

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

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| Reports To | Clinical Services Manager |
| Award | Nurses Award 2010 (Private) |
| Classification | 4B |
| 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 staff have a satisfactory Police check and a Working with Children Check

Key Selection Criteria

- **Mandatory**
 - Current qualifications in nursing (Division1) and eligible to work in Victoria, Australia
 - Post graduate qualifications in palliative care and recent experience in community palliative care
 - Advanced leadership skills and experience with the ability to provide mentorship or supervision
 - Demonstrated experience in clinical program development, planning and evaluation
 - Demonstrated ability to work as a member of a multidisciplinary team
 - Demonstrated ability to work collaboratively and bring out the best in others
 - Excellent written and verbal communication and negotiation skills
 - Ability to work independently with minimal supervision
 - Current Drivers Licence

- Desirable
- Highly developed palliative care clinical assessment and care planning
 - Experience in preparing and delivering training programs with a Certificate IV in Workplace Training
 - 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

In consultation with the Chief Executive Officer and Clinical Services Manager:

- Provide leadership to the nursing team to ensure effective specialist palliative care nursing practice and processes
- Work to achieve service delivery goals through professional leadership to the multidisciplinary team, direct client care, planning, coordination and evaluation and consultancy to RACF
- Work effectively as a member of an interdisciplinary team and actively participate in organisational committees and the wider community
- To positively influence service delivery outcomes for clients and their caregivers along the palliative care trajectory and bereavement
- Through Portfolio responsibilities, provide focus on a specific area that the Organisation believes would benefit from special attention

Key Responsibilities

1. Clinical systems leadership and strategic development
2. Facilitate interdisciplinary team work and work effectively as a member of the multidisciplinary team
3. Provide direct client care which includes assessment, care planning and evaluation
4. Establish links with relevant service providers, other palliative care providers and aged care facilities.
5. Demonstrate effective and efficient management of own workload to include indirect activities
6. Utilise culturally appropriate intervention strategies for Culturally and Linguistically Diverse clients (CALD)

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| Key Responsibility 1 | Clinical systems leadership and Strategic Development <ul style="list-style-type: none">• Ensure cohesive nurse leadership between Clinical Leader Nursing CLN and Clinical Nurse Consultant CNC• Lead clinical system development and support to the clinical team• Ensures staff workloads are appropriate, equitable and efficient in collaboration with CNC• Provide the Chief Executive Officer and Clinical Services Manager with advice on nursing issues and activities• Facilitate opportunities so that the nursing team have regular support and practice supervision individually and as a team• In consultation with the Clinical Services Manager participates in recruitment, selection, support, professional development, and on-going training of nursing staff• Prepare accurate and timely reports• Accept delegated responsibilities during clinical services manager leave In Conjunction with the Clinical Leadership Group: <ul style="list-style-type: none">• Participate in the development and implements both short and long-term clinical service plans, to ensure the long-term effectiveness and viability of the service• Develop and update policies and procedures relevant to nursing and clinical services• Lead infection control across the organisation• Contribute to the PHH strategic planning process |
| Key Responsibility 2 | Facilitate interdisciplinary team work and work effectively as a member of the multidisciplinary team <ul style="list-style-type: none">• Actively participate in organisational committees and the wider community• Uphold the standards of confidentiality and privacy as required by Peninsula Home Hospice• Uphold a professional manner to managing conflict and take a resolution approach to achieving outcomes• Participate in opportunities to reflect and explore issues and emotions that increase self-awareness• Demonstrate the ability to respond to other team members' needs for collegial emotional support and feedback on an informal basis• Provide staff support and encouragement of self-care practices• Encourage interdisciplinary team work |
| Key Responsibility 3 | Provide direct client care which includes assessment, care planning and evaluation <ul style="list-style-type: none">• Participate and contribute to the interdisciplinary client care meetings• Participate in discharge planning to ensure the provision of timely and appropriate services• Establish rapport with clients and families and assist in setting goals and care plans• Provide nursing interventions to meet the needs of clients and their carers/families |

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- Liaise with GP's and medical specialists about appropriate symptom management
 - Encourage a proactive approach to ensure that medication is available to clients for use on an as needs basis.
 - Provide client and family education as appropriate
 - Demonstrate the ability to identify psychosocial and spiritual needs, and provide appropriate referrals to a specialist worker

Key Responsibility 4 Establish Links with Relevant Service Providers, Other Palliative Care Providers

- Contribute to providing palliative care training and education to other community organisations
- Explore research opportunities for PHH in collaboration with tertiary education facilities
- Ensure that PHH staff have an awareness of the external support services available to clients
- Attend relevant planning and community development meetings as agreed with the Clinical Services Manager
- Contribute to the ongoing training of new and current staff and volunteers

Key Responsibility 5 Demonstrate Effective and Efficient Management of Own Workload to Include Indirect Activities

- Maintain current client records and meet statistical reporting requirements
- Recognise opportunities for the development of quality initiatives including new service programs
- Contribute to the ongoing training of new and current staff and volunteers
- Actively participate in supporting internal and external committees
- Contribute to the regular revision of written resource material for client use
- Review own work performance to identify learning needs and access opportunities for development

Key Responsibility 6 Utilise Culturally Appropriate Intervention Strategies for Culturally and Linguistically Diverse Clients (CALD)

- Demonstrate a positive regard for diverse cultures
- Respond to others in a non-judgmental and non-evaluating manner
- Demonstrate awareness of the relationship between culture and health beliefs, and the relationship between culture and health seeking behaviour
- Develop effective communication and relationships with other ethno-specific providers and community groups
- Demonstrate a 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 EQUiP
- 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

Chief Executive Officer Signature

Date