



Position Title & Classification:	Registered Nurse - Community Palliative Care Nurse Grade 3A
Department:	Clinical Services
Employment Status:	Permanent Part Time
Enterprise Agreement:	Palliative Care Nurses Enterprise Agreement 2020
Reporting to:	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 within an interdisciplinary team, the Community Palliative Care Nurse will manage palliative symptomatic issues holistically, providing direct and/or consultative specialist palliative care for clients and their families/carers in their homes.

The Community Palliative Care Nurse will participate in care coordination and case management in partnership with appropriate external stakeholders or community service providers as requested. The Community Palliative Care Nurse will display high levels of professional behaviours at all times and promote a positive workplace culture.

Key Selection Criteria

Qualifications

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

Skills, Knowledge and Experience

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|------------------|---|
| <i>Essential</i> | <ul style="list-style-type: none"> Current registration with Australian Health Practitioner Regulation Agency Demonstrated knowledge of the principles and practice of specialist community-based palliative care nursing High level ability to communicate verbally and in writing in an articulate, concise and empathetic manner 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 Excellent interpersonal and communication skills |
| <i>Desirable</i> | <ul style="list-style-type: none"> Demonstrable experience in palliative care or related field 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 |

Accountabilities

KPI **Key Accountabilities**

Client Care

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|----------------------|--|
| <i>Best Practice</i> | <ul style="list-style-type: none"> • Ensure holistic palliative care is delivered to clients, carers and families • Practise safely and within the professional and own scope of professional boundaries |
| <i>Access</i> | <ul style="list-style-type: none"> • Provide current information to clients families and carers and ensure access to appropriate services at initial assessment and as subsequently identified or upon request |
| <i>Care Planning</i> | <ul style="list-style-type: none"> • 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 |

Integrated, Interdisciplinary Teamwork

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|-------------------------|---|
| <i>Service Delivery</i> | <ul style="list-style-type: none"> • 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 |
| <i>Teamwork</i> | <ul style="list-style-type: none"> • Actively participate in an integrated, interdisciplinary team • Provide professional, accurate and evidence based palliative care support and advice to all stakeholders |

Education & Credentialing

- | | |
|---------------------------------|---|
| <i>Supervision</i> | <ul style="list-style-type: none"> • Supervise students as required • Participate in Group Supervision as required • Participate in the development and updating of Nursing policies and procedures as required |
| <i>Professional Development</i> | <ul style="list-style-type: none"> • Demonstrate commitment to ongoing professional development and related professional codes and standards • Evidence of attendance at relevant seminars and workshops • Evidence of attendance at regular monthly supervision • Participation in team development opportunities • Provide education and support to PCSE employees, volunteers and external health care professionals where appropriate • Actively participate in Induction and Orientation of new employees • Participate in an annual appraisal and complete associated documentation and action plans |

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Professional Standards

Key Accountabilities

- Practise in accordance with the Nursing and Midwifery Board of Australia (NMBA) and Professional Standards and Code of Conduct and Ethics

Quality & Safety

Records & Data

- Ensure adherence to organisational standards and mandatory education including but not limited to Medication Safety, Infection Control, Risk Management and Occupational Health and Safety
- Document care and activity in an accurate and timely manner into the client electronic record and provide reporting documentation as required
- Participate and contribute to the development and review of policies, procedures and quality improvement activities
- Adhere to all clinical policies, procedures and guidelines at PCSE
- Analyse relevant data to identify care improvement opportunities

Accreditation

- Participate in accreditation processes and other internal quality programs

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

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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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