POSITION: Palliative Care Registered Nurse – Division One
REPORTS TO: Coordinator Nursing Services
LOCATED: 472 Nicholson Street, Fitzroy North 3068
DATE: August 2014

ORGANISATIONAL ENVIRONMENT

Melbourne City Mission (MCM) is a leader and innovator in the provision of services to the community. Established in 1854, Melbourne City Mission is a non-denominational organisation that provides assistance to thousands of Victorian people and communities experiencing disadvantage.

As a service provider Melbourne City Mission’s work is focused on providing a hand up not a hand out, supporting people to take charge of their own lives and participate fully in community life. Melbourne City Mission’s service profile includes Children, Youth, Adult and Family; Disability; Employment, Education and Training; Homelessness; Justice; Aged Care; and Palliative Care.

As a social change agent Melbourne City Mission advocates for social policy change and works across all sectors in seeking to achieve sustainable outcomes for communities experiencing disadvantage.

JOB CONTEXT

This position is located within the Melbourne City Mission Aged and Palliative Care division and implements Melbourne City Mission’s commitment to best practice in aged and palliative care.

Melbourne City Mission Palliative Care (MCMPC) was established in 1981 as the first community-based palliative care service to operate in Victoria. MCMPC aims to enhance quality of life by providing specialist interdisciplinary palliative care for people living with a terminal condition, their families and carers. This includes the management of complex symptoms, loss, grief and bereavement.

MCMPC provides a 24 hour service 7 days a week in collaboration with the Royal District Nursing Service (RDNS).

The service is provided to residents of the local government areas of Darebin, Hume, Moreland and Yarra in accordance with the Palliative Care Australia’s Standards for Providing Quality Palliative Care for all Australians 2005.

JOB PURPOSE

Working as a member of an interdisciplinary team and in collaboration with external health professionals, the Palliative Care Nurse will provide specialised palliative care to MCMPC clients in accordance with the mission, values, policies and procedures of MCM Palliative Care and within the philosophy and organisational values of Melbourne City Mission.

JOB OBJECTIVES

The Palliative Care Nurse will provide initial nursing assessment and psychosocial screening for all clients admitted for care. The outcomes of the assessment are used to coordinate and plan appropriate ongoing nursing care in partnership with RDNS and other services within Melbourne City Mission Palliative Care catchment.
The objectives of this role may include but are not limited to the following:

1. **Client care**
   - Demonstrate high level of skill in clinical decision making:
     - Problem identification and solution
     - Analysis and interpretation of clinical data
     - Maintenance and improvement of clinical standards
   - Provide comprehensive assessment and regular review of palliative care clients - using a holistic and anticipatory approach.
   - Screen clients, carers and families for clinical, psychosocial and spiritual needs, focusing on strengths and challenges, social supports, financial and legal concerns
   - Assess client nursing needs and the carer’s ability to provide care at home
   - Assist clients in evaluating symptom control, setting goals and plans
   - Provide support, advice, education and advocacy for clients and carers of diverse ages, cultures and backgrounds
   - Initiate and participate in ongoing advance care planning with all clients and primary carers
   - Plan and coordinate services (with other agencies or disciplines) relating to end of life care with all clients and carers
   - Anticipate after-hours requirements and ensure preparations are in place for client and carer should the need for after-hours care arise
   - Ensure that client care meets professional, organisational, legal and ethical requirements at all times
   - Deliver a high standard of care regardless of clients’ or colleagues’ differing values, beliefs, culture and social context.

2. **Improving organisational performance**
   - Active participation in MCMPC quality and benchmarking activities:
     - Australian Council on Healthcare Standards
     - National Standards Assessment Programme (NSAP)
     - Palliative Care Outcomes Collaboration (PCOC)
   - Participate in mandatory organisational competencies relating to clinical practice, quality and OH&S requirements
   - Provide consumer directed care at all times
   - Provide evidenced based practice
   - Demonstrate evidence of effective time management
3. **Accurate documentation**
   - Ensure all elements of client records are complete, including consent forms, care plans, symptom assessment tools and evaluation of interventions
   - Comply with MCMPC client documentation requirements and other administrative systems
   - Comply with organisation data requirements e.g. Victorian Integrated Non – Admitted Health (VINAH) minimum dataset

4. **Interdisciplinary teamwork and collaboration**
   - Contribute to excellent interdisciplinary practice
   - Demonstrate evidence of participation in the MCMPC culture of peer support, reflective practice and culture of feedback
   - Provide support, advice and education to external providers as required
   - Promote respectful and constructive team relationships
   - Uphold a professional manner to managing conflict and take a resolution approach to achieving outcomes

5. **Professional development/behaviour**
   - Membership of relevant professional organisation/s
   - Act as a positive role model
   - Act as a resource person to others in relation to clinical practice
   - Participate in regular supervision.

6. **Education/Research**
   - Participate in education opportunities
   - Undertake own planned professional development through various forms of continuing education
   - Support and contribute to quality improvement and research projects within area of practice

All staff are expected to:
   - Demonstrate an understanding of Melbourne City Mission policies and procedures
   - Participate in Melbourne City Mission quality improvement activities including ACHS EQuIP
   - Maintain a professional appearance
   - Ensure familiarity and compliance with Occupational Health and Safety requirements
   - Undertake projects and duties as directed by the Coordinator of Nursing Services or Manager

### KEY RELATIONSHIPS

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<th>Accountability</th>
<th>The position is directly accountable to the Coordinator of Nursing Services</th>
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<td>Direct Reports</td>
<td>The position has no direct reports</td>
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<td>Internal relationships</td>
<td>The appointee will work collaboratively and promote effective relationships with all members of the interdisciplinary team including staff and volunteers</td>
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<tr>
<td>External relationships</td>
<td>The appointee will work with clients, carers and families</td>
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<td></td>
<td>The appointee will collaborate with, support, advise and educate external providers</td>
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### as required
The appointee will promote effective relationships with general practitioners, palliative care consultancy teams and palliative care units.

**Delegations and authorities**
The Appointee carries out all duties according to Melbourne City Mission Palliative Care written guidelines and procedures.

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### KEY SELECTION CRITERIA

**Essential**
- Registered Nurse Division 1 with current certification from the Australian Health Practitioner Regulation Agency (AHPRA)
- Minimum 4 years postgraduate work experience
- 12 months experience working in palliative care and/or oncology
- Postgraduate qualifications in palliative care and/or oncology, or working towards
- Demonstrated high level of skill in clinical decision-making
- Competence with electronic client records and well-developed computer skills
- Excellent written and verbal communication and negotiation skills
- Sensitivity to people living with a terminal condition and those who are dying or bereaved
- Ability to work independently with minimal supervision
- Ability to work collaboratively within an interdisciplinary team setting
- Excellent time management and organisational skills
- Current Victorian driver’s licence

**Desirable**
- Nursing experience in a community setting
- Demonstrated knowledge of aged care and/or chronic illness
MELBOURNE CITY MISSION CAPABILITIES

In addition to the Key Selection Criteria, applicants should be able to demonstrate the following attributes:

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<th>COMMUNICATES EFFECTIVELY</th>
<th>Clearly conveys information and ideas through a variety of media to individuals and groups – includes written, verbal and presentation skills.</th>
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<td>DEVELOPS SELF</td>
<td>Learns from experience; actively pursues learning and skill development; seeks feedback and welcomes unsolicited feedback; modifies behaviour in light of feedback; takes the time to reflect on own behaviour and performance; learns and applies new and complex information.</td>
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<td>FOCUSES ON CLIENTS</td>
<td>Works in collaborative partnership with clients; communicates and focuses on the needs of the clients whilst trying to achieve the best possible outcome</td>
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<td>PARTICIPATES AS A TEAM MEMBER</td>
<td>Contributes to the goals of the team; participates in all aspects of the team’s work; balances the team requirements and individual needs; works with others cooperatively to achieve common goals.</td>
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<td>THINKS THINGS THROUGH</td>
<td>Identifies and analyses key issues and linkages, then selects and implements the most appropriate solutions; understands broad constructs; explains complex notions and solves problems outside previous experience; makes timely and informed decisions using common sense and applied broad knowledge and experience.</td>
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<td>EXERCISES PERSONAL LEADERSHIP</td>
<td>Demonstrates commitment and assumes accountability for own work and delivering outcomes; displays agility in working across multiple activities; works in a way that captures own potential; models Melbourne City Mission's principles and values; commits to personal well-being</td>
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TERMS AND CONDITIONS OF EMPLOYMENT

Remuneration

This position comes under the Melbourne City Mission Nurses (Palliative Care) Agreement 2012 – 2016. The classification is Grade 3A.

Hours

8.30 to 5.00pm.

Conditions of Employment:

This position is a casual position on the Nurse bank but there may be a requirement to work some weekend days and do On Call after a period of orientation.

Appointment to this position is subject to the satisfactory completion of a Police Check and a Working with Children Check