



**BALLARAT  
HOSPICE  
CARE INC.**

Home Based Palliative Care

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<b>Position Title</b>	Palliative Care Nurse Practitioner
<b>Work Location</b>	1836 Sturt St, Alfredton
<b>Employment type</b>	Part time (0.6EFT)
<b>Duration</b>	Ongoing
<b>Position reports to</b>	Operations Manager
<b>Date approved</b>	December 2024

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### **Organisational Environment**

Covering a large geographical area covering several shires, Ballarat Hospice Care Inc. (BHCI) provides specialised, home-based palliative care for individuals living with life-limiting illnesses, as well as comprehensive support for their families and caregivers. Our team consists of highly trained palliative care nurses, supportive care advisors and social workers. The clinical team is supported by a dedicated group of research professionals, administrative staff, and volunteers, who together help ensure seamless and compassionate care for our patients and their families and carers. This collaborative approach enables our clinicians to focus on delivering high-quality, specialised palliative care, backed by a strong foundation of operational and research support. We collaborate closely with general practitioners, local hospitals, specialist physicians, and community service providers to address the unique needs of each patient, offering 24-hour support. Additionally, BHCI delivers educational programs for patients, caregivers, healthcare professionals, and community organisations to enhance both understanding and quality of palliative care.

Our palliative care philosophy embraces the belief that death is a natural and expected part of life. Our model of care provides physical, spiritual, social and emotional support; including grief and bereavement support for a period of 13 months, in line with the National Bereavement Standards. BHCI is a proudly inclusive organisation committed to quality and accountability and through accreditation with QIP and Rainbow ✓ quality standards, ensuring respectful, high quality care for all.

As an incorporated organisation we operate under the Incorporations Act and maintain a Service Agreement with the Department of Health Victoria. BHCI aligns with the Standards frameworks of Safer Care Victoria (SCV) the state's healthcare quality and safety improvement agency. We also operate a Ballarat Hospice Care Op Shop, supported by dedicated volunteers. BHCI is a flexible workplace that values and invests in student development, research and continuous learning.

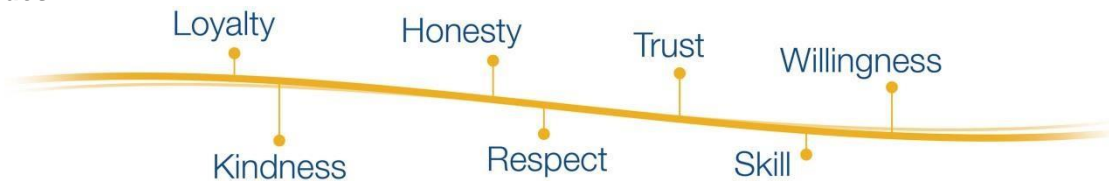
### **Vision**

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



## Overview

The Palliative Care Nurse Practitioner (NP) role is one of collaborative practice, bringing a flexible respectful approach that acknowledges the vast experience and well-established workflows of the current team. They should aim to strengthen team cohesion by building trust, working collaboratively, and understanding the existing dynamics and practices. At the same time, they should offer fresh perspectives and advanced skills, particularly in areas like pain management, symptom control, and end-of-life-planning. This role requires the NP to identify opportunities where innovative practices or recent advancements in palliative care could enhance patient outcomes, fostering team growth and continuously elevating care quality. Additionally, a key part of this role involves identifying opportunities for team learning, providing mentorship, and offering guidance on best practices in palliative care. Through informal teaching opportunities and structured learning, the NP can enable colleagues, keeping the team updated on the last evidenced-based practices and supporting continuous professional growth.

## Position Purpose

- The Palliative Care Nurse Practitioner will serve as a clinical and professional leader, bringing expertise in palliative care to undertake comprehensive assessments. This role involves collaborating and consulting with other members of the BHCI team to plan, implement and evaluate individualised care ensuring the highest standards of patient-centred support.
- The Palliative Care Nurse Practitioner will adopt a collaborative and integrated approach to best support practice and maximise patient care outcomes.
- The Palliative Care Nurse Practitioner role is focused on clinical expertise and patient care that reports to the Operations Manager. This position does not include management of BHCI staff or allocation of BHCI resources.

## Scope

- Conduct and interpret comprehensive client assessments and initiate, implement, and evaluate patient care including diagnosing and treating patients with acute/complex health conditions. This role requires close collaboration with members of the BHCI interdisciplinary team and other relevant health care professionals, to ensure coordinated high-quality care.
- Actively contribute to the BHCI interdisciplinary team, demonstrating professionalism and effective collaboration to support high quality patient care.
- Provide mentorship to less experienced staff offering expert clinical support and guidance as needed and contribute to education for all BHCI team members, carers, and other relevant health care providers.
- Adhere to the Nursing and Midwifery Board of Australia (NMBA) - Code of Conduct for Nurses which outlines the legal requirements, professional behaviour and conduct expectations for nurses across in all practice settings. For further reference, please consult: <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 and respect for diversity
3. Patient care – best practice
4. Leadership – clinical leadership
5. Quality and safety
6. Integrated, interdisciplinary teamwork
7. Education

## Key Responsibility 1

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

- Embrace and apply the mission, values and philosophy of BHCI as the core foundation for all work practices.
- Proactively contribute to the development and maintenance of professional attributes and behaviours (please see over).
- Ensures that all service delivery complies with BHCI's established policies and procedures.

- Effectively and efficiently manage personal workload including the identification and engagement in opportunities for research and quality improvement.

### **Key Responsibility 2**

#### **Demonstrate cultural appropriateness and respect for diversity**

- Exhibit a positive regard for diverse cultures, genders, sexual orientation and a commitment to person-centred care.
- Respond to all individuals in a non-judgmental, inclusive and supportive manner.
- Demonstrate awareness of the interplay between culture, diversity, health beliefs, and health seeking behaviours.
- Advocate for culturally safe practices and policies within BHCI and the broader community.
- Participate in ongoing education related to cultural diversity, cultural safety, LGBTIQ+ inclusivity and the inclusion of minority groups regardless of how they identify.

### **Key Responsibility 3**

#### **Client care – best practice**

- Ensure a high level of responsiveness to patient clinical needs, promptly escalating any issues that fall outside of the scope of practice.
- Provide expert clinical advice and collaborate with patients, staff and other health care professionals to maintain a high quality of care. This integrated approach supports optimal patient outcomes and effective communication with patients and their families and carers.
- Perform and interpret comprehensive patient assessments, to inform diagnosis and treatment/management plans.
- Initiate, implement and evaluate care of patients presenting with acute and/or complex illness situations, prioritising the clinical needs of those identified as high priority or with complex late-stage illness requirements. Work effectively with all members of the BHCI interdisciplinary team to enhance integrated patient care and facilitate clear communication with patients and their families and carers.
- Actively participate in the development of policies, procedures and clinical guidelines that govern community based palliative care delivery.
- Ensure the maintenance of accurate, clear, and current, patient records that comply with organisational standards and prepare reports and submission as required. All documentation should adhere to ethical and legal standards.

### **Key Responsibility 4**

#### **Leadership – clinical leadership**

- Work collaboratively with the BHCI team at all levels, fostering positive interactions and teamwork across the organisation.
- Demonstrate nursing excellence, professional practice and behaviours that embody the values of BHCI, serving as a role model for colleagues.
- Provide expert clinical support and education to BHCI staff, to enhance and support their skills and knowledge.
- Provide mentorship and support to BHCI team colleagues, to foster and support their professional growth.
- Create an environment that promotes ongoing learning and development, encouraging team members to seek learning opportunities and improve practice.
- Collaborate with the BHCI team to identify opportunities for continuous improvement in service delivery, and assist with the development of continuous improvement strategies as appropriate.
- Regularly review personal work performance and identify learning needs, and seek opportunities for professional development in consultation with the Operations Manager.
- Demonstrates efficient and effective time management to complete all required tasks including documentation and reporting.
- Utilise BHCI resources efficiently through consultation with BHCI team members and the Operations Manager, ensuring the best outcomes for patients and their families and carers.
- Actively participates in internal and external committees as required, and as agreed with approval from Operations Manager, contributing to broader organisational goals.
- Participate in an Annual Review with the Operations Manager to assess performance, goals and discuss professional development needs.

### **Key Responsibility 5**

#### **Quality and safety**

- Ensure compliance with Australia's National Safety & Quality Healthcare Standards, ensuring that all care provided meets these essential benchmarks.

- Demonstrate a strong commitment to developing, promoting and advancing continuous quality improvement initiatives, within the organisation.
- Proactively identify clinical risk issues and areas needing improvement in clinical outcomes and actively engaging in strategies to resolve and improving these areas.
- Ensure adherence to standards and mandatory education requirements including but not limited to medication safety, infection control, risk management and occupational health and safety.
- Provide clinical advice and support in the management clinical incidents as required, to improve organisational learning and safety.
- Consistently operate within the Nurse Practitioner scope of practice and ensuring compliance with policies and procedures particularly those relevant to prescribing.
- Actively participate in accreditation processes and other internal quality assurance and continuous improvement activities, to uphold and enhance standards.
- Utilise data and feedback from quality improvement initiatives to inform practice changes.

### **Key Responsibility 6**

#### **Integrated interdisciplinary teamwork**

- Prioritise the needs of the patient, families and carers through a patient-centred approach to palliative care, aligned with the values of BHCI and facilitates through effective collaboration with other health care professionals.
- Actively engage in collaborative relationships with the BHCI team at all levels to enhance communication, teamwork and patient care outcomes. Actively participate in and contribute to BHCI led multi-disciplinary team meetings and other meetings (e.g. case conferences) ensuring comprehensive, holistic care planning and coordination.
- Build, and maintain strong professional partnerships with other health care professionals, promoting integrated care and shared care decision-making to meet the diverse needs of patients and their families and carers.

### **Key Responsibility 7**

#### **Education**

- Foster and support a workplace culture that encourages research innovation, and the continuous advancement of palliative care practices.
- Ensure ongoing compliance with mandatory education requirements and uphold professional codes and standards. Relevant to the role, keeping up to date with best practices in the field.
- Work with the Operations Manager and clinical team members to identify key areas for internal education, knowledge sharing and development of education and learning resources, to enhance team skills and expertise.

### **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 Protection 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. Alignment with BHCI's Objectives and Values: A strong understanding of demonstrated commitment and energy for, the objectives and values of BHCI. With a passion for delivering high-quality compassionate care.
2. Values-Driven Practice and Professional Development: Proven ability to demonstrate values driven practice with a commitment to reflective practice, personal growth and ongoing professional development.
3. Advanced Clinical and Communication skills: High level of nursing expertise in relation to Nurse Practitioner qualifications with the ability to navigate complex clinical issues in palliative care and end-of-life care. Strong interpersonal and communication skills, with a commitment to delivering patient-centred care.
4. Engagement in Quality Improvement and Research: A demonstrated willingness to actively participate in quality and continuous improvement activities and research initiatives with the aim of enhancing patient and their families and carers outcomes.
5. Adaptability and Organisational Skills: Ability to demonstrate flexibility and innovation in practice with the capacity to work autonomously and manage competing priorities efficiently. Strong organisational and time management skills are essential.
6. Effective communication and documentation: exceptional written and verbal communication skills evidenced by ability to produce accurate documentation, develop comprehensive person-centred care plans, the effective liaison, collaborate effectively with health care professionals, and proficiently use required IT platforms.

**Essential qualifications:**

- Registered Nurse (Division 1) registered with Australian Health Practitioner Regulation Agency (AHPRA).
- Post Graduate qualification in palliative care.
- Endorsed as a Nurse Practitioner by the Nursing and Midwifery Board of Australia (NMBA).
- Completion of a Board-approved nurse practitioner qualification at Master's level or education equivalent as determined by the Board of Management.

**Also required:**

- Current Police Check (on induction)
- Current Victorian Driver License
- Fully vaccinated – regarding Covid-19 and Influenza

**Other relevant information:**

- The CEO may amend this position description if required.
- Appointment will be subject to a three (3) month probationary period from the date of commencement.
- A Performance Review will occur three (3) months following commencement, 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 professional development objectives and goals for the year ahead.

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

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

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

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