

## POSITION DESCRIPTION

<b>Position Title:</b>	Registered Nurse
<b>Business Unit/Department:</b>	Community Palliative Care – Bacchus Marsh
<b>Division:</b>	Cancer, Cardiology & Specialty Medicine
<b>Award/Agreement:</b>	Nurses & Midwives (Victorian Public Sector) (Single Interest Employer) Enterprise Agreement
<b>Classification:</b>	Community Health Nurse (ZJ1)
<b>Reports To:</b>	<p><i>Operationally:</i> Team Leader - Community Palliative Care Operations Manager - Division of Cancer, Cardiology &amp; Specialty Medicine</p> <p><i>Professionally:</i> Director of Nursing &amp; Midwifery - Division of Cancer, Cardiology &amp; Specialty Medicine</p>
<b>Direct Reports:</b>	N/A
<b>Date Prepared/Updated:</b>	16 December 2024

### Position Purpose

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

The BMCPCC Registered Nurse 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 Registered Nurse 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 professional within the Bacchus Marsh Community Palliative Care Team, the Registered Nurse 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 (in discussion with direct line manager).
- Ensuring that they are registered to work as a Registered Nurse in Australia at all times whilst working as a nurse within Western Health and practice in alignment with Nursing & Midwifery Board of Australia (NMBA) Registered Nurse Standards for Practice.

### Our Vision

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## 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

- Provides nursing expertise and direction in line with clinical standards policies and procedures to both internal and external customers.
- Assess the clinical, non-clinical and social needs, including the identification of 'at risk' consumers and record with appropriate and accurate documentation in the consumers history and care plan and implement consumer specific risk minimisation strategies
- Perform nursing interventions while demonstrating a high level of clinical decision making, in particular in problem identification and solution, and analysis and interpretation of clinical data, leading to independence of action, within scope of individual nurse.
- Recognise changes in consumers' condition and take necessary action including reporting and escalation seeking appropriate assistance.
- Practice in a safe manner, within ones own scope at all times.
- Accurately reflect the consumers requirements, outcomes or events within prescribed Western Health documentation, ensuring all legal requirements are met in regard to legibility of content and identity of reporter in accordance with Western Health policies and procedures
- Effectively develop care plans that reflect the needs of consumers and their significant others and demonstrates an understanding of the role of community providers
- Identify clinical practice improvement opportunities and discuss with your manager
- Demonstrate high level of accountability and responsibility for care delivered
- Identify potential issues relating to practice that may require investigation so as to improve clinical standards and critically review outcomes of nursing practice
- Perform other nursing duties as required



### Leadership

- Communicates information and expectations clearly and concisely in a way that builds effective and collaborative working relationships with others.
- Work collaboratively within the nursing team model of care
- Take accountability for own actions and others under direction and sphere of responsibility
- Role model behaviours consistent with the professional Code of Conduct and organisational values and challenge others when their behaviour does not meet expectations
- Lead by example, and motivate staff to strive for excellence
- Demonstrate initiative in supporting early career and less experienced staff
- Contribute to peer feedback and engage in appraisals for early career staff, as directed by your manager

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- Work within and towards the Nursing and Midwifery workforce plan
- Maintains a professional demeanour and serves as a role model for all nursing staff, both as a clinician and in line with behavioural expectations.



### Research & Quality Activities

- Use evidence to support improvement to consumer care and practice
- Be curious about ways to improve practice and outcomes
- Promote evidence-based practice and share findings at internal and external forums
- Participate in quality and research projects as appropriate



### 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 meeting
- 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.



### 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
- Medical staff
- Nurse Unit Manager
- Nursing staff
- Allied Health staff
- Ancillary Western Health Staff

### External:

- Patients
- Patients Next of Kin or Enduring Power Attorney
- Patients' families and carers

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- Palliative care services/networks
- Local General Practitioners
- Professional organisations
- Community groups and organisations
- Community health care service providers
- Local Residential Aged Care Facilities
- Specialist Consultants

## Selection Criteria

### Essential:

- A commitment to Western Health Care's Values, Compassion, Accountability, Respect, Excellence, Safety
- Registration as a Registered Nurse in Australia
- Demonstrated ability to work independently with minimal supervision
- Demonstrated negotiation, problem solving and analytical skills
- Demonstrated advanced communication 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
- Demonstrate evidence of undertaking professional development activities to maintain and enhance nursing expertise
- Demonstrated ability to escalate care as required
- A commitment to high quality, safe and person-centred consumer care
- Knowledge of Victorian, Australian and international standards and guidelines relating to relevant specialist area
- Possess excellent clinical skills
- Demonstrated ability to foster meaningful working relationships with key stake holders
- 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 to provide leave cover as negotiated
- Current Victorian driver's license without limitation
- Minimum 3 years' experience post registration in an acute setting
- Minimum 12 months experience in relevant clinical area (Palliative care) community or ward based experienced accepted
- Advanced knowledge of common palliative medications and ability to demonstrate safe handling of high-risk medications

### Desirable:

- Post Graduate Certificate in area of specialty or working towards
- Recent Community Palliative Care Nursing experience
- Understanding of 'Palcare' dedicated palliative care patient management and documentation system

## 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 (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of 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.

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- 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), Occupational Health and Safety (Psychological Health) Regulations 2025, 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, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2022
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines.

### General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

*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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