Microsoft Office suite and clinical electronic databases
* Demonstrate leadership experience including change, coaching and development, motivating self and others and managing performance
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| *Desirable* | * Demonstrable experience in palliative care or related field for a minimum period of 5 years
* An understanding of the issues faced by individuals and families/carers living with a life-limiting illness gained through clinical experience
* Experience within a like or related service
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**Other PCSE Requirements**

* Satisfactory National Criminal History (‘Police’) Check (Annual)
* Working with Children Check (Triennial)
* A current driver’s licence valid in Victoria
* Active Participation in Continuing Professional Development
* Participation in regular Group Supervision and provide evidence as required.
* Current Professional Registration with Australian Health Practitioner Regulation Agency (AHPRA)

**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
* Actively participate in continuous improvement, risk management and quality assurance activities
* 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, understand the accountabilities of the role and agree to comply with all the requirements of this position to the stated standard.

**Staff Member Signature:**

Print Name:

Position:

Date:

**Manager Signature:**

Print Name:

Position:

Date: