



## Seymour Health - Position Description

<b>Position Title:</b>	West Hume Palliative Care Aged & Disability Resource Nurse
<b>Directorate/Department:</b>	Palliative Care
<b>Classification/Award:</b>	<b>Award:</b> Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016-2020 <b>Classification:</b> Gr 4B
<b>Performance Review:</b>	A six-month probation will apply to this position (6 months from date of commencement). Performance reviews will then be held annually.
<b>Version Number:</b>	1.0 <b>Date Written:</b> February 2021
<b>Version updates:</b>	
<b>Approved by:</b>	<b>Name:</b> Ward Steet
	<b>Position:</b> Chief Executive Officer
	<b>Date:</b> 2021
<b>SEYMOUR HEALTH</b>	
<p>Seymour Health consists of:</p> <ul style="list-style-type: none"> <li>• 30 bed public facility which provides public and private acute medical and surgical, renal dialysis, day procedure and urgent care</li> <li>• 30 bed high care aged residential care facility</li> <li>• Community services, including District Nursing, Social Support Group and Palliative care</li> <li>• Health Independence Programs which include: Sub-Acute Ambulatory Services (SACS) consisting of Occupational Therapy, Physiotherapy, Podiatry, Cardiac and Pulmonary rehabilitation, Welfare, Exercise groups, Dietitian and Diabetes Education. Hospital Admission Risk Program (HARP), and Post Acute Care (PAC)</li> <li>• Support services including administration, food, hotel and maintenance services</li> <li>• Private pathology and medical imaging services are available on site</li> <li>• Visiting specialists and local General Practitioners provide the medical services</li> <li>• Oral Health Services</li> </ul>	
<b>PURPOSE</b>	
<p>The Hume Region Palliative Care Consortium (HRPCC) is an alliance of specialist palliative care providers and the Department of Health in the Hume Region. Palliative care services include Community, Regional Consultancy and in-patient palliative care. The West Hume area covers the local government areas of Greater Shepparton, Mitchell, Murrindindi, Moira and parts of Strathbogie.</p> <p>The West Hume Palliative Care Aged &amp; Disability Resource Nurse is a palliative care consultancy, non-clinical role.</p> <p>The key responsibility of this role is to build the capacity and strengthen the palliative care approach across the West Hume Residential Aged Care Facilities (RACF) and Residential Disability Accommodation Services. This role will work with and alongside the facilities/services to promote and support a palliative approach to care into their policies and procedures, model of care, referral pathways, staff education requirements and quality measures and standards.</p>	

The role requires the Resource Nurse to work effectively both in a team and independently.

### ORGANISATIONAL RELATIONSHIPS

Reports to: Nurse Unit Manager of Community Services

Manages/Coordinates:

- Internal Liaisons:
- All Seymour Health Staff
- Director Clinical Services
- Hume Region Palliative Care Consortium Manager
- The Hume Region Palliative Care Consortium and Clinical Advisory Group
- East Hume Palliative Care Aged & Disability Resource Nurse
- Hume Region Palliative Care Consultancy Services

External Liaisons:

- Residential Aged Care Facility staff
- Residential Disability Accommodation Service staff
- Community and Consultancy Palliative Care Services
- The State wide Aged and Disability Resource Nurse Group
- Hume Region Department of Health and Human Services Representatives

### KEY RESPONSIBILITIES AND DUTIES

- Develop and maintain strong communication pathways with key stakeholders including but not limited to palliative care services, residential aged care facilities and disability accommodation services, State and National project and program leads.
- Build on existing work to establish and maintain a network of staff with an interest in leading palliative care and the ability to influence change within their facility or service.
- Focused on building the capacity within residential aged care facilities and disability accommodation services by being a conduit to appropriate clinical, educational, supportive care resources and Standards to promote sustainable practice.
- Take a change management approach to planning, supporting and evaluating quality improvement activities in conjunction with key facility/accommodation staff.

Including but not limited to:

- Support facilities to implement a palliative approach to care into policies and procedures, model of care, referral pathways, staff education requirements and quality measures and standards.
  - Support facility staff to implement processes based on the End of Life Decisions For Aged Care (ELDAC) toolkit.
  - Support facility staff in an audit and quality improvement process as requested.
  - Develop and deliver palliative and end of life education to staff of varied disciplines.
- Provide support for regional implementation of State or National Palliative Care projects and programs for example PEPA, PCOC and ELDAC.
  - Partnering with the East Hume Aged Care/Disability Palliative Resource Nurse and the Goulburn Region Palliative Care Consultancy Service contribute to regional palliative care educational forums.

- Promote links between aged care facilities and disability accommodation services with palliative care services.
- Represent the West Hume Region at the State-wide Palliative Care Aged and Disability Resource Nurse meetings.
- Provide quarterly activity reports and updates to the Hume Region Palliative Care Consortium Manager.

#### QUALIFICATIONS AND EXPERIENCE

- Registered Nurse Division 1.
- At least three years' experience and demonstrated knowledge and expertise in the palliative care sector.

#### MANDATORY COMPETENCIES

Unless an employee is able to produce evidence of successfully completing a mandatory competency, the employee will be required to successfully complete the competencies within the first three months of employment. Each employee is required then to successfully complete mandatory clinical competencies annually.

Mandatory Competencies to work in specific areas are shown in the attachment to this document.

#### ORGANISATIONAL VALUES

Seymour Health staff work with each other according to the Values listed below and the behaviours these values require when carrying out business.

These values are:

- **Respect**

Seymour Health is committed to the respectful treatment of all staff. The value of respect is evident through the recognition and acknowledgement of the various views, beliefs, contributions, skills and experiences of others

- **Accountability and Responsibility**

Seymour Health expects all staff to be accountable for their area of responsibility. The value of accountability and responsibility is evident through the acceptance and ownership of individual roles and behaviours in the context of striving to meet the objectives of the organisation.

- **Honesty, Integrity and Trust**

Seymour Health is committed to an environment that values honesty, trust and integrity where actions and words are always authentic and consistent.

- **Support**

Seymour Health is committed to supporting each person to be successful within their role in the organisation. The value of support is evident through clear and consistent direction, leadership, resources, enabling systems and professional development.

- **Open and Transparent Communication**

Seymour Health is committed to effective, consistent and inclusive communication. The value of open and transparent communication is evident through clear expectations, common understandings, and respected confidentiality.

It is expected that staff will also work according to these Values when working directly with other staff, clients and members of the community.

#### OCCUPATIONAL HEALTH AND SAFETY

All staff are expected:

- to comply with safety instructions in their work environment and to familiarise themselves with OH&S procedures. In addition, staff have the following responsibilities:

- to take reasonable care of their own health and safety as well as that of other people who may be affected by their conduct in the workplace.
- to seek guidance about new or modified work procedures.
- to ensure that any hazardous conditions are eliminated or minimised and that near misses and injuries are reported immediately to the supervisor.

If the role includes people management duties, these include the requirement to manage the health and safety of people under your control and support the actions contained in Seymour Health OH&S policies.

#### KEY SELECTION CRITERIA

##### Essential:

- Registered Nurse Division 1.
- At least three years' experience and demonstrated knowledge and expertise in the palliative care sector.
- Demonstrated advanced communication and interpersonal skills both written and verbal with the ability to engage key stakeholders and foster collaborative working relationships.
- Demonstrated ability to produce well researched and accurate educational material and deliver education.
- Ability to manage and prioritise multiple tasks, demonstrating strong organizational and time management skills.
- Comprehensive computer skills (proficiency with virtual platforms, the Microsoft suite inc. Outlook)
- Current full Victorian Driver's licence.

##### Desirable

- Postgraduate qualifications in Palliative Care Nursing, Advanced Nursing or a related field.
- Experience and knowledge working with the aged care and disability service sectors.
- Certificate 4 in training and assessment.

#### SPECIAL REQUIREMENTS

- New employees must provide a current police check not more than twelve months old or satisfactorily complete a Police Records Check prior to commencing employment. All employees must hold a current police check not more than three years old.
- During the course of employment, if an individual is charged with or convicted of any offence, they must advise their manager within 7 days. The matter will be referred to the Manager People and Culture who will arrange for a police records check to be conducted at the individual's expense. If there is a disclosable record it will be assessed and a decision will be made in relation to the individual's ongoing employment or engagement.
- Employees are required to hold a current working with children check when working in specified areas. Please refer to Seymour Health's Working with Children's Check Policy for a list of the areas and responsibilities regarding working with children checks.
- In relation to Working with Children, during the course of employment if a staff member is issued with a Negative Interim Notice or a Negative Notice they must advise the Manager People and Culture within seven (7) days who in conjunction with the relevant Director will make a risk assessment and decision on continuing the employment of the staff member.
- All employees are required to undergo a Disability Worker Exclusion Scheme check.
- Employees are required to have an annual Influenza Vaccination. Employees who refuse an annual Influenza Vaccination will be required to complete a declaration and will not be permitted entry into Barrabill House.

- Should your role require you to drive a Seymour Health vehicle, a current Victorian Drivers Licence is required. Loss of licence or any licence infringement must be reported by the employee to the Seymour Health Management immediately.
- A completion of pre-existing injury or illness declaration will be required prior to appointment to the position.
- All employees of Seymour Health are bound to work according to the policies and procedures of Seymour Health, the Industrial Agreements that provide their terms and conditions of employment, any Scopes of Practice and professional codes of conduct established for your profession, the Code of Conduct for Victorian public sector employees and the provisions of the Fair Work Act, as amended from time to time.
- All employees are required to familiarise themselves with these Policies and Procedures, Agreements, Scopes of Practice, Codes of Conduct and the relevant provisions of the Fair Work Act particularly those which relate to working harmoniously with other staff and our consumers.

**INCUMBENT STATEMENT**

I, \_\_\_\_\_ have read, understand and accept  
(please print name)


the above Position Description.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Copy to staff member:  Yes  No



# Seymour Health - Position Description

 <b>CLINICAL SERVICES MANDATORY COMPETENCIES</b>		Advanced Life Support practical	Aseptic non-touch technique practical (e3)	Basic Life Support practical	Basic Life Support (e3)	Blood Safe - Clinical Transfusion Practice	Bullying Harassment for Employees (e3)	Compression therapy: leg users (e3)	Elder Abuse Prevention (e3)	Driver Safety (e3)	General Evacuation Training (e3) does not include Wardens	Hand Hygiene (e3)	Identifying, Reports and Responding to the abuse of older people in care (e3)	Infection Prevention and Control (e3)	Introduction to Triage (e3)	Peripheral intravenous Cannulation (e3)	Manual Handling practical	Medication Calculations (e3)	Occupational Violence in Healthcare (e3)	Open Disclosure & Management of Adverse Events	Preventing Falls & Harm from Falls (e3)	Protecting Vulnerable Children (e3)	Stairing of Simple Wounds (e3) - enhanced practice nurses only	Safe Medication Mgmt (e3)	The Official Aseptic Non Touch Technique (e3)	Understanding Active Services Model (e3)	Understanding Dementia (mod 1 to 5) (e3)	Using a Doppler to calculate ABPI (e3)	Warden Training (e3) - wardens only	Work Health & Safety Fundamentals (e3)
		1	1	1	1	2	2					1	1	2	1	5	2	1	5	2	5	2	2	1	5	5	1	1	1	1
<b>CLINICAL SERVICES</b>																														
<b>Acute Services</b>																														
	NUM/ANUM	1	1	1	1	2	2				1	1	2	1	5	2	1	5	2	5	2	2	1	5	5				1	1
	RN	1	1	1	1	2	2				1	1	1	1		2	1	5	2	5	2	2	1	5	5				1	1
	ENs	1	1	1	1	2	2				1	1	1	1			1	5	2	5	2	2	1	5	5				1	1
<b>Ambulatory Care Centre</b>																														
	RN			1	1	2		5	2	1	1		1			5	1	5	2	5	2			5					1	1
	Allied Health			1	1	2		5	2	1	1		1			5	1	5	2	5	2			5					1	1
<b>Barrabill House</b>																														
	RN	1	1	1	1	2	2				1	1	2	1			1	5	2	5	2			1	5	5			1	1
	ENs	1	1	1	1	2	2				1	1	2	1			1	5	2	5	2			1	5	5			1	1
	PCA/Leisure&Lifestyle			1	1	2	2				1	1	2	1			1	5	2	5	2			1	5	5			1	1
<b>Community Nursing</b>																														
		1	1	1	1	2		5	5	2	1	1	1	1		5	1	5	2	5	2			1	5	5	5	5	1	1
<b>Dental</b>																														
	Dentist		1	1	1	2					1	1	1	1			1		2	5		2		5					1	1
	Dental Therapists/Assistants		1	1	1	2					1	1	1	1			1		2	5		2		5					1	1
<b>Dialysis</b>																														
		1	1	1	1	2	2				1	1	1	1		2	1	5	2	5	2			1	5				1	1
<b>Education</b>																														
		1		1	1	2	2				1	1	2	1		2	1	5	2	5	2	2	2	1	5				1	1
<b>Infection Control</b>																														
						2					1	1	1	1			1		2	5				5					1	1
<b>Operating Suite</b>																														
	RN/Peri Operative	1	1	1	1	2	2				1	1	1	1		2	1	5	2	5	2	2	1	5				1	1	
	ENs	1	1	1	1	2	2				1	1	1	1			1	5	2	5	2	2	1	5				1	1	
<b>Instrument Technicians</b>																														
	Theatre Technicians			1	1	2	2				1	1	1	1			1		2	5	2								1	1
<b>Planned Activity Groups</b>																														
				1	1	2		5	2	1	1	1	1			1		2	5	2					5	5			1	1
<b>Urgent Care Centre</b>																														
	NP	1	1	1	1	2	2				1	1	1	1	5	2	1	5	2	5	2	2	5	1	5				1	1
	RN	1	1	1	1	2	2				1	1	1	1	5	2	1	5	2	5	2	2	1	5				1	1	
<b>VMO's</b>																														
		1	1	2																				1	5					

1 indicates annual competency 2 indicates biennial competency 5 indicates one-off requirement and highly recommended in following years