

POSITION DESCRIPTION

Position Title:	Clinical Nurse Consultant
Business Unit/Department:	Community Palliative Care – Bacchus Marsh
Division:	Cancer, Cardiology & Specialty Medicine
Award/Agreement:	Nurses & Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Clinical Nurse Consultant A (ZF4)
Reports To:	Team Leader - Bacchus Marsh Community Palliative Care Operationally: Operations Manager – Cancer Services Professionally: Director of Nursing and Midwifery CCSM
Direct Reports:	N/A
Date Prepared/Updated:	9 December 2024

Position Purpose

The Bacchus Marsh Community Palliative care team aims provide expert advice and holistic care to improve the quality of life of individuals and their families or carers facing issues associated with a terminal illness. Our team liaises and works in conjunction with the consumer and other relevant community-based services, providing consumer driver care, in the environment of their choice. We also offer bereavement support. The Community Palliative Care Team comprises of Clinical Nurse Consultants and Registered Nurses, with support from a part time Social Worker/Bereavement Councillor.

The purpose of the Community Palliative Care Nurse Consultant is to provide specialist palliative management and support to patients, their families, and carers within our allocated geographical area. The CNC will act as a clinical expert in the management of patient care with particular focus on problem identification, care planning and optimal symptom management. The CNC will demonstrate a high level of skill in Palliative Care Nursing and will provide an active role in the education of staff both in the hospital setting and at a community level.

The CNC will work within the area of specialisation in the supervision, implementation and management of the specialist services and related strategic planning at Western Health. The CNC will foster a collaborative multidisciplinary approach in the management of Palliative Care patients with input from the local GPs, and with the Grampians Region Palliative Care team's input for complex palliative care client management.

As a member of a specialist team the CNC will provide expert and evidence-based direction to ensure service standards and practices related to their area of expertise are maintained and improved across all services of Western Health. As a member of the health care team, the CNC is at the forefront of the provision of high-quality nursing care to patients on a day-to-day basis. As a professional, the CNC is accountable for:

- The maintenance of their own clinical knowledge, further education and always working within the confines of their specific scope of practice, in accordance with the boundaries set by their experience and skill.

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- Ensuring that they are registered to work as a Registered Nurse in Australia at all times whilst working as a nurse within Western Health.

Business Unit Overview

The Division of Cancer, Cardiology and Specialty Medicine provides a comprehensive suite of inpatient, clinic, and community-based care and includes the following services: - Cardiology – Cancer Services – Specialty Medicine which includes Respiratory and Sleep Disorders, Infectious Diseases, Dermatology, Neurology and Stroke, and Rheumatology. The Divisional Director and Clinical Services Director provide leadership and management for these services and contribute to the development of these services at Western Health as directed within business plans. The Division is committed to innovation and the development of services and treatment groups across Western Health to ensure Best Care for the community of Western Melbourne.

Cancer Services at Western Health provides care across a broad range of inpatient, ambulatory outpatient settings. We provide secondary and tertiary cancer services for patients of the Western Region including Medical Oncology, Surgical Oncology, Haematology, Clinical Research, Palliative Care, Inpatient Acute Care, Day Oncology, Oncology HITH, Radiotherapy, Specialist Clinics, and a dedicated Project Team. With a diverse workforce of 250 staff and an annual operating budget of \$24 million, the Division spans the acute and non-acute care settings aiming to ensure timely and seamless transition between services for the people in our care.

Key Responsibilities



Clinical Expertise

- In a consulting capacity, provides clinical nursing expertise and direction in line with clinical standards policies and procedures to both internal and external customers, including providing high level nursing assessment, care planning and interventions/procedures.
- Is responsible for a timely response to referrals and manages and aids others in prioritisation and completion of tasks such as completion of necessary statistical data.
- Provides an efficient and customer focused service commensurate with senior status and role.
- Provides clinical nursing expertise through knowledge of research, new developments, and evidence-based practice in discipline specific and related areas.
- Act as a primary resource in relevant area and ensure the provision of high quality, culturally sensitive patient care in partnership with patients, their significant others and other members of the multidisciplinary care team.



Leadership

- Communicates information and expectations clearly and concisely in a way that builds effective and collaborative working relationships with others.
- Maintains a professional demeanour and serves as a role model for all nursing staff, both as a clinician and in line with behavioural expectations.
- Provides leadership in clinical situations demanding action.
- Take accountability for own actions and others under direction and sphere of responsibility.
- Promotes a culture of innovation, education, excellence, and consumer/client first focus, through policies and practices that support and recognise individual and collective team contribution.
- Demonstrates strong mentoring skills within the nursing and multidisciplinary team and supports succession planning.
- As an expert resource, provides expert clinical knowledge and direction to ensure that clinical standards, policies, and procedures promote a consumer focussed model of care.
- Exhibit a high level of emotional self-control and flexibility in complex, changing, and/or ambiguous situations and when confronted with challenges.
- Maintains and fosters relationships with appropriate internal and external stakeholders.
- Manage the staffing and related resources available to ensure the day-to-day operations are efficient and effective, including rostering and leave management as required.

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- Facilitate MDT meetings, clinical reviews, supervision, mentoring, effective practice, professional development, and any other relevant mechanism to ensure best care is provided.
- Contribute to data collection and report writing as required.



Research & Quality Activities

- Continuously reviews existing practices and policies according to evidence-based practice to minimise adverse and promote positive patient outcomes.
- Obtains feedback through means such as surveys to ascertain whether service standards meet stakeholder expectations and responds to any identified deficits.
- Identifies and contributes to quality improvement and research projects within the service.
- Identifies areas that require improvement through observation, audits, incidents, and staff feedback and implements improvement initiatives accordingly.



Education

- Maintains and updates own professional development portfolio to demonstrate an ongoing commitment to learning and best practice.
- Exchange and share information from participation in seminars and conferences with colleagues via in-services, presentations, education forums, team, and other meetings.
- Provides education within area of extended nursing knowledge, skills & essence of nursing to multidisciplinary team members and patients/families.
- Works with less experienced nurses to develop their capabilities.
- Provides education as required to community groups and other external stakeholders.
- Provides education to clients as families as required.



Evidence Based Practice

- Using evidence-based practice in all aspects of the role.
- Be familiar with local and organisational policies, procedures, and guidelines.
- Contribute to adverse event investigations and undertake individual and team-based reflective practice.
- Continuously reviews existing practices and policies according to evidence-based practice to minimise adverse, promote positive consumer outcomes and identify areas of improvement in nursing practice.
- Participate in new initiatives to enhance patient and consumer outcomes and experience, or staff employment outcomes and experience.
- Identifies opportunities for process redesign and to support staff in the implementation of redesign projects and activities.
- Be aware of Western Health's Strategic Priorities, and ensure activities align with these priorities.
- Provide high quality, culturally sensitive and patient-centred care in partnership with patients, their significant others and other members of the multidisciplinary care team.

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

Key Working Relationships

Internal:

- Divisional Director
- Head of Unit
- Operations Manager
- Director of Nursing and Midwifery
- Clinical Nurse Consultant- Team Leader (Bacchus Marsh Community Palliative Care)
- Medical staff
- Nursing staff
- Allied Health staff

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- Ancillary Western Health Staff
- MSU Bacchus Marsh Ward staff

External:

- Patients,
- Patients Next of Kin or Enduring Power Attorney
- Patients' families and carers
- Palliative care services/networks
- Local General Practitioners
- Professional organisations
- Community groups and organisations
- Community health care service providers
- Specialist Consultants
- Specialist Nurse Probationers

Selection Criteria

Essential:

- A commitment to Western Health Care's Values, Compassion, Accountability, Respect, Excellence, Safety
- Registration as a Registered Nurse in Australia
- Membership of specific specialty Association and/or nursing professional body as required.
- More than 2 years working in a senior clinical role (CNS or above).
- More than 3 years working in Palliative Care Nursing (either inpatient or community).
- Post Graduate Certificate or higher in Palliative Care Nursing.
- Demonstrated ability to work independently with minimal supervision.
- Willingness to work collaboratively with other Clinical Nurse Consultants at other Western Health sites as required.
- Demonstrated negotiation, problem solving and analytical skills.
- Demonstrated ability to work with a diverse and complex professional workforce.
- Demonstrated ability to consult and collaborate with others and work as an effective member of a team to deliver organisational outcomes.
- Knowledge of Victorian, Australian, and international standards and guidelines relating to relevant specialist area.
- Possess excellent clinical skills.
- Proven ability to organise resources.
- Demonstrated commitment to career long learning in relevant specialist area.
- Demonstrated ability to write clear, concise reports, policies, and procedures.
- Basic computer literacy skills.
- Be innovative, resourceful, and adaptable to change.
- Proficient in Microsoft applications.
- Flexibility in working hours.
- Holds current Victorian driver's license without limitation
- Possess excellent communication skills.
- Demonstrated ability to foster meaningful working relationships with key stakeholders.

Desirable:

- Have completed or be working towards a master's in nursing or Post Graduate Diploma in area of specialty.
- Prior experience in research projects.
- Evidence of prior service delivery planning.
- Demonstrated knowledge of quality management.
- Experience working as a Clinical Nurse Consultant
- Research, publication, and public presentation experience.
- Experience in using "palcare" (dedicated software for palliative care services).

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Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment.
- Obtain a working with children check prior to employment.
- Obtain an Immunisation Health Clearance prior to employment.
- Report to management any criminal charges or convictions you receive during your employment.
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures.
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health.
- Protect confidential information from unauthorised disclosure and not use, disclose, or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health.

Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008

- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines.

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: _____

Employee's Signature: _____ Date: _____

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