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| **Position Title** | Palliative Care Nurse |
| **Position Number** |  |
| **Department** | Community Nursing |
| **Classification** | Dependent on qualifications and experience |
| **Agreement**  |  Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020 - 2024  |
| **Reports to:** |  Manager Community Nursing |

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| **POSITION DESCRIPTION** |  |

**Position Purpose:**

To provide and maintain a high standard of nursing care and multidisciplinary service which meet the palliative care needs of patients and their families in the Central Grampians Region.

**Department / Unit Specific Overview**

Community Nursing is a part of the broader Community Services Department based which is located at the Ararat campus of East Grampians Health Service. Community nursing includes Community Based Palliative Care Service, District Nursing, Hospital in The Home (HITH), Hospital Admission Risk Program (HARP) and specialist nursing programs.

Central Grampians Palliative Care provides a community-based service that covers three local government areas - Rural City of Ararat, Northern Grampians Shire and Pyrenees Shire. It provides expert guidance and person centred care to clients with a life limiting illness and their carer/s.

**Our Values**

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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Integrity.jpg** | **Integrity** | We value integrity, honesty and respect in all relationships |
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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Excellence.jpg** | **Excellence** | We value excellence as the appropriate standard for all services and practices |
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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Community.jpg** | **Community** | We respect the dignity and rights of our community and acknowledge their beliefs, regardless of their cultural, spiritual or socioeconomic background |
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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Working_Together.jpg** | **Working Together** | We value equally all people who make a contribution to EGHS to achieve shared goals |
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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Learning_Culture.jpg** | **Learning Culture** | We strive to continually lead and develop through education, training, mentoring and by teaching others. |

**Organisational Context**

East Grampians Health Service (EGHS) is a rural health service located in Ararat and Willaura in Western Victoria. EGHS is an integral part of a thriving community and is committed to providing quality health and wellbeing services to people of all backgrounds.

Serving a diverse community, EGHS delivers an extensive range of acute, residential, home and community based services. We strive to continually improve our services to best meet the needs of our patients, consumers and the community.

**Our Vision**

East Grampians Health Service will improve the health, wellbeing and the quality of life for our community.

**Our Purpose**

To meet people’s health needs through leadership, strong partnerships and wise use of resources.

**Strategic Actions**

See EGHS [Strategic Plan 2023 – 2027](https://intranet.eghs.net.au/Files/Publications/EGHS%206pp%20DL%20Strategic%20Plan%20%282023-27%29.pdf).

**Organisational Responsibilities**

* Be aware of and work in accordance with EGHS policies and procedures, including:

[Victorian Public Sector - Code of Conduct](http://intranet.eghs.net.au/Files/Human%20Resources/Victorian%20Public%20Sector%20-%20Code%20of%20Conduct.pdf)

[Confidentiality, Security and Management of Information - SOPP 24.02](http://intranet.eghs.net.au/Files/Policies/CONFIDENTIALITY%2C%20SECURITY%20AND%20MANAGEMENT%20OF%20INFORMATION%20-%20SOPP%2024.02.pdf)

[Hand Hygiene - SOPP 70.18](http://intranet.eghs.net.au/Files/Policies/HAND%20HYGIENE%20-%20SOPP%2070.18.pdf)

[Occupational Health and Safety - SOPP 72.09](http://intranet.eghs.net.au/Files/Policies/OCCUPATIONAL%20HEALTH%20AND%20SAFETY%20-%20SOPP%2072.09.pdf)

[Person Centred Care - SOPP 60.20](http://intranet.eghs.net.au/Files/Policies/PERSON%20CENTRED%20CARE%20-%20SOPP%2060.20.pdf)

[Safety - SOPP 72.13](http://intranet.eghs.net.au/Files/Policies/SAFETY%20-%20SOPP%2072.13.pdf)

[Performance Development policy - SOPP 35.27](http://intranet.eghs.net.au/Files/Policies/PERFORMANCE%20DEVELOPMENT%20POLICY%20-%20SOPP%2035.27.pdf)

[Risk Management - SOPP 74.01](http://intranet.eghs.net.au/Files/Policies/RISK%20MANAGEMENT%20-%20SOPP%2074.01.pdf)

[Child Safe – SOPP 57.24](https://intranet.eghs.net.au/Files/Policies/CHILD%20SAFE%20-%20SOPP%2057.24.pdf#search=57%2E24)

* Be respectful of the needs of patients, consumers, visitors and other staff and maintain a professional approach in all interactions, creating exceptional experiences.
* Be aware of the National Safety and Quality Health Service Standards and all other standards as it relates to your area of work and associated accreditation.
* Undertake other duties as directed that meet relevant standards and recognised practice.
* Agree to provide evidence of a valid employment Working with Children Check and provide the necessary details for East Grampians Health Service to undertake a national Police check. Also provide a National Disability Insurance Scheme (NDIS) worker check or the necessary details (if required).
* Identify and report incidents, potential for error and near misses and supports staff to learn how to improve the knowledge systems and processes to create a safe and supportive environment for staff and patients, consumers and visitors
* Contribute to a positive and supportive learning culture and environment for health professional students and learners at all levels.
* Participate in all mandatory education and orientation sessions as outlined by EGHS.

East Grampians Health Service is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination.

EGHS reserves the right to modify position descriptions as required. Staff will be consulted when this occurs.

**Responsibilities and Major Activities**

* Provide comprehensive assessments, ongoing support, care management and coordination of services to enhance care and management of patients with palliative care needs
* Co-ordinate patient’s health and care needs by responding to clinical, social and environmental changes impacting on the patient’s condition and co-ordinating interventions as appropriate
* Provide clinical review and home visits where a patient’s health is identified as deteriorating, organise support systems and services to support the patient to remain at home
* Communicate and liaise with patients, families, carers, multi-disciplinary team, acute and community health professionals and other key stakeholders involved in patient care
* Provide timely and concise information to health professionals, patients, families and carers that support patient wellbeing and continuum of care
* Work closely with allied health professionals, community health staff, Residential Aged Care staff, UCC and IPU staff across EGHS
* Be responsible for own actions and recognises limitations in practice and abilities. Seek input from more experienced clinicians and help as necessary
* Prioritise workload based on needs, acuity and optimal time for intervention
* Provide supervision and mentorship to students and less experienced staff in their ability to provide safe and effective care
* Demonstrate accurate, complete and up-to-date documentation in line with EGHS policies and maintain a high documentation standard of all staff within the designated area
* Contribute to and supports the usage of best evidence to drive patient care
* Provide leadership to the implementation of safety and quality initiatives
* Ensure that all patients, carers, residents, clients, visitors and staff are treated with respect, dignity and courtesy in an environment that is free from harassment and discrimination
* Undertake the admission and discharge of patients to a high standard as required by your area of work

**Key Performance Indicators**

Key performance measures are how staff are assessed as meeting the responsibilities of the position listed above.

* *Demonstrates practice within the Vision, Mission and Values of EGHS.*
* *Demonstrates leadership and application of knowledge to operate within the agreed budget for the Department and facility and the organisation’s Financial Management framework.*
* *Demonstrates understanding, application of knowledge and implementation of the organisation’s clinical governance framework to ensure the provision of high-quality health care through continuous improvement.*
* *Demonstrates commitment to personal and professional development and participate as an active member of a team.*
* *Demonstrates knowledge and application of skills to ensure the organisation’s information management goals are met.*
* *Demonstrates knowledge and understanding of legislation and maintenance of a safe environment for employees, consumers and visitors*

Key Selection Criteria

**Essential Criteria:**

* Current registration with AHPRA as a Registered Nurse
* Minimum of three years clinical nursing experience in Palliative Care, Community Nursing or related area
* Demonstrated commitment to the provision of agreed care that is client centred
* Demonstrated ability to contribute and practice collaboratively as part of a multidisciplinary team
* Demonstrated ability to assess, plan and coordinate care for carers and clients with a life limiting illness
* A commitment to and evidence of flexibility and innovation in Palliative Care principles, including an evidence-based approach to care
* Strong assessment and critical thinking skills regarding triaging and prioritising care
* Excellent interpersonal skills demonstrated by examples of a positive and proactive approach to problem solving
* Commitment to a high standard of personal appearance and conduct that is clean, neat, tidy, punctual and respectful in language and manner towards staff, patients, carers, residents and visitors
* Demonstrated excellent written and verbal communication, co-ordination and organisational skills
* Post Graduate qualifications in Palliative Care or willingness to undertake
* Demonstrated written and computer skills utilising a range of different programs
* Hold a current and valid Victorian driver’s licence

**Desirable Criteria:**

* Understanding of the PCOC program

**Must have or agree to the completion of:**

* National Police Check (renewed every 3 years)
* Working with Children Check (renewed every 5 years)
* Valid Immunisations

**Acknowledgement**

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| Employee Name |
| Employee Signature | Date |
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| Manager Name |  |
| Manager Signature  | Date |
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| Developed Date (MM,YY) | 08,2024 |
| Developed By Name |  |
| Developed by Title | Director of Community Services  |