

POSITION DESCRIPTION

Position Title:	Community Palliative Care Nurse
Enterprise Agreement:	Palliative Care South East Nurses Enterprise Agreement 2016
Terms and Conditions:	As per Employment Contract (Letter of Engagement)
Responsible to:	General 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
MPC	Manager People and Culture

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.

Position Objective

To enhance the delivery of high quality clinical services to PCSE clients.

Key Results Areas

KRA 1	Client Care
<i>Best Practice</i>	<ul style="list-style-type: none"> Ensure holistic palliative care is delivered to patients and families Provide specialist, holistic palliative care to each identified issue or symptom and seek Specialist Palliative Care medical consultation where appropriate
<i>Access</i>	<ul style="list-style-type: none"> Provide current information to patients and families and ensure access to appropriate services on request and at initial assessment
<i>Care Planning</i>	<ul style="list-style-type: none"> In consultation with the patient, family and carers develop a plan of care which incorporates a comprehensive, holistic, interdisciplinary palliative care assessment of the patient and family to ensure optimal care and best outcomes
KRA 2	Integrated, Interdisciplinary Teamwork
<i>Service Delivery</i>	<ul style="list-style-type: none"> Ensure the needs of the patient, 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
KRA 3	Education & Credentialing
<i>Supervision</i>	<ul style="list-style-type: none"> Supervise students as required Participate in Group Supervision as required Promote the role and benefits of specialist Community Palliative Care services
<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 volunteers and external health care professionals where appropriate



	<ul style="list-style-type: none"> Actively participate in Induction and Orientation of new employees
	<ul style="list-style-type: none"> Participate in an annual appraisal and complete associated documentation and action plans
<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
<i>Professional Standards</i>	<ul style="list-style-type: none"> Adhere to contemporary professional and practice standards, Code of Conduct and Ethics as specified by relevant professional and regulatory bodies.
KRA 4	Quality & Safety
<i>Records & Data</i>	<ul style="list-style-type: none"> Document care and activity in an accurate and timely manner into the patient medical record and provide reporting documentation as required Analyse relevant data to identify care improvement opportunities
<i>Program Evaluation</i>	<ul style="list-style-type: none"> Provide input into the ongoing evaluation of the CPCN role and functions including initiating and/or participating improvement opportunities where required on a continuing basis
<i>Accreditation</i>	<ul style="list-style-type: none"> Participate in accreditation processes and other internal quality programs
<i>Accurate Records</i>	<ul style="list-style-type: none"> Document care and activity in an accurate and timely manner into the patient medical record and provide reporting documentation as required
<i>Accreditation</i>	<ul style="list-style-type: none"> Participate in accreditation processes and other internal quality programs

Qualifications

<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

Skills, Knowledge and Experience

<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
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- 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

Desirable

- Demonstrable experience in palliative care or related field for a minimum period of 2 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

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

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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: _____