

## POSITION DESCRIPTION

<b>Position Title:</b>	Clinical Nurse Consultant
<b>Business Unit/Department:</b>	Bacchus Marsh Community Palliative Care, Cancer Services
<b>Division:</b>	Cancer, Cardiology & Specialty Medicine
<b>Award/Agreement:</b>	Nurses & Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
<b>Classification:</b>	Clinical Nurse Consultant A (CAPR 3.1) Clinical Nurse Consultant B (CAPR 3.2)
<b>Reports To:</b>	Team Leader: Bacchus Marsh Community Palliative Care Operationally: Operations Manager – Cancer Services Professionally: Director of Nursing and Midwifery CCSM
<b>Direct Reports:</b>	N/A
<b>Date Prepared/Updated:</b>	7 February 2025

<b>Position Purpose</b>	
<p>The Bacchus Marsh Community Palliative care team is dedicated to providing expert advice and holistic care, aimed at enhancing the quality of life for individuals and their families or carers facing terminal illness. Our team work closely with consumers and collaborate with relevant community services to deliver consumer driver care, in the environment of their choice. We also offer bereavement support.</p>	
<p>The purpose of the Community Palliative Care Nurse Consultant (CNC) 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 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.</p>	
<p>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.</p>	
<p>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.</p>	
<p>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.</p>	
<p>As a professional, the CNC is accountable for:</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>	

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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 and practice in alignment with Nursing & Midwifery Board of Australis (NMBA) Registered Nurse Standards of Practice.

The role of the CNC is working and providing advice and support to a multidisciplinary team environment to ensure an efficient program which meets the growing needs of this area of healthcare, incorporates the following activities; consumer advocacy, collaborative consumer and unit management, research, supervision and mentorship/preceptorship, interaction/liaison with multidisciplinary team, accurate and timely documentation.

### 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.
- Responsible for a timely response to referrals; manages and provides assistance to others in prioritisation and completion of tasks such as completion of necessary statistical data, including entry to support financial recuperation as appropriate.
- Provides an efficient and customer focused service commensurate with senior status and role. Analyses situations and make appropriate decisions in a timely manner that meets the needs of consumers, staff and organisation.
- 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 consumers, their significant others and other members of the multidisciplinary care team.
- Act to ensure safety by managing clinical risk and intervene, as necessary, to achieve optimal outcomes for patients/consumers and teams.
- Represents clinical specialty in multidisciplinary working groups.
- Contributes to a Quality and Business Plan as required in accordance with the National Safety and Quality Health Service Standards and Western Health Guidelines



#### Leadership

- 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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- Contribute to data collection and report writing as required.
- Facilitate MDT meetings and any other required meetings.
- 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.



### **Research**

- 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.
- Lead quality or practice improvement initiatives at local level and/or contributes to quality or practice improvement initiatives at program or organisational level.
- Apply research evidence to clinical practice, has well developed strategies to inform practice in the absence of high-level evidence.
- Present and publish in appropriate professional conferences and journals and remain informed of the current literature.



### **Education & Learning**

- 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.
- Promote the development of, and involvement in, professional networks and learning communities.
- Develop and evaluate policy initiatives that aim to foster patient/consumer involvement and provide them with real and meaningful choices about treatment options.



### **Evidence Based Practice**

- Using evidence-based practice, participate in evaluation of the progress of individuals and groups towards expected outcomes and reformulation of care plans.
- 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.

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- 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.

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 (divisional)
- Clinical Service Director
- Clinical Nurse Consultant- Team Leader (Bacchus Marsh Community Palliative Care)
- Medical staff
- Nursing staff
- Allied Health staff
- Ancillary Western Health Staff
- MSU Bacchus Marsh NUM and ward staff
- Site Director of Nursing and Midwifery

#### External:

- Consumers
- Next of Kin or Enduring Power Attorney
- Consumers families and carers
- Palliative care services/networks
- General Practitioners
- Professional organisations
- Community groups and organisations
- Community health care service providers
- Specialist Consultants
- Specialist Nurse Practitioners
- Clinical Nurse Consultants
- Allied health
- Pharmacists
- Disability Support Worker

### Selection Criteria

#### Essential:

- Current registration as a Registered Nurse with AHPRA
- Experience working in a senior clinical role (CNS or above).
- Have completed or be working towards a Post Graduate Diploma in area of specialty (Palliative Care Nursing)
- Minimum of 3 years' experience working in Palliative Care Nursing (inpatient or community)
- Demonstrated ability to deliver quality consumer care and possession of excellent clinical skills.
- Demonstrated experience working effectively independently and within a multidisciplinary team environment with minimal supervision.
- Demonstrated time management, organisation, and planning skills.
- High level verbal and written communication skills
- Experience in the use of technology to create clear and concise documents, reports, and proficiency with the Microsoft Office suite
- Demonstrated commitment to developing and improving personal education and skills appropriate.

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- to the position
- Demonstrated competency and knowledge to effectively undertake basic health care education.
- Experience in the development, implementation and review of policy, procedures, and guidelines.
- Current Victorian driver's license

**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).

**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.

**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

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*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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