

POSITION DESCRIPTION

POSITION TITLE	REGISTERED NURSE	
REPORTS TO	CLINICAL HOSPICE MANAGER	
DEPARTMENT	CLINICAL	
MAIN PEOPLE INTERACTIONS	INTERNAL Clinical Team Support Coordinators Credentialed General Practitioners Administration Team Cleaning Team Volunteers	EXTERNAL Patients Families/Carers Providers/Suppliers Professional Associations Palliative Care Team Healthcare Providers Allied Health Pharmacy
POSITION PURPOSE	To assess, identify, plan, manage and evaluate patient and family/carer palliative care needs and apply appropriate interventions, in partnership with an inter-disciplined clinical team, and in accordance with the relevant legislation, regulations, standards and Hospice policies and codes.	
MISSION, VISION AND VALUES	MISSION Albany Community Hospice continues to be a leader in the provision of specialised palliative care, end of life choices, support and education so our community can experience death with dignity in a manner and place of their choice. VISION Our community has access to, and values the contribution of, quality palliative and end of life care VALUES <ul style="list-style-type: none"> ❖ Compassion ❖ Integrity ❖ Inclusivity ❖ Collaboration ❖ Excellence ❖ Innovation 	
EXPECTED BEHAVIOURS AND ATTITUDES	<ol style="list-style-type: none"> 1. Actively support the Hospice’s Mission and Vision; 2. Adhere to Albany Community Hospice’s values; 3. Adhere to the Hospice’s Policy, Procedures and Codes; 4. Adhere to health and safety procedures and actively contributes to maintain a safe, healthy and hazard-free environment; and 5. Demonstrate: <ul style="list-style-type: none"> ○ energy, enthusiasm and drive; ○ self-awareness and consideration; ○ an ability to maintain confidentiality; ○ honesty and an outstanding work ethic; ○ loyalty to the role, people and the Hospice; ○ commitment to continuous improvement; ○ a positive and proactive attitude; and ○ respect for self and others. 	

KEY POSITION RESPONSIBILITIES	TASK FOCUS AREAS
Apply Effective Clinical Practices	<p>In partnership with the clinical team assess, plan, implement and evaluate effective, accurate and timely patient and family/carer palliative care services;</p> <p>Deliver safe and quality health care in compliance with National Safe and Quality Health Standards, the National Palliative Care Standards, and ACH policies;</p> <p>Re-evaluate and monitor patient care plans and apply appropriate and timely interventions to ensure consistent palliative care excellence;</p> <p>Apply critical decision-making processes to ensure effective holistic assessment practices are undertaken when evaluating patient wellbeing fluctuations; and</p> <p>Provide effective delegation to Enrolled Nurses and Patient Care Assistants within the scope of their practice; and</p> <p>Provide supervision, guidance and learning opportunities to students.</p>
Provide Effective Patient Care	<p>Provide high quality care based on the assessed clinical needs of the patient, consistent with their values, goals and preferences as documented in their care plan;</p> <p>Continually monitor the patient, ensuring changes are effectively identified, assessed and appropriately actioned;</p> <p>In partnership with the clinical team ensure appropriate actions are undertaken if changes occur in the patient's status;</p> <p>Update patient records accurately and in a timely manner;</p> <p>Provide care in an integrated manner to ensure the patient, families and carers experience a seamless transition within and between services;</p>
Undertake Effective Communication	<p>Communicate effectively and accurately with the patient, carers, family members and colleagues ensuring dignity and respect is maintained at all times;</p> <p>Promptly and regularly check correspondence, emails and patient records, to maintain a comprehensive knowledge of the patient's current medical status, prescribed medications and treatments;</p> <p>Communicate with other clinical team members and care providers in a timely, accurate and complete manner; and</p> <p>Actively participate in clinical team and internal meetings and external forums.</p>
Actively Support Hospice Operations	<p>Promote and comply with all relevant legislative and regulatory obligations, and adhere with the Hospice's codes, policies and procedures;</p> <p>Complete administrative and operational activities in alignment with Hospice requirements;</p> <p>Be willing to actively participate in continuous improvement initiatives and projects;</p> <p>Promote and undertake safe work practices; and</p> <p>Be willing to undertake tasks as requested by the Hospice Management.</p>
Develop and Maintain Effective Relationships	<p>Develop and maintain effective professional relationships with internal and external stakeholders;</p> <p>Foster trusting and supportive relationships with patients, families/carers and the wider community; and</p> <p>Represent the Hospice at external events, seminars and forums.</p>

CRITERIA	
QUALIFICATIONS	Tertiary nursing qualifications; Valid Registered Nurse registration with the Australian Health Practitioners Regulation Agency; Satisfactory National Police History Check; Hold appropriate Australian work rights; and Maintain the currency of expertise through ongoing professional development. Desirable Relevant post-graduate qualifications (<i>or progression towards completion</i>)
KNOWLEDGE AND EXPERIENCE	Recent experience delivering excellence within healthcare, ideally in palliative care; Demonstrated knowledge of all relevant legislation and regulations; Demonstrated knowledge and understanding of good clinical governance principles and practices; and Demonstrated knowledge of safe work and quality practices and a commitment to apply them.
SKILLS AND ABILITIES	Advanced interpersonal skills, enabling harmonious and positive relationships with colleagues, patients, and family members/carers; Advanced written and verbal communications skills; Advanced time management and organisational skills; Demonstrated ability to be self-directed and motivated; Demonstrated ability to work autonomously and as part of a team; Advanced problem solving and critical thinking skills; Demonstrated ability to be flexible and adopt change; and Advanced Information Communication Technology (ICT) skills.

ACKNOWLEDGEMENT

I _____, confirm that I have read and understood the expectations detailed in this position description. I agree to work in accordance with this document, and I will use all my knowledge, experience, skills, and abilities to meet the role's requirements.

EMPLOYEE NAME:

EMPLOYEE SIGNATURE:

DATE:

HOSPICE MANAGEMENT NAME:

HOSPICE MANAGEMENT SIGNATURE:

DATE:

Instructions

1. Read the Position Description carefully and keep a copy available for you to refer to at work.
2. If you need anything clarified, ask your manager.
3. As the needs of the Hospice evolve, your Position Description may need to be revised. This would occur in collaboration between you and your manager.