

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

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

Reports To	Chief Executive Officer
Direct Reports	Nursing Staff Palliative Care Physician

Portfolio

Award	Nurses Award 2020 (Private Sector)
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Classification	Nurse Manager
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Hours	As per Contract
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Role Reflection and Professional Development Planning	Initially during the probation period at three months, and six months, then annually
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Key Selection Criteria

Mandatory	<ul style="list-style-type: none">▪ Tertiary qualification in Nursing▪ Current registration with Australian Health Practitioner Regulation Agency (AHPRA).▪ Proven experience in health care service management, that includes change management and organisational problem solving▪ Demonstrated ability to provide leadership that encourages positive attitudes and personal growth in staff▪ Strong focus on service improvement and leadership of a team.▪ Demonstrated ability to contribute to strategic service development and the achievement of service goals▪ Excellent interpersonal and written communication skills▪ Computer literacy in MS Office programs▪ Current motor vehicle driver's licence
Desirable	<ul style="list-style-type: none">▪ Previous experience working in a primary care not for profit organisation▪ Ability to manage a financial budget▪ Experience of working with families and people who are terminally ill and/or those who have experienced loss, grief and bereavement

Scope

This scope of practice is as defined by The Code of conduct for nurses (the code) sets out the legal requirements, professional behaviour and conduct expectations for nurses in all practice settings, in Australia.

The code is supported by the NMBA Standards for practice and, with the other NMBA standards, codes and guidelines, underpins the requirements and delivery of safe, kind and compassionate nursing practice.

Professional Boundaries

Professional boundaries allow nurses, the person and the person's nominated partners, family and friends, to engage safely and effectively in professional relationships, including where care involves personal and/or intimate contact. In order to maintain professional boundaries, there is a start and end point to the professional relationship and it is integral to the nurse-person professional relationship. Adhering to professional boundaries promotes person-centred practice and protects both parties

Position Objective

In consultation with the Chief Executive Officer, provide leadership and management to the nursing and medical team to achieve a consistently high standard of palliative care that is provided by qualified and competent clinicians.

To ensure that client and service outcomes meet quality industry standards and legislative requirements, and that clinical service development is in line with the strategic direction of Peninsula Home Hospice.

To educate and promote to stakeholders and community and to support staff safety and wellbeing in the workplace.

Key Responsibilities

1. Team management
2. Staff development, supervision and support
3. Client Services
4. Education and community development
5. Research
6. Occupational Health and Safety management

Key

Responsibility 1

KPI:

DHHS Targets are met

Budget maintained

Operational/Program Plans

Team Management

- Provide strategic and operational leadership and support to the medical and nursing team
- Ensure staffing levels are appropriate, equitable and efficient to cover medical and nursing service requirements
- Collaborate with the Manager of Business Services to develop the clinical services budget and monitor the effective use of resources within that budget
- Provide the Chief Executive Officer with advice on clinical services team issues and activities
- Participate effectively as a member of the Management and Leadership Groups
- Develop and provide reports for leadership which identify key performance indicators relating to appropriate service delivery
- In collaboration with Clinical Manager - AH ensures service delivery is well co-ordinated with an interdisciplinary approach

In conjunction with the Chief Executive Officer:

- Ensure that organisational values are promoted and upheld

- Develop and implement both short and long-term clinical services plans, to ensure the effectiveness and viability of the service
- Develop and update policies, procedures and process maps relevant to clinical services team
- Contribute to the PHH strategic planning process and work towards achieving strategic goals

Key Responsibility 2

KPI:

Exhibits personal attributes that foster effective relationships

Appropriately skilled Staff

Staff Development, Supervision and Support

- Provide effective leadership that encourages and supports clinical excellence and staff development
- Undertake recruitment and selection of medical and nursing staff
- Provide staff with regular support and supervision both individually and as a team
- Ensure staff performance is monitored and formal appraisal is conducted annually
- Ensure medical and nursing staffs' credentials and competencies are maintained

Key Responsibility 3

KPI:

*Nursing service development
VINAH Reports
PCOC Reports*

Service demand is met 90% of the time

Client Services

- Attend and contribute to multi-disciplinary team meetings as required
- Facilitate effective communication within the clinical services team
- Provide leadership and direction to the team including regular evaluation of the effectiveness of the group
- Maintain current client records and meet statistical reporting requirements
- Recognise opportunities for the development of quality initiatives including new service programs
- Contribute to the regular revision of written resource material for client use
- Provides a regular report to the Chief Executive Officer of staff workloads and demands on the service
- Develop strategies to mitigate risk of client gaps in service provision

Key Responsibility 4

KPI:

Committees and formal networking forums

Education and Community Development

- Establish links with other palliative care providers and relevant service providers
- Plan and participate in PHH community education and community development activities as required
- Explore and provide training opportunities for PHH in collaboration with tertiary education facilities
- Ensure that PHH staff have an awareness of the external support services available to clients
- Attend relevant planning and community development meetings as agreed with the Chief Executive Officer
- Ensure that student placement programs, supervision and report writing are undertaken effectively
- Contribute to the orientation and ongoing training of new and current staff and volunteers

Key Responsibility 5

KPI:

Evidence based practice where possible

Research

- Promote clinical research and identify opportunities for clinical research
- Collaborate with local tertiary institutions to support palliative care research

Key Responsibility 6

KPI:
*Register of audits
 drills and training
 Incidents relating to
 staff safety*

Occupational Health and Safety Management

- Develop and update policies, procedures and process maps relevant to OH&S
- Lead a culture of preventative action in relation to occupational hazards that may lead to injury or illness including promotion and training
- Develop and maintain effective occupational health and safety systems in the workplace
- Monitor staff safety and wellbeing
- Working with HR officer ensures PHH safety system is compliant and operates effectively through the performance of regular audits, drills and education
- Works in collaboration with Business Services Manager to facilitate return to work for injured staff
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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 EQulP.
- 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 or delegate

 Employee Signature

 Date

 Chief Executive Officer Signature

 Date