

---

<b>Position:</b>	Palliative Care - Clinical Nurse Specialist
<b>Reports To:</b>	Palliative Care Nurse Clinical Nurse Consultant
<b>Award:</b>	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
<b>Minimum Qualifications:</b>	Academic: Registered Nurse (Division One) Graduate Certificate or Graduate Diploma in Palliative Care or working towards same

---

## **ORGANISATIONAL MISSION, VISION AND VALUES:**

### **Our Mission**

To support our community's physical, mental and social wellbeing by:

- Providing high quality and innovative services;
- Building enduring partnerships; and
- Delivering customer service excellence.

### **Our Vision**

Creating healthier communities

### **Our Values**

#### **Integrity**

- We will be open and honest and will do the right thing for the right reason.

#### **Innovation**

- We will be an industry leader by breaking new ground and improving the way things are done.

#### **Collaboration**

- We will actively work together in teams and partnerships.

#### **Accountability**

- We will take personal responsibility for our decisions and actions.

#### **Respect**

- We will value all peoples 'opinions and contributions.

#### **Empathy**

- We will endeavour to understand other peoples' feelings and perspectives.

## **PRIMARY OBJECTIVES:**

- Assist with the provision services and coordinate quality, effective and efficient palliative care services to the catchment area of Hamilton, Casterton, Coleraine, Balmoral, Penshurst and Merino;
- Provide palliative care to individuals with life-limiting illnesses, family and caregivers in conjunction with local providers;
- Liaise with local providers in regard to palliative care services;
- Practice in accordance with the times, philosophy and established standards of the Regional Palliative Care Program;

## **DUTIES AND RESPONSIBILITIES:**

This position description links to the Competency Standards for Specialist Palliative Care Nurse Practice. The framework is comprised of five Domains of specialist palliative care nursing practice:

- Therapeutic Relationships
- Complex Supportive Care
- Collaborative Practice
- Leadership
- Improving Practice

You will be required to

- Promote a multi-disciplinary team approach to family centred Palliative Care through communication and consultation with team members and patients
- Assist with access for palliative care services to all clients regardless of their geographical situation in the catchment area. Promotes the client's choice with respect to the site of care and organises specific equipment necessary to maintain the client in their homes utilising local and regional resources.
- Contribute to the discharge planning process by developing appropriate discharge planning mechanisms.
- Monitor standards of Regional Palliative Care by developing and utilising appropriate continuous improvement mechanisms in conjunction with the Regional Palliative Care Program and local agencies, implements recommendations and provides feedback to appropriate providers.
- Develop and coordinate a Bereavement Service where applicable utilising local district community resources and Regional Palliative Care Nurse Consultancy.
- Develop and deliver education to assist clients as required.
- Assist the manager with the development of the service by liaising with the Regional Palliative Care Consultant, local agencies and community and, attend meetings as required and provide input on issues affecting palliative care services; develop effective networking in the local area.
- Assist with the local collating and reporting of palliative care statistics, and for the provision of quarterly reports to regional agencies / Barwon Health
- Assist with the coordination and improving links with non-English speaking background and Koori communities

## **Occupational Health and Safety Responsibilities**

All Western District Health Service employees share responsibility for occupational health and safety, (OH&S) with specific responsibilities and accountabilities allocated to positions within the organisational structure. Any employee who fails to meet his/her obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including, dismissal.

Employees have a responsibility to comply with all relevant WDHS OH&S management system Policies, Procedures and programs. This includes the WDHS Injury Management Program.

Employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved standards and Procedures that apply to their activities and check with their Manager when they have any doubts concerning potential hazards.

Employees have a responsibility for:

- Looking after their own health and safety and those of others in the workplace;
- Follow safe work practices and use personal protective equipment as required;
- Participate in OH&S consultation and OH&S training initiatives;
- Report any accidents, incidents, injuries "near misses," safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions;
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities;
- Don't wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk;
- Performing only those tasks for which they have received appropriate training and instruction;

- Ensuring that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace;
- Participate in emergency evacuation exercises.

### **INHERENT PHYSICAL REQUIREMENTS:**

Western District Health Service has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and can perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others. The role may require the following tasks among other things:

<b><u>1 Nursing / Patient Care Role</u></b> <ul style="list-style-type: none"> <li>▪ manual handling (pushing, pulling equipment)</li> <li>▪ general patient handling and clinical nursing duties</li> <li>▪ sitting, standing, bending, reaching, holding</li> <li>▪ pushing pulling trolleys and equipment</li> <li>▪ general clerical, administration work, computer work</li> <li>▪ use of personal protective equipment and handling</li> <li>▪ handling general and infectious waste,</li> <li>▪ <b>shift work in most roles</b></li> </ul>	<b><u>2. Maintenance / Hotel Services Staff Role</u></b> <ul style="list-style-type: none"> <li>▪ generic maintenance work, working at heights</li> <li>▪ generic outdoor work / pushing, pulling trolleys</li> <li>▪ sitting, standing, bending, reaching, holding</li> <li>▪ computer work</li> <li>▪ general clerical, computer and some admin work</li> <li>▪ use of personal protective equipment and handling</li> <li>▪ handling general and or infectious waste,</li> <li>▪ <b>shift work in some roles</b></li> </ul>	<b><u>3 Clerical / Administration Role</u></b> <ul style="list-style-type: none"> <li>▪ sitting, standing, bending, reaching, holding</li> <li>▪ computer work, data entry</li> <li>▪ general clerical at varying levels,</li> <li>▪ use of personal protective equipment</li> <li>▪ handling general waste</li> <li>▪ pushing and pulling trolleys / filing,</li> <li>▪ <b>shift work in some roles</b></li> </ul>
---	--	---

### **Other Requirements**

- Current police check is required for this role
- Current working with children check is required for this role
- Current driver's licence is required for this role
- Some afterhours / on call work may be required in this position

### **Note to all employees**

- You must work within the policies, procedures and guidelines of WDHS
- You must participate in the WDHS integrated risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleagues.
- You must ensure that the affairs of WDHS, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of WDHS.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description when the need arises. Any such changes will be made in consultation with the affected employee(s).
- A Performance Review will occur within three (3) months of commencement, then annually taking account of the key roles and responsibilities outlined in this Position Description. In addition to reviewing performance (individual and work team), the annual meeting provides an opportunity to ensure role clarity, revise key performance activities/measure and set development objectives and goals for the year ahead.

APPROVALS	<i>Name</i>	<i>Signature</i>	<i>Date</i>
Divisional Head:			
Department Head:			
Employee:			

<b>Position code:</b> <i>People &amp; Culture Department use only</i>	PPH_PC CN_JD34.2
<b>Date revised:</b> <i>People &amp; Culture Department use only</i>	May-05, Sep-18, Mar-23

**When revised please forward electronic copy to:**  
 People & Culture Department [email: people.culture@wdhs.net](mailto:people.culture@wdhs.net)