



<b>Position Title</b>	Community Palliative Care Nurse - Grade 2
<b>Work Location</b>	1836 Sturt St, Alfredton
<b>Employment type</b>	<b>Part time</b>
<b>Duration</b>	Ongoing
<b>Position reports to</b>	Clinical Operations Manager
<b>Date approved</b>	<b>April 2021</b>

### Organisational Environment

Ballarat Hospice Care Inc. (BHCI) is a home-based palliative care service; caring for people living with a life limiting illness and supporting their family and carers in their place of residence. We are a team of specialist palliative care nurses, supportive care advisors, patient and family support volunteers and compassionate administrative staff. We work closely with GPs, local hospitals, specialist doctors, nursing and community services – all to meet the varying and individual needs of the people we care for including 24hr support and loan of equipment without direct cost to the patient or family. We also offer education to carers and patients and to health and community services and community groups. We cover the Hepburn Shire, City of Ballarat, the northern end of the Golden Plains Shire and the western end of Moorabool Shire.

Our palliative care philosophy is that death is a normal and expected part of life. The model of care incorporates physical, spiritual, social and emotional support; including grief and bereavement support for a period of 13 months, as endorsed by the *National Bereavement Standards*. BHCI is an inclusive organisation and undertakes accreditation in accordance with QIP and Rainbow ✓ quality standards.

As an incorporated organisation we work under the Incorporations Act and hold a Service Agreement with the Department of Health. BHCI works within the frameworks of Safer Care Victoria (SCV) as the state's healthcare quality and safety improvement agency. We operate a Friends of Hospice Op Shop, which is supported by volunteers. BHCI is a flexible workplace and values investment in development of students, research and learning.

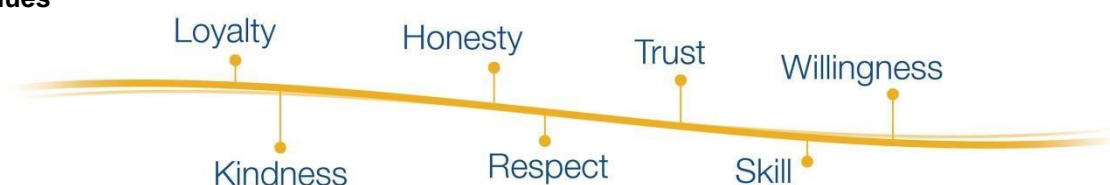
### Vision

To offer our community a specialist palliative care service focused on end of life issues and care

### Mission

Using a skilled interdisciplinary team approach, to facilitate with compassion, the provision of home-based, holistic palliative care, to anyone facing end of life issues

### Values



## Position Purpose

To demonstrate leadership and nursing expertise in the provision of community-based holistic palliative care. This role will work towards developing specialist palliative care nursing skills and competencies. It is expected that this role will undertake ongoing self directed learning in conjunction with education provided within the organisation, to achieve this.

## Scope

- To develop skills and competencies required to provide specialist palliative care to patients and their carers, who are facing end of life issues,
- To work effectively as a member of a multidisciplinary team, within your skill set and experience
- The Nursing and Midwifery Board of Australia (NMBA) - The Code of conduct for nurses (the code) sets out the legal requirements, professional behaviour and conduct expectations for nurses in all practice settings, in Australia. <https://www.nursingmidwiferyboard.gov.au/codes-guidelines-statements/professional-standards.aspx>

## Key Responsibilities

1. Demonstrate and uphold the values of BHCI through professional attributes and behaviours
2. Demonstrate cultural appropriateness
3. To conduct clinical nursing assessment, care planning and evaluation; screening for psychosocial and spiritual issues
4. Effective planning and delivery of quality palliative care for patients / carers, through a managed care system
5. Effective and comprehensive communication / clinical handover to the rest of the healthcare team regarding the patient / carer needs
6. Demonstrate effective and efficient management of own workload

### Key Responsibility 1

#### **Demonstrate and uphold the values of BHCI through professional attributes and behaviours**

- To embrace the mission, values and philosophy of BHCI and use these principles as the basis of work practice
- Proactively contribute to professional attributes and behaviours (please see over)
- Ensures the provision of service complies with the policies and procedures of BHCI
- Effective and efficient management of own workload to include opportunities for research and quality improvement

### Key Responsibility 2

#### **Demonstrate cultural appropriateness**

- Demonstrates a positive regard for diverse cultures and person centred care
- Responds to others in a non-judgmental manner
- Demonstrates awareness of the relationship between culture and health beliefs, and the relationship between culture and health seeking behaviour
- Develops effective communication and relationships with other ethno-specific providers and community groups
- Participates in education; cultural and diversity, LGBTI, aboriginal cultural safety

### Key Responsibility 3

#### **To conduct clinical nursing assessment, care planning and evaluation; screening for psychosocial and spiritual issues.**

- Develop comprehensive assessment skills, to undertake a holistic assessment of the health status of the patient, based on interview, observation, carer interview and consideration of other reports, referral information and other relevant data
- Identify key symptoms of distress at time of initial assessment and involve patient and carer in management of care needs
- Assess individual nursing needs and the carers ability to provide care at home
- Screens for patient and families emotional and spiritual needs focusing on strengths and challenges, social supports, financial and legal concerns using validated tools within PalCare
- Accurate documentation utilising BHCI information management system (PalCare) to document all care interventions to meet legal and regulatory requirements
- Actively participate in BHCI Mentor and Development program

#### **Key Responsibility 4**

##### **Effective planning and delivery of quality palliative care for patients / carers, through a managed care system**

- Under supervision works collaboratively within the multidisciplinary team to meet the daily workload
- Comprehensive and ongoing assessment and review is undertaken at each contact with patient and family
- Maintain an accurate record of current medications within PalCare
- Development of agreed goals and interventions as well as any other services to be involved in providing those interventions
- Development of agreed review times
- Evaluation and accurate documentation of review outcomes
- Appropriate utilization, lending and documentation of BHCI equipment to patients registered with BHCI
- Entry of all contacts; direct or indirect into PalCare

#### **Key Responsibility 5**

##### **Effective and comprehensive communication / clinical handover to the rest of the healthcare team regarding the patient / carer needs**

- Involvement of patient and carer in all aspects of decision making in relation to their needs based on comprehensive and ongoing assessment and consent
- With consent communicate the patient / carer needs to the internal and external healthcare team using Clinical Handover guidelines and guidance from the BHCI team
- Development and maintenance of a therapeutic and professional relationship with patients and carers and all members of the multidisciplinary team
- Open and trusting relationship with BHCI staff and volunteers and with external services who partner with BHCI
- Excellent written and verbal communication (inclusive of PalCare) through maintaining current client records that meet statistical reporting and legal requirements
- Exceptional interpersonal skills with the ability to develop skills in negotiation without judgement

#### **Key Responsibility 6**

##### **Demonstrate effective and efficient management of own workload**

- Reviews own work performance, identifies learning needs, and accesses opportunities for development
- Be willing to rely on the multidisciplinary team to assist with decision making in care planning
- Be willing to accept guidance and development in progressing to a specialist palliative care nurse
- Efficient and effective time management to complete all necessary tasks including documentation
- Efficient use of resources through team decision making process

## **For all BHCI team members:**

### **Occupational Health and Safety**

- BHCI acknowledges its responsibility under the OHS Act 2004 and the OH& S Regulations 2017 to eliminate risks to health and safety in the workplace as far as is practicable. The legislation also places a duty on all employees to take responsibility for their own and others health and safety, to cooperate with management in relation to training, policies and actions to better the working environment.
- As a member of the team you are expected to consistently undertake meaningful self-care and professional self-development throughout the year.

### **Privacy and Confidentiality**

- Ensure that the business and affairs of BHCI, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required by law. Such confidentiality shall extend to the commercial and financial interests and activities of BHCI
- Agree to maintain strict confidentiality while employed by BHCI and at all times thereafter as to information regarding BHCI and client / customer data, operating procedures, client lists and financial information acquired by you during the course of your employment. At no time must information related to patient/ family or staff member be discussed with anyone other than the relevant staff member and / or care professional providing care / service.
- Awareness of the implications of the National Privacy Principles (Privacy Act 1988 (Cth)), Information Privacy Principles (The Privacy and Data Protect Act 2014 (Vic)) and Health Records Act 2001.

### **Professional Attributes and Behaviours:**

#### **A. Teamwork**

- committed to sustaining a positive and trusting team culture
- proactive contributor to the work of the team and contribute towards an interdisciplinary approach to care
- willing to work collaboratively with all team members and willing to share information with colleagues
- open and honest communication with all team members
- willing to negotiate positive outcomes with all team members
- willing to develop new skills and knowledge rapidly

#### **B. Motivation**

- demonstrates a confident, optimistic and proactive mindset
- takes ownership of own job and actively considers the consequences of their actions and the decisions they make
- demonstrates commitment to the team, is willing to share responsibility for the team's goals & objectives

#### **C. Workplace Integrity**

- demonstrate ongoing commitment to the Vision and Mission of BHCI
- preparedness to consistently undertake work in a manner which is in line with the organisation's values of loyalty, honesty, trust, skill, kindness, respect and willingness
- treating the workplace environment, other staff and contractors with respect
- dealing with confidential and sensitive information in a professional manner

#### **D. Workplace Responsibilities**

- BHCI acknowledges that its staff and volunteers have legislative responsibilities in relation to workplace rights which include but not limited to: discrimination, victimisation, bullying and harassment including sexual harassment, equal opportunity, disability, family violence and or abuse and children, parents and carers
- All staff and volunteers work within a Risk Management Culture and report Adverse Events, Near Misses and Incidents as they are identified or arise

## Key Selection Criteria

1. Significant understanding of, and demonstrated commitment and energy for, the objectives and values of BHCI
2. Demonstrated strong values driven leadership with commitment to reflective practice and ongoing professional development
3. High level of nursing skills and inter-personal and communication skills with the commitment to the delivery of quality person centred care and ability to accept assistance from colleagues to work through complex clinical issues based on the principles of palliative and end of life care
4. Willingness to participate in quality improvement and research initiatives to enhance patient and family care
5. Commitment to flexibility and innovation with an openness and willingness to work towards independent practice while having a high level of organisational and time management skills
6. Demonstration of excellent written and verbal communication through the sound documentation of person centred care plans; skill in the use of IT
7. Demonstrated resilient behaviours and skills that will maintain your own wellbeing in context of complex workload and working alone within the community

### Essential:

- Registered Nurse Div.1 registered with AHPRA with 5 years' experience
- Willingness to undertake specific palliative care education within 6 months from commencement
- Ambition to become a specialist palliative care nurse

### Desired:

- Some experience in palliative care and or community nursing

### Also required – current and ongoing maintenance

- Current Police Check
- Working with Children Check
- Current Driver License

### Other relevant information:

- The CEO may amend this position description if required. Any changes will be made in consultation with the.
- Appointment will be subject to a three-month probationary period from the date of commencement and a Performance Review will occur three (3) months following, then annually considering the key roles and responsibilities and required personal and professional attributes outlined in this position description. In addition to reviewing performance (individual and work team), the meeting provides an opportunity to ensure role clarity, revise key performance activities/measures and set development objectives and goals for the year ahead.

Staff Name \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

CEO Name \_\_\_\_\_

CEO Signature \_\_\_\_\_ Date \_\_\_\_\_