

## POSITION DESCRIPTION

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|--------------------------------------|--------------------------------------------------------------------------|
| <b>Position Title</b>                | <b>Consultant in Palliative Medicine / Palliative Medicine Physician</b> |
| <b>Reports to (Title)</b>            | <b>Director of Palliative Medicine</b>                                   |
| <b>Group Director/ Chief</b>         | <b>Group Director Medical Services and Clinical Governance</b>           |
| <b>Department</b>                    | <b>Palliative and Supportive Care</b>                                    |
| <b>Position Location</b>             | <b>Malvern</b>                                                           |
| <b>Award/Agreement</b>               | <b>Salary &amp; Conditions in accordance with Contract of Employment</b> |
| <b>Delegation of Authority Level</b> | <b>N/A</b>                                                               |

### Position Summary & Role Purpose

The Consultant in Palliative Medicine/ Palliative Medicine Physician leads and manages the delivery of evidenced based Palliative medicine to patients and families across Cabrini. The Palliative Care service operates in an integrated model across 4 service arms: consult; inpatient, ambulatory and community. The Doctor will oversee the clinical service delivery to patients and families as directed by the Director of Palliative Medicine. The doctor will have a key focus on improving the experience of patients and families who are transitioning to palliative care and at end of life and also partake in clinical education, research and governance activities as directed.

### Key Result Areas

#### 1. Key Responsibilities, Outcomes and Activities

##### 1.1 Clinical responsibilities

- Reviews and continues the development of the Cabrini Integrated Palliative Care plan across Cabrini to ensure the service:
  - Delivers high quality evidence based care
  - Provides optimal clinical outcomes
  - Provides excellent patient and family experience
  - Assists in the development of economically viable and sustainable services
  - Supports research and education deliverables

##### 1.2 Operational Responsibilities

- Support the further development and implementation of standardised, evidence based treatment protocols
- Works with the multi-disciplinary team to develop and implement strategies to enhance the patient and family experience
- In conjunction with the Cabrini Institute participates in Palliative Care research activity as agreed with the Director of Palliative Medicine
- Supports the fiscal accountability and development of the Palliative Care Service
- Monitors and reports on KPI's relating to Palliative Care particularly in relation to PCOC, Press Ganey, NSAP, national quality standards to ensure:
  - Compliance with evidence based care
  - use of standardised treatment protocols
  - clinical outcome improvement through quality improvement

- patient and family satisfaction
- through relationship development and sound referral systems assist referring doctors (Oncology and Medical) to meet specific KPIs related to goals of care at end of life.

### **1.3 Quality and Cabrini Resource Management**

- Adheres to the Cabrini codes of professional conduct, code of ethics, standards of practice and competencies, Mission, Values and Vision, and the Behaviours that Matter
- Promotes quality improvement as an integral part of service provision; participate in continuous improvement; develop quality activities and practices as needed
- Participates in the PCOC program across all service arms

### **1.4 Contributes to the achievement of professional expertise for self and direct reports through**

- Maintains own ongoing personal professional development / continuing education
- Personal application of the Cabrini management performance framework
- Identifying, encouraging and monitoring the continuing development of others within a learning culture.

## **2. Work Health and Safety**

Cabrini is committed to providing work environments which are physically and psychosocially healthy and safe for all employees, contractors, volunteers, students, patients, residents, customers and visitors.

All employees are personally responsible to work in a way that protects their own health and safety and that of others who may be affected by their actions.

Employees shall comply with and apply the processes defined in the Cabrini Work Health and Safety Management System. This system enshrines a risk management approach to all work health and safety issues, including a structured method for controlling (eliminating or minimising) work health and safety risks.

The Cabrini Work Health and Safety Responsibilities Procedure defines the responsibilities of employees at all levels of the organisation – Chief Executive; Group Directors; General Managers; managers; those with specified work health and safety responsibilities; and all other employees. Please refer to the procedure for more details of the responsibilities associated with your role.

## **3. Safety and Quality**

It is the responsibility of all staff at Cabrini to ensure that they provide safe high quality care to our patients, residents and service users. Safe care means accepting individual and shared responsibility as well as compliance with the Cabrini policies and protocols by all staff.

## **4. Child Safety**

Cabrini complies with the Victorian Child Safe Standards 2015 and the National Catholic Safeguarding Standards. All children who come to Cabrini have a right to feel and be safe. Cabrini policies and practices aim to keep children safe from harm. All Cabrini staff must comply with all policies including the following:

- Child safe organisational framework
- Mandatory reporting of suspected child abuse
- Working with children check

## **Organisational Relationships**

### **The Consultant in Palliative Medicine / Palliative Medicine Physician:**

- Reports directly to the Director of Palliative Medicine.
- Maintains a close collaborative working relationship with all other Palliative Care Managers and staff.

## **Staff Development**

### **The Consultant in Palliative Medicine / Palliative Medicine Physician will demonstrate a commitment to personal and professional development of self and staff by:**

- Participating in professional development programs
- Maintaining own skills and knowledge
- Remaining up to date with contemporary human resources practices
- Contributing to the Cabrini professional development program as required
- Participating in performance reviews in accordance with Cabrini policy.

## **Key Competencies**

### **The Consultant in Palliative Medicine / Palliative Medicine Physician must demonstrate the following requirements:**

#### **ESSENTIAL**

##### **Educational/Vocational**

- MBBS or equivalent and postgraduate qualifications in Palliative Medicine or related specialty

##### **Registration**

- Unconditional registration as a medical practitioner with AHPRA

##### **Experience**

- Strong background in Palliative Medicine
- Experience in multidisciplinary care delivery
- Experience in problem solving within a team setting

## **Conditions of Employment**

Salary and conditions in accordance with the Cabrini Contract of Employment

## **Our mission**

### **WHO WE ARE**

We are a Catholic healthcare service inspired by the spirit and vision of Mother Cabrini and the Missionary Sisters of the Sacred Heart of Jesus.

### **WHAT WE BELIEVE**

We are a community of care, reaching out with compassion, integrity, courage and respect to all we serve.

### **WHAT WE DO**

We provide excellence in all of our services and work to identify and meet unmet need.

## **Our values**

***Our values form the base of our mission, are built around what we believe and drive how we act. They are drawn from Mother Cabrini's life and reflect her heart, her spirit, her conviction and her approach.***

### **Compassion**

Our drive to care is not just a professional duty to provide excellent quality care but is born of a heartfelt compassion for those in need, motivated by God's love for all people.

- We care deeply about each and every person we serve
- We respond willingly and positively to help meet the needs of those around us
- We put people first as we look to provide extra support and care, beyond our professional duties
- We promote a sense of belonging and community.

### **Integrity**

We believe in the power of hope to transform people's lives and remain faithful to the bold healing mission and legacy of Mother Cabrini.

- We remain true to our beliefs at all times – our mission and values are non-negotiable
- We are welcoming, hospitable and find comfort and motivation in the context of God's all-inclusive love
- We look for the good in each other and recognise each person's contribution as we work together to provide the best possible experience for our patients, residents and their families
- We are honest and reliable, making decisions that are consistent with our mission and taking responsibility for our own actions.

### **Courage**

We have the strength, determination, vision and conviction to continue the work of Mother Cabrini and the Missionary Sisters.

- We care for the whole person – spiritually, physically and emotionally – creating an environment of hope and healing
- We rise up to challenges and opportunities, meeting them with an open mind and a positive attitude
- We maintain the courage of our convictions and express our values through our actions
- We continually look beyond our current services to help support and engage with those who are marginalised.

### **Respect**

We believe that every person is worthy of the utmost respect and the best possible healthcare. We know that our resources are entrusted to us to use for the benefit of others.

- We uphold the worth and dignity of all people, regardless of gender, race, age, ability and social position and treat them with courtesy, respect, equality and justice

- We respect ourselves, our colleagues and the excellence of the services we deliver
- We identify and respond to emerging healthcare needs in our community
- We manage our resources wisely and actively seek to minimise our impact on the environment.

### Behaviours that matter

***Our values are displayed in the way in which we behave in every interaction – with each other, with our patients and residents, with their families and carers, and with visitors and other customers.***

The behaviours that matter have been identified through consultation with staff. They are the minimum standard expected for all who work at Cabrini (employees, volunteers and accredited staff). They describe the organisational culture that we think is fundamental to our mission to “provide excellence in all of our services”.

Unacceptable behaviours have also been identified and described as follows. These behaviours are inconsistent with our values, have a detrimental effect on others and prevent us from achieving our mission and quality goals. If you experience or witness these behaviours, please speak up. If you are unable to address the issue yourself, advise your manager, another senior member of staff or People and Culture.

#### **We are committed to safety and quality:**

| Behaviours that matter                                                 | Unacceptable behaviours                                                                        |
|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| We put patient/resident safety first                                   | We are careless, impulsive or take unnecessary risks that may cause harm to patients/residents |
| We ask questions to understand the problem                             | We jump to conclusions and look for someone to blame                                           |
| We admit when we make a mistake and seek a solution                    | We try to cover up or make excuses for mistakes                                                |
| We look for opportunities to improve our care and services             | We resist or sabotage change                                                                   |
| We speak up when we see behaviour that is inconsistent with our values | We encourage or participate in poor behaviour                                                  |

#### **We are here to provide service:**

| Behaviours that matter                                    | Unacceptable behaviours                    |
|-----------------------------------------------------------|--------------------------------------------|
| We greet everyone warmly                                  | We are rude or discourteous                |
| We are always kind and caring                             | We are arrogant or demeaning               |
| We give our full attention to the person speaking to us   | We are distracted, impatient or dismissive |
| We communicate openly, sensitively and in a timely manner | We are dominating, abrupt or sarcastic     |

#### **We work together to achieve the best outcome:**

| Behaviours that matter                                             | Unacceptable behaviours                                               |
|--------------------------------------------------------------------|-----------------------------------------------------------------------|
| We are quick to offer help without waiting to be asked             | We refuse to help even when it is clearly required                    |
| We share information readily to promote the best care and services | We withhold information or are competitive to the detriment of others |
| We do as we say we will                                            | We are unreliable or inconsistent                                     |
| We encourage and support each other                                | We berate or humiliate others                                         |
| We give praise for a job well done                                 | We are excessively critical or devalue the contributions of others    |

**We exhibit a positive attitude:**

| <b>Behaviours that matter</b>                  | <b>Unacceptable behaviours</b>                              |
|------------------------------------------------|-------------------------------------------------------------|
| We approach our day with energy and enthusiasm | We are negative or apathetic                                |
| We look for the best in people                 | We are judgemental and put others down                      |
| We take pride in our personal appearance       | We look dishevelled, dirty or have offensive personal odour |

**We want to build a just and sustainable community:**

| <b>Behaviours that matter</b>                     | <b>Unacceptable behaviours</b>    |
|---------------------------------------------------|-----------------------------------|
| We treat each other fairly                        | We are hostile or abuse our power |
| We use our resources responsibly                  | We are wasteful or extravagant    |
| We consider the environmental impact of all we do | We are thoughtless or careless    |

**APPROVAL**

*The above statements are intended to describe the general nature and level of work being performed by the incumbent of this role. This document may be revised or updated at any time in line with role, and/or organisational changes. Any such changes will be communicated with the appointed person.*