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| C:\Users\Liz.Murdoch\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\QZ6APZ2C\PRESS_BCH_Logo_Colour.jpg | **Position Description**  **Palliative Care CNC** |
| **Mission Statement**  **Bellarine Community Health – Strategic Directions 2018 -2022**  **VISION**  Bellarine Community Health will be the leader in primary health services in Victoria.  **MISSION**  Bellarine Community Health delivers a broad scope of health services and wellbeing programs for all people in our diverse communities.  **VALUES & BEHAVIOURS**  **Community First:** We work with our diverse communities to deliver what matters and what makes a difference. We make decisions with empathy and recognise that our communities are at the core of every decision we make.  **A positive and inclusive environment**: We respect, care, support, nurture, empower, and help each other. We promote a creative, open and safe inclusive environment. Everyone is encouraged to explore opportunities, share ideas, enjoy themselves, excel in their personal development and achieve high levels of personal satisfaction.  **Excellence:** We take pride in delivering services and programs that exceed client, carer, and community expectations. We continually improve what we do, aim for professional excellence and deliver person centred outcomes.  **Leadership:** We are all leaders in the achievement of our vision, mission, strategic objectives, and our organisational values. We work together, using our skills and knowledge to identify and meet the challenges.  **Integrity:** We are honest and transparent. We share our knowledge, say what we believe, and do what we say. We listen and respond. We take responsibility, individually and as a team.  **STRATEGIC DIRECTIONS**  **Strategic Objective One - SERVICES & PROGRAMS**  Create and extend services and programs which are designed, delivered and responsive to our changing and diverse communities  **Strategic Objective Two - COMMUNITY**  Increase inclusive participation and community empowerment, and facilitate two-way awareness between BCH and our diverse communities  **Strategic Objective Three - STAFF & VOLUNTEERS**  Ensure the best mix of staff & volunteers, with the right culture, right skills, and right numbers, as we grow our services & programs  **Strategic Objective Four - QUALITY & SAFETY**  Ensure that all our services and programs are excellent  **Strategic Objective Five - STRATEGIC FINANCES**   * Ensure BCH is financially viable and sustainable for the future through exploring funding opportunities. | |

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| **Position Information** | |
| **Position**  **Objective:** | The Palliative Care CNC is responsible for ensuring high quality palliative care services are delivered to clients of the palliative care service. The Palliative Care CNC is responsible for clinical leadership, support and education to Palliative Care Nurses, Community Nurses and others whilst facilitating an interdisciplinary team approach for client care. |
| **Reports to:**  **Direct reports:** | Executive Director, Adult & Aged Services  Palliative Care Registered Nurses |
| **Program:** | Adult & Aged Services |
| **Location:** | May work across Bellarine Community Health sites |
| **Award:** | NURSES AND MIDWIVES (VICTORIAN PUBLIC SECTOR) (SINGLE INTEREST EMPLOYERS) ENTERPRISE AGREEMENT 2016-2020. |
| **Employment Status:** | Full time, ongoing  Probation Period: 6 months |
| **Remuneration and benefits:** | Access to excellent salary packaging provisions. Employer Superannuation of 9.5%  Employee Health and Wellbeing Program |
| **Mandatory Requirements:** | Bellarine Community Health expects all applicants to present evidence of the following:   * Current Working With Children’s check * Current Police Check (within 12 months from date of application). * A current Victorian Drivers License. |

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| **Organisational Requirements** | |
| **Diversity** | * Commit to providing a safe and welcoming health service for everyone |
| **Child safety** | * Commit to protect children and reduce any opportunities for abuse or harm to occur |
| **Consumer engagement** | * Seek and facilitate consumer and community participation to ensure the healthcare we deliver is safe, high quality and meets the needs and preferences of our diverse communities |
| **Person/family Centred Approach to service provision, health promotion action and access to information.** | Identify, strengthen capacity and address any barriers that prevent a consumer maximising their independence and choice in decision making about the way their services are delivered.  Actively seek opportunities to engage with clients and where appropriate (their families) that will enable them and the community to be autonomous including:   * building on strengths and goals to maximise independence and individual capabilities in decision making * provide a voice in the management of their own health and wellbeing * look for ways to improve the health of diverse communities |
| **Occupational Health and Safety (OH&S)** | * Participate in the development and implementation of OH&S plans for their area of responsibility. * Actively consult with staff directly or through health and safety representatives as appropriate in relation to OH&S matters. * Actively supervise and monitor employees, volunteers and contractors to ensure they are working safely. * Hold staff accountable for their OH&S responsibilities as documented in position descriptions and monitor their OH&S performance. * Ensure all employees, contractors and volunteers supervised are inducted and receive regular training and relevant information to work safely. * Actively resolve OH&S issues as they arise and report any issues to the Executive Management that cannot be resolved at the supervisory level. * Actively monitor the workplace through workplace inspections and hazard reports to determine the presence of hazards and take or recommend corrective action. * Report, record and investigate incidents and take or recommend corrective action. * Monitor, review and report to the Executive Management OH&S performance for their area of responsibility. * Review and action internal and external OH&S reports. * Initiate actions to improve OH&S, actively participate in the OH&S management program and promote a culture of safety. * Actively support employees involved in a return to work program. * Identify strategic and operational risks * Monitor organisational risks and approve expenditure where necessary to control identified risks * Comply with treatment plans designed to control identified risks |

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| **Health Promotion** | Support and contribute to the activities and projects outlined within the BCH Integrated Health Promotion Plan, as required. Implement a health promoting practice approach to service delivery that addresses the social determinants of health |
| **Strategy and Planning** | Participate in planning processes, including program, team and individual to ensure alignment to the BCH strategic plan |
| **Continuous Quality Improvement** | Adopt and promote a culture of Continuous Quality Improvement (CQI). Contribute to the accreditation process, including identifying, developing, implementing and evaluating quality improvement activities |
| **Risk Management** | Comply with BCH Risk Management system and relevant legislation. Actively contribute to creating an organisational culture that promotes risk identification and mitigation. |
| **Equal Opportunity** | BCH is an Equal Opportunity Employer and diversity in the workforce is valued and encouraged. |

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| **Position Specific Responsibilities** |
| **Service Management**   * Direct line management of Palliative Care team members * Monitor performance against activity targets and expenditure against budget * Work collaboratively with the BCH Community Nursing and Support Program Manager and Barwon South West Palliative Care Consortium   **Clinical/ Leadership**   * Provide a lead role within the Palliative Care team by triaging, planning of initial assessment and allocation for newly referred clients with life limiting illness and their carer/families within a shared care model * Provides strong and consistent leadership with the ability to inspire confidence in individual team members to deliver quality care. * Conduct nursing assessment planning and evaluation for clients within the Palliative care Program. * Professionally organise, prioritise and implement strategies to manage daily workload within allocated times * Participate, review, evaluate, and facilitate development of interdisciplinary care for the seriously ill person and their carer/family through actively encouraging team work within the program. * Knowledge of culturally appropriate resources and how to access interpreting services. * Facilitate multidisciplinary team meetings for Bellarine Community Health Palliative Care clients. * Maintain and manage timely and accurate data including VINAH. * Provide ongoing Palliative Care program information to the Community Nursing and Support Program Manager. * May be required to provide on call support for after hours support. * Develop and support Palliative Care Bereavement Program. * Participates as a member of the Barwon South West Palliative Care Consortium * Keep abreast of legislative changes which may impact on clinical services and keep up to date with state and national care policies and Victorian Department of Health Funding Guidelines. * Review and implement educational needs and develop appropriate education plan regarding palliative care for the staff * Delivers education and training to Palliative Care and Community Nursing teams on specialist palliative care topics as documented in the education plan. * Demonstrates reflective practice strategies that identify stressors and able to seek timely support from fellow colleagues, Clinical Peer Lead and Nurse Unit Manager. * Demonstrates self-care strategies that prove a comprehensive understanding of the complex impact of caring for seriously ill people and their families/carers * Emotionally competent using effective self regulation when experiencing difficult emotionally driven situations * Review and contribute to the development of policies and procedures. * Support the use of volunteers, where appropriate.   **Education**   * Provide senior leadership, mentorship and support to the Palliative Care and Community Nursing teams including roster management of staff. * Act as a resource person in relation to clinical practice for Palliative Care Nurses and Community Nurses. * Attends regular training to enhance self –development * Membership of professional body(s) and demonstrated learning from these sources. * Maintaining annual registration requirements and continued professional development (CPD) standards outlined by the Nursing and Midwifery Board of Australia.   **General**   * Able to support and lead change within the workplace whilst having a flexible and open approach. * Demonstrates positivity in all areas of practice * Understand the application of National Safety and Quality Standards to ensure compliance with applicable regulatory bodies is maintained. * Contribution and support of quality improvement projects within the program * Contributes to the development of the Palliative Care Program budget * Actively participate in improving care activities and services * Ensuring client care is effective and culturally appropriate by respecting clients’ values, customs and beliefs. * Complete all mandatory training and education to comply with Bellarine Community Health’s and other applicable legal regulatory bodies. * Report all incidents through GEMBA * Maintain up to date client documentation and statistical report requirements of Bellarine Community Health. * Contribute evidence to the Bellarine Community Health Palliative Care Program Accreditation * Has a demonstrated awareness and knowledge of the relationship between health behaviours and culture. |
| **Key Performance Indicators** |
| * Effective and efficient management of service within budget * Monitor service demand and manage allocation of staff and services to facilitate responsive services * Complete annual performance review of palliative care staff * Develop and work to an annual individual work plan * Contribute to targets and outcomes related to Bellarine Community Health Funding and Service Agreements * Identify opportunities for quality improvement activities: PDCAs - Plan, Do Check, Act * Comply with Bellarine Community Health position related OH&S Responsibilities * Demonstrate a commitment to ongoing personal and professional development by attendance at mandatory training sessions and additional sessions where relevant * Actively co-operate as a member of a team, following the values and principles of Bellarine Community Health * Ensure service adheres to National Safety and Quality Standards and Palliative Care NSAP Standards * Demonstrated use of GEMBA re incident management and PDCA’s. |

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| **Key Selection Criteria and Skills/Attributes** | |
| **Essential** | * A Registered Nurse Division 1 holding current registration with Australian Health Practitioner Regulation Agency. * Relevant post graduate qualification in Palliative Care and/ or Oncology. * Demonstrated advanced skill in leadership and clinical decision making * Demonstrated ability to analyse and interpret clinical data * Highly developed level of nursing skill, palliative care assessment and care planning. * Ability to work independently with flexible and proven innovative practice with an evidence - based approach to care. * Proven ability to create and maintain a positive workplace culture * Excellent organisation and time management skills * Sound working knowledge of information technology * Strong interpersonal, written and verbal communication and negotiation skills * Demonstrated commitment to supporting the ongoing professional development of clinical staff   Current Working With Children’s check  Current Police Check (within 12 months from date of application).  Current Victorian Drivers Licence  **Immunisation Status:**  If you are applying for a position in dental, nursing, sterilising or podiatry, you are **required** to have the following vaccinations: Hepatitis B, MMR, Pertussis and Varicella.  *Influenza is recommended.*  If you are applying for a position working with children, you are **required** to have the following vaccinations: MMR, Pertussis, Varicella. *Influenza is recommended.* |
| **Desirable** | * Experience in the management of clinical staff and services |
| **Acceptance Details** | |
| **Name of staff member:** |  |
| **Signature of staff member:** |  |
| **Date:** |  |
| **Exec Managers signature:** |  |
| **Date:** |  |

**For more information about Bellarine Community Health visit our web-site: www.bch.org.au**