



POSITION DESCRIPTION

Position Title	Palliative Care Clinical Nurse Specialist
Commencement / Last Date Reviewed:	December 2020
Reviewed By:	Deputy Director of Nursing
EBA:	Nurses & Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016 - 2020

ORGANISATIONAL STRUCTURE

Role / Team	Area	Direct Reports
Community Nursing	Clinical Services	NIL
EBA Classification	Reports To	Professional Accountability
RN Grade 3B (YU11- YU12)	Deputy Director of Nursing	NHW

OUR VISION

To Be Recognised Leaders In Rural Health Care

OUR VALUES

CARING

EXCELLENCE

RESPECT

INTEGRITY

FAIRNESS

POSITION PURPOSE

The primary role of the Palliative Care Nurse Specialist (CNS) is to act within the context of a multi disciplinary team, across the Rural City of Wangaratta (RCOW) and Alpine shire.

To ensure:

- A holistic palliative care service is provided to clients, carers/families in the community, hospitals and other care settings of the clients choice utilising the National Palliative Care Standards 2005 and the Victorian Strengthening palliative care: Policy and Strategic directions 2011-2015



RESPONSIBILITIES AND MEASURES OF SUCCESS IN THE ROLE

The following table breaks down the key performance areas of responsibility for the incumbent. Measurements for performance areas will be agreed to with the Reporting Manager

PERFORMANCE AREA	RESPONSIBILITY
Core Role	<ul style="list-style-type: none"> - Provide integrated, person centred care - Determining eligibility and priority of referrals to the palliative care service - Undertake assessment, develop, implement and review client care plans in line with the current National Palliative Care Standards 2005 and the Victorian Strengthening palliative care: Policy and Strategic directions 2011-2015 - Work as part of an interdisciplinary team by referring and liaising with relevant service professionals to ensure high quality holistic care across the 'triangle of care' (inclusive of loss & grief/palliative care volunteer coordinator & palliative care volunteers at NHW) - Recognize complex clients and liaise with the palliative care CNC at NHW regarding client/family/carers complex needs. - Utilise the Hume Palliative Care Consultancy team and external medical support if NHW CNC not available - Provide support and initiate discussions around Advance Care Plan - Participates in discharge planning from inpatient palliative care and acute care facilities - Support and educate palliative care clients, carers and families - Ensure provision of 24hour on-call nursing as per Department of Health guidelines - Alternate with other clinical staff to attend client case reviews in Wangaratta and Alpine, including documentation of case review discussions/outcomes. - Maintain a hard record copy of all other non computer software supported client related documentation - Utilise the approved client management software for client minimum data set, client data set, client care profiles and client care plans. - Utilisation of appropriate approved assessment tools - Maintain, and develop a program based orientation plan for new staff of all disciplines and act as a mentor and preceptor to new staff to the palliative care service - Provide a role model for high quality clinical practice. - Provide education and act as a resource to other health professionals, students, clients and their carers with the RCOW and Alpine shires - Identify educational opportunities to the NHW CNC &/or Hume Palliative Care Consultancy Team - Recognises the need for and participates in own professional development.
	<p>KPI</p> <ul style="list-style-type: none"> - Promote a continuous improvement culture in line with "Hardwiring for Excellence". - Maintain awareness of and compliance with ACHS Standards and EQUiP Accreditation requirements - Develop and update clinical policies and guidelines for NHW in accordance with evidence based practice and current program specific standards of practice - Participate in departmental quality activities - Completion of all organisational mandatory training within designated timeframe - Participate in annual performance appraisal. - Participate in regular supervision with staff either from Northeast Health Wangaratta, or external service providers as required
Employee Obligations- OHS	<ul style="list-style-type: none"> - Participate in the development of a safe and healthy workplace. - Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures. - Co-operate with management in its fulfilment of its legislative obligations. - Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation. - To report any injury, hazard or illness immediately, where practical to their supervisor. - Not place others at risk by any act or omission. - Not wilfully or recklessly interfere with safety equipment.
Employee Obligations- Medication Safety	<ul style="list-style-type: none"> - It is an expectation of NHW that all nursing staff actively participate in initiatives to improve medication usage, administration and safety, and will do everything possible to ensure correct, timely and accurate administration of medicines to patients of NHW. This includes verification of all medication orders prior to medication administration and completion of all documentation including signing the NIMC associated with medicine administration and completion of all documentation associated with Schedule 8 and 11 medicines.



WORKING RELATIONSHIPS

INTERNAL

- NHW Staff Members

EXTERNAL

- External Health Services

KEY SELECTION CRITERIA

Essential

- Current valid driver's license
- Current registration as a registered Nurse Division a 1 with the Nursing and Midwifery Board of Australia
- Current knowledge of, and commitment to, evidence based practice in palliative care
- Demonstrated understanding of the palliative approach.
- Skills & experience in assessment, referral, advocacy & support of clients.
- Demonstrated ability to work independently and as part of multi-disciplinary team.
- Evidence of strong interpersonal and communication skills, written and verbal.
- Effective time management and organizational skills.
- Knowledge and commitment to service evaluation, quality management and accreditation processes.
- Demonstrated ability to utilize information and technology applications.
- Ability to comply with the "Behavioural Outcomes" for this role

Desirable

- 4years post registration
- Post Graduate qualifications in Palliative Care
- Awareness of community services issues relevant to rural and isolated areas, particularly in the provision of community Palliative Care
- Knowledge of Advance care planning (respecting people choices)

All staff must have and remain current for continued employment the following:

- A current National Police Check (renewed every 3 years)
- A current Working with Children Check (renewed every 5 years)
- Statutory Declaration for applicable workers who have lived overseas

Received By Employee

Name: _____

Date: _____



Standards of Behaviour

Above the line Our staff will always:

Below the line Our staff will not:

Caring

Show compassion to all people
 Demonstrate empathy and understanding
 Work as part of the team
 Mentor others
 Provide encouragement to others
 Care for others the way they would like to be cared for themselves

Be disrespectful
 Be self-centered
 Have inappropriate conversations with others
 Display rudeness

Excellence

Commit to the NHW Hardwiring Excellence expectations
 Have the courage to question what we do
 Persevere to do the best job they can
 Strive continuously to improve
 Be professional and enthusiastic
 Maintain customer focus

Give up
 Demonstrate a 'can't-do' attitude
 Accept mediocrity
 Be unreliable
 Pass the buck
 Ignore feedback given by patients or colleagues

Respect

Maintain confidentiality and privacy
 Listen to others and accept differences
 Be punctual
 Respond courteously
 Greet all people by saying hello, smiling and introducing themselves
 Be culturally informed and sensitive
 Respect diverse opinions

Be sarcastic
 Bully, harass or display aggression
 Be judgmental
 Withhold information
 Contribute to rumours
 Leave an untidy workplace

Integrity

Be open and honest
 Lead by example
 Be responsible and accountable for their own actions
 Stand up and take action
 Escalate issues or behaviors of concern

Be arrogant
 Be dishonest
 Be hypocritical
 Avoid responsibility
 Allow unacceptable behavior

Fairness

Demonstrate consistency
 Treat people equally
 Be considerate and understanding
 Be collaborative and collegial

Discriminate against others
 Demonstrate favoritism and exclusion
 Refuse to assist others with their workload