General Information
Peninsula Home Hospice (PHH) is a not for profit community palliative care organisation that provides specialist health care and practical support in the home to people living with a progressive life limiting illness and their families and friends. PHH provides service to people on the Mornington Peninsula shire, Frankston City and the City of Kingston (up to the Mordialloc Creek)

Core Values
We are: Respectful, Compassionate, Inclusive, Supportive, Responsive

Statement of Purpose
Drawing on these values PHH provides specialist community palliative care

It is a condition of employment with Peninsula Home Hospice that all staff have a satisfactory Police Check

Reports To
Manager of Clinical Services via Clinical Nurse Consultant

Award
Nurses Award 2010

Classification
Grade 3B Year 2

Hours
As per Contract

Role Reflection and Professional Development
Initially during the probation period at three months, and six months, then annually

Key Selection Criteria

Mandatory
- Current Qualifications in nursing (RN1) and eligible to work in Victoria, Australia
- Post graduate qualifications in palliative care or working towards same
- Highly developed palliative care assessment and care planning skills
- Demonstrated ability to work as a member of a multidisciplinary team
- Excellent written and verbal communication and negotiation skills
- Ability to work independently with minimal supervision
- Current Victoria Drivers Licence

Desirable
- Nursing experience working in a community setting
- High level of organisation and time management skills
- Experience working with families and carers
- Well developed computer skills

Position Objective
This position aims to enable clients and carers with palliative needs to be admitted to the service to receive palliative care using an interdisciplinary team approach. The specialist palliative care nurse will provide initial nursing assessment and psychosocial screening for all clients admitted for care. The outcomes of assessment are used to coordinate and plan appropriate on going nursing care in partnership with The Royal District Nursing Service (RDNS) and other services both within PHH and the community.
Key Responsibilities

1. To conduct nursing assessment, planning and evaluation and screening for psycho-social and spiritual issues
2. To provide nursing care and support to meet the needs of clients and their families
3. To participate as a member of a multidisciplinary team and work effectively as a member of an interdisciplinary team
4. To effectively and efficiently manage own workload to include indirect activities
5. Utilise culturally appropriate intervention strategies for Culturally and Linguistically Diverse clients (CALD)

Key Responsibility 1
To Conduct Nursing Assessment, Planning Evaluation and Screening for Psycho-Social and Spiritual Issues.

KPI:
- Acts as first point of contact for all new PHH enquiries and referrals
- Participates in discharge planning to ensure the provision of timely and appropriate services
- Prioritises new referrals for assessment within accepted time frame.
- Assesses individual nursing needs and the carers ability to provide care at home
- Screens for clients and families emotional and spiritual needs focusing on strengths and challenges, social supports, financial and legal concerns
- Observe group and family functioning.
- Assist clients in evaluating symptom control setting goals and plans
- Liaises with relevant members of PHH team and refers the client for ongoing nursing care to RDNS

Key Responsibility 2
To Provide Nursing Care and Support to Meet The Needs of Clients and Their Families

KPI:
- Provides nursing care and if required ongoing clinical review, support and advice to clients as appropriate to the model of care
- Work collaboratively with RDNS to provide specialist palliative care to achieve effective outcomes for clients
- Establishes rapport with clients and families
- Demonstrates nursing skills associated with symptom management
- Liaises with GP’s and medical specialists about appropriate symptom management
- Encourages a pro active approach to ensuring that medication is available in the clients home for use on an as needs basis.
- Provides client and family education as appropriate
- Demonstrates ability to identify psychosocial and spiritual needs and provide appropriate referral to specialist worker.

Key Responsibility 3
To Participate as a Member of a Multidisciplinary Team and Work Effectively as a Member of an Interdisciplinary Team

KPI:
- Actively participate in organisational committees and the wider community
- Upholds the standards of confidentiality and privacy as required by Peninsula Home Hospice
- Contributes to consultancy and education sessions as required
- Upholds a professional manner to managing conflict and takes a resolution approach to achieving outcomes
- Participates in opportunities to reflect and explore issues and emotions that increase self-awareness.
- Demonstrates ability to respond to other team members including RDNS needs for collegial emotional support, and feedback on an informal basis.
- Provides support and encouragement of self-care practices within team.
Key Responsibility 4
To effectively and efficiently manage of own workload to include indirect activities.

KPI:
- Maintains current client records and meets statistical reporting requirements.
- Recognises opportunities for the development of research and quality initiatives including new service programs.
- Actively participates in supporting internal and external committees.
- Contributes to the regular revision of written resource material for client use.
- Accepts responsibility for the supervision of tertiary students as delegated
- Reviews own work performance, identify learning needs and accesses opportunities for development.

Key Responsibility 5
Utilise culturally appropriate intervention strategies for Culturally and Linguistically Diverse clients (CALD)

KPI:
- Demonstrates a positive regard for diverse cultures.
- Responds to others in a non-judgmental and non-evaluating manner.
- Demonstrates awareness of the relationship between culture and health beliefs, and the relationship between culture and health seeking behaviour.
- Develops effective communication and relationships with other ethnospecific providers and community groups.
- Demonstrates knowledge of culturally appropriate resources and how to access them, including use of interpreting services.

All staff are expected to:
- Demonstrate an understanding of Peninsula Home Hospice Policies and Procedures, including those relating to quality management.
- Participate in PHH Quality Improvement Activities including ACHS EQuIP.
- Maintain a professional appearance as required by Peninsula Home Hospice Policy.
- Ensure familiarity and compliance with Occupational Health and Safety requirements and regulations.
- Undertakes other projects and duties as directed by the Clinical Services Manager or Chief Executive Officer.

__________________________________________  ____________________________
Employee Signature                           Date

__________________________________________  ____________________________
Chief Executive Officer Signature            Date