

General Information

Peninsula Home Hospice is an accredited, not for profit community palliative care organisation providing specialist health care and practical support to people living at home with a life threatening illness and their families and friends. PHH supports people who live within the Mornington Peninsula Shire, City of Frankston and City of Kingston (south of Mordialloc Creek)

Statement of Purpose

Peninsula Home Hospice provides home based specialist palliative care that optimises quality of life and honours the hope for comfort, choice, dignity and peace.

Core Values

We are: *Respectful, Compassionate, Inclusive, Supportive, Responsive*

Position Specification

Reports To	Manager of Clinical Services
Award	Nurses Award 2010 (Private Sector)
Classification	Grade 3B Year 2
Hours	As per Contract
Role Reflection	Initially during the probation period at three months, and six months, then annually

A condition of employment with Peninsula Home Hospice is that all clinical staff have a satisfactory Police check and a Working with Children Check.

Key Selection Criteria

Mandatory	<ul style="list-style-type: none">• Current Qualifications in nursing (RN1) and eligible to work in Victoria, Australia• Post graduate qualifications in palliative care or working towards same• Highly developed palliative care assessment and care planning skills• Demonstrated ability to work as a member of a multidisciplinary team• Excellent written and verbal communication and negotiation skills• Ability to work independently with minimal supervision• Current Victoria Drivers Licence
Desirable	<ul style="list-style-type: none">• Nursing experience working in a community setting• High level of organisation and time management skills• Experience working with families and carers• Well-developed computer skills

Scope

This scope of practice is as defined by 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.

The code is supported by the NMBA Standards for practice and, with the other NMBA standards, codes and guidelines, underpins the requirements and delivery of safe, kind and compassionate nursing practice.

Professional Boundaries

Professional boundaries allow nurses, the person and the person's nominated partners, family and friends, to engage safely and effectively in professional relationships, including where care involves personal and/or intimate contact. In order to maintain professional boundaries, there is a start and end point to the professional relationship and it is integral to the nurse-person professional relationship. Adhering to professional boundaries promotes person-centred practice and protects both parties.

Position Objective

- To provide direct care to clients and their caregivers, along the palliative care trajectory. This includes assessment, ongoing care planning and nursing care
- To use the outcomes of assessment to coordinate and plan appropriate ongoing nursing care in partnership with Bolton Clarke and other services both within PHH and the community
- To work effectively as a member of an interdisciplinary team, and to actively participate in organisational committees and the wider community
- To positively influence service delivery outcomes for clients and their caregivers in supported residential care and aged care facilities
- Through Portfolio responsibilities, provide focus on a specific area that PHH believes would benefit from special attention

Key Responsibilities

1. To conduct nursing assessment, planning and evaluation and screening for psycho-social and spiritual issues
2. To provide nursing care and support to meet the needs of clients and their families
3. To participate as a member of a multidisciplinary team and work effectively as a member of an interdisciplinary team
4. To effectively and efficiently manage own workload to include indirect activities
5. Utilise culturally appropriate intervention strategies for Culturally and Linguistically Diverse clients (CALD)

Key Responsibility 1 To conduct nursing assessment, planning, and evaluation and screening for psycho-social and spiritual issues

KPI:

Referrals are responded to within 24 hours

Assessment is made within the priority time frame

- Acts as first point of contact for all new PHH enquiries and referrals
- Participates in discharge planning to ensure the provision of timely and appropriate services
- Prioritises new referrals for assessment within accepted time frame
- Assesses individual nursing needs and the carers ability to provide care at home
- Provides support to residents and staff in aged care facilities
- Screens for clients and families emotional and spiritual needs focusing on strengths and challenges, social supports, financial and legal concerns

- Observes group and family functioning
- Assists clients in evaluating symptom control setting goals and plans
- Liaises with relevant members of PHH team and refers the client for ongoing nursing care to Bolton Clarke as appropriate

Key Responsibility 2 **To provide nursing care and support to meet the needs of clients and their families**

KPI:

Achievement of medication and syringe driver competency

- Participates and contributes to multidisciplinary team meetings
- Provides nursing care and if required ongoing clinical review, support and advice to clients as appropriate to the model of care
- Works collaboratively with Bolton Clarke to provide specialist palliative care to achieve effective outcomes for clients
- Establishes rapport with clients and families
- Demonstrates nursing skills associated with symptom management
- Liaises with GP's and medical specialists about appropriate symptom management
- Encourages a proactive approach to ensuring that medication is available in the clients home for use on an as needs basis
- Provides client and family education as appropriate
- Demonstrates ability to identify psychosocial and spiritual needs and provides appropriate referral to specialist worker

Key Responsibility 3 **To participate as a member of a multidisciplinary team and work effectively as a member of an interdisciplinary team**

KPI:

Attendance at client care planning meetings

Participation in CQI projects

- Actively participates in organisational committees and the wider community
- Upholds the standards of confidentiality and privacy as required by PHH
- Contributes to consultancy and education sessions as required
- Upholds a professional manner to manage conflict and takes a resolution approach to achieving outcomes
- Participates in opportunities to reflect and explore issues and emotions that increase self-awareness
- Demonstrates ability to respond to other team members' needs for collegial emotional support, including Bolton Clarke, and feeds back on an informal basis
- Provides support and encouragement of self-care practices within team

Key Responsibility 4 **To effectively and efficiently manage own workload to include indirect activities**

KPI:

Participation in annual Role Reflection and Planning

Professional Development Plan

Attendance at compulsory education

- Maintains current client records and meets statistical reporting requirements
- Recognises opportunities for the development of research and quality initiatives including new service programs
- Actively participates in supporting internal and external committees
- Contributes to the regular revision of written resource material for client use
- Accepts responsibility for the supervision of tertiary students as delegated
- Reviews own work performance, identifying learning needs, and accesses opportunities for development

Key Responsibility 5 Utilise culturally appropriate intervention strategies for Culturally and Linguistically Diverse Clients (CALD)

- KPI:**
- Identifies the need for interpreters*
 - Demonstrates a positive regard for diverse cultures
 - Responds to others in a non-judgmental and non-evaluating manner
 - Demonstrates awareness of the relationship between culture and health beliefs, and the relationship between culture and health seeking behaviour
 - Uses interpreters as necessary*
 - Develops effective communication and relationships with other ethno-specific providers and community groups
 - Demonstrates knowledge of culturally appropriate resources and how to access them, including use of interpreting services

All staff are expected to:

- Demonstrate an understanding of Peninsula Home Hospice Policies and Procedures, including those relating to quality management
- Participate in PHH Quality Improvement Activities including ACHS EQulP
- Maintain a professional appearance as required by Peninsula Home Hospice Policy
- Ensure familiarity and compliance with Occupational Health and Safety requirements and regulations
- Undertake other projects and duties as directed by your Line Manager or the Chief Executive Officer

Employee Signature	Date
Employee Name	
Chief Executive Officer Signature	Date