

POSITION DESCRIPTION

Position Title	Palliative Homecare Registered Nurse (3B)
Reports to (Title)	General Manager/Director of Nursing
Executive Director	Executive Director Continuing Care & Patient Experience
Department	Palliative Care
Position Location	Prahran
Award/Agreement	Salary and conditions in accordance with Cabrini, Acute Care Nurses and Midwives Agreement 2012
Delegation of Authority Level	

Position Summary & Role Purpose

The Palliative Homecare Registered Nurse will enhance the nursing care and management of patients requiring palliative care in the community. The role is responsible for the planning, delivery and evaluation of specialist palliative care to patients and their families in the home setting.

The Palliative Homecare Registered Nurse practises independently and interdependently, assuming accountability and responsibility for their own actions and delegation of care to registered nurses, enrolled nurses and health care workers in accordance with legislation and protocols.

The Palliative Homecare Registered Nurse furthers the Cabrini mission, values and vision as well as demonstrates the values of compassion, integrity, courage and respect by role modelling the behaviours that matter.

The Palliative Homecare Registered Nurse adheres to Cabrini policies and procedures and participates in working parties or committees as required.

Key Result Areas

Key Responsibilities, Outcomes and Activities

Quality, safety and patient experience responsibilities

- Assessing, planning, implementing and evaluating palliative care patients' mode of care in collaboration with individuals and the multidisciplinary health care team
- Ensuring that care is communicated and coordinated within the multidisciplinary team and ensuring accurate and timely documentation
- Demonstrating attention to the needs of the patient and family to privacy, dignity and the maintenance of confidentiality
- Responding effectively to unexpected or rapidly changing situations and escalates issues as required
- To ensure that delegated care is provided safely and accurately. Any delegation of care takes into consideration the education and training of registered nurses, enrolled nurses and health care workers and the context of care
- Ensuring discharge planning is initiated on patient admission to ensure patients and families are well prepared for discharge
- Undertaking clinical supervision, continuous quality improvement and research data generation.

Mission Responsibilities

- Recognising ethnicity, culture, gender, spiritual values, sexuality, age, disability and economic and social factors have an impact on an individual's responses to, and beliefs about, health and illness, and plans and modifying nursing care appropriately
- Displaying self awareness and insight into their own and others behaviours.

Leadership and management:

- Communicating, referring to, and being involved in consultation with, other relevant health professionals, service providers, and community and support services.

Business Management Responsibilities

- Responding to the need for flexible rostering to maximise patient care, meet service needs and those needs of the individual
- Using information technology to develop and guide practice
- Using evidence based practice to support decision making.

Ward / Unit / Department Specific Responsibilities

- Provision of primary education and support to enhance patients on the Palliative Homecare Program
- Incorporating Palliative Care Outcomes Collaboration (PCOC) and Nationals Standards Assessment Program (NSAP) in assessment and management of patient
- Data entry via Patient Administration System (PAS)
- Current Police Check
- Current Drivers Licence.

Safe Practice and the Environment

The Palliative Homecare Registered Nurse will demonstrate Safe Practice and the Environment by:

- Contributing to ensuring a safe and hazard free environment for self and others
- Participating in ensuring a hazard free work environment by following Cabrini policies and procedures and any subsequent instructions
- Carrying out duties in a manner which does not put at risk their own health and safety or that of others
- Co-operating with measures introduced in the interest of workplace health and safety
- Awareness of emergency and evacuation procedures and attends programs as required
- Co-operating with directions from emergency or evacuation wardens and professionals
- Undertaking any training provided in relation to Workplace Health and Safety including in relation to manual handling
- Immediately reporting to supervisor/manager any hazard or matter which may affect health and safety including any accident or near-miss
- Correctly using any information training, personal protective equipment and safety devices provided
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health and safety resources
- Undertaking only those tasks for which authorisation and/or necessary training is provided, and for which all necessary safety arrangements are in place.

Organisational Relationships

The Palliative Homecare Registered Nurse

- Reports directly to the Clinical Operations (ANUM) Manager
- Maintains a close collaborative working relationships Medical and Allied health Staff and other nursing and support staff across Cabrini.

Committee Membership

The Palliative Homecare Registered Nurse will participate as a member of the following committees:

- Relevant internal or external committees as a representative of Cabrini
- As directed by the Nurse Manager/Department Head.

Staff Development

The Palliative Homecare Registered Nurse will demonstrate a commitment to lifelong learning and 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 on performance reviews in accordance with Cabrini policy.

Key Competencies

The Palliative Homecare Registered Nurse must demonstrate the following requirements:

ESSENTIAL

Educational/Vocational

- Current APHRA registration as a Registered Nurse
- Post Grad Qualifications in Palliative Care or relevant stream
- Experience in Palliative Care or relevant stream
- Excellent interpersonal and communication skills

Experience

- Clinical experience in clinical area of employment
- The ability to work autonomously and within an interdisciplinary team
- Coordination and prioritisation skills, including time management
- Using computers and basic soft ware packages
- Maintains and develops required competencies in practice
- The ability to adapt to a changing environment

Knowledge

- Understanding of the requirements of the *Nurses Act 1993 (Vic)* and the Australian Nursing and Midwifery Accreditation Council (ANMAC) Competencies January 2006
- Knowledge of the Cabrini Mission, Vision and Values
- Knowledge of using computers for clinical and business requirements

Conditions of Employment

Salary and conditions in accordance with Cabrini, Acute Care Nurses and Midwives Agreement 2012

Cabrini Mission, Values and Vision

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" which is translated into our quality goals of 100% right care, 100% patient satisfaction and 100% staff engagement.

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 Human Resources

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:

Behaviours that matter	Unacceptable behaviours
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:

Behaviours that matter	Unacceptable behaviours
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

Our vision

Cabrini fulfils the commitment of the Missionary Sisters of the Sacred Heart of Jesus to the healing mission of the Catholic Church.

We serve people across all stages of life, encompassing spiritual, physical, emotional and social care and reflecting the *Code of Ethical Standards for Catholic Health & Aged Care*. The wellbeing and happiness of our patients, residents and families is our mission and central to what we do.

By understanding and addressing the needs of our community, we will grow by learning – by researching and continuously improving the quality of our care and by motivating staff committed to our healthcare mission. We will deliver clinical service excellence, in particular, emergency, cardiac, cancer, paediatric services and care of the elderly, in well designed, modern facilities using proven modern technology, equipment and clinical practice.

By 2020, we will enhance health and quality of life by treating sickness and by working with our patients, residents and their families to anticipate, prevent and ease suffering. We will reach twice as many patients, residents and family members and we will expand our social outreach and community development program sixfold. To achieve this growth we need to deliver an outstanding patient and family health care experience, making us ‘first choice for care’. This will enable us to maintain profitability and thereby continue investment in high quality services that respond to community need

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.

I certify that this position description is an accurate description of the responsibilities assigned to the role

Approved:



Executive Director Human Resources

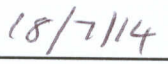


Date

Authorised:



Executive Director Continuing Care and the Patient Experience



Date