

### ***General Information***

Peninsula Home Hospice is an accredited, not for profit community palliative care organisation providing specialist health care and practical support to people living at home with a life threatening illness and their families and friends. PHH supports people who live within the Mornington Peninsula Shire, City of Frankston and City of Kingston (south of Mordialloc Creek)

### ***Statement of Purpose***

Peninsula Home Hospice provides home based specialist palliative care that optimises quality of life and honours the hope for comfort, choice, dignity and peace.

### ***Core Values***

We are respectful, *Compassionate, Inclusive, Supportive, And Responsive*

### ***Position Specification***

<b>Reports To</b>	CEO
<b>Award</b>	Medical Practitioners Award
<b>Classification</b>	Senior Registrar
<b>Hours</b>	As per Contract
<b>Role Reflection</b>	Initially during the probation period at three months and six months.

A condition of employment with Peninsula Home Hospice is that all staff have a satisfactory Police check and a Working with Children Check.

### ***Position Purpose***

Training position for a senior registrar providing specialist care under supervision of consultant staff to community based clients and their carers together with the multidisciplinary team from Peninsula Home Hospice.

The position provides for training, support and education provided by specialist medical staff and the wider multidisciplinary palliative care team.

### ***Key Selection Criteria***

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| <b>Mandatory</b> | <ul style="list-style-type: none"><li>• AHPRA registration as a Medical Practitioner</li><li>• RACP recognition as an ADVANCED Trainee in Palliative Medicine.</li><li>• Hold a valid driver's licence in Victoria</li><li>• Excellent written and verbal skills</li></ul> |
| <b>Desirable</b> | <ul style="list-style-type: none"><li>• Completion of training in inpatient and consultation palliative medicine training terms</li><li>• Experience in the delivery of healthcare in community settings (home and aged care facilities)</li></ul>                         |

### Scope

- High quality, evidence-based health care provision.
- Collegiate and supportive work arrangements with nursing and allied health staff.
- Effective working relationships with all other disciplines, referrers and Clinicians.
- Timely response to referrals received from clinicians.
- Provide education to PHH staff as agreed.
- Complying with all relevant standards and legislative requirements
- Comply with all clinical and/or competency standards and requirements and ensuring you operate within you scope of practice and seek help when needed.

### Position Objective

#### Performance Indicators:

- Demonstration of PHH values and behaviours, being a role model for living the values;
- Completion of mandatory training activities including training related to the National Standards;
- Participation in Multidisciplinary Team meetings;
- Ability to provide a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination and equal opportunity.

### Key Responsibility 1

#### Medical Consultation:

- Participates in clinical meetings to review deaths, present new clients and review care plans
- Undertakes home visits at the request of the client, family, team member, or general practitioner
- Facilitate and participates in client/family care meetings as appropriate
- Provides specialist medical support to the clinical team, including telephone advice
- Undertakes effective liaison with medical practitioners, both general and specialists across settings
- Makes appropriate referral to services that will enhance client and family well being
- Participates in the assessment of the appropriateness of clients for admission to an in-patient facility
- Attends and participates in meetings to discuss clinical and professional issues
- Maintain accurate patient/client records.

### Key Responsibility 2:

#### Participate as a member of a multidisciplinary team and work effectively as a member of an interdisciplinary team

- Participates in organisational committees and the wider community
- Upholds the standards of confidentiality and privacy as required by PHH
- Contributes to consultancy and education sessions as required
- Upholds a professional manner to manage 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' needs for collegial emotional support, and feeds back on an informal basis
- Provides support and encouragement of self-care practices within team

**Key Responsibility 3:**

**Interdisciplinary teamwork and collaboration**

- Promote respectful and constructive interdisciplinary team relationships.
- Promote effective relationships, particularly with general practitioners, palliative care consultancy teams and palliative care units, and contribute to the smooth transition of clients through health care delivery agencies

**Key Responsibility 4:**

**Documentation**

- Ensure all elements of client records are complete, including care plans, symptom assessment tools and evaluation of interventions.
- Comply with agency documentation requirements, data collection and other administrative systems.

**Key responsibility 5:**

**Education/Professional Development**

- Participate in regular supervision.
- Participate in relevant education opportunities

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
- Undertake other projects and duties as directed by the Chief Executive Officer

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Executive Officer Signature

\_\_\_\_\_  
Date