

GP Engagement Officer

Position Description

PHH Vision

Working together to live well and die well.

PHH Role

To partner with our community to ensure excellence in palliative care from diagnosis to bereavement.

General Information

Peninsula Home Hospice 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 life limiting illness and their families and friends. Peninsula Home Hospice provides service to people on the Mornington Peninsula, Frankston City and the City of Kingston (up to the Mordialloc Creek).

The Southern Metropolitan Regional Palliative Care Consortium (SMRPCC) is an alliance of palliative care services in the Southern Metro Region of Melbourne with the aim to collaboratively implement the Victorian End of Life and Palliative Care framework in the region. The consortium is active in several areas including aged care, disability, progressive neurological conditions and workforce development.

PHH acts as fund holder and employer for the SMRPCC.

Statement of Purpose

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

Core Values

We value: *Integrity, Collaboration, Respect, Innovation and Empowerment*

Position Specification

Reports to:	Consortium Manager
Award:	Health Professionals & Support Services Award 2010
Classification:	Administrative/Clerical Services Level 5
Hours:	3 days per week, to be confirmed with successful applicant (12-month project)
Role Reflection:	Initially during the probation period at three months

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

Position overview:

The GP Engagement Officer will manage a GP engagement project in collaboration with the South East Melbourne Primary Health Network, which connects GP practices with their local specialist community palliative care providers. In addition, the GP Engagement Officer will organise and provide training sessions on how to refer to palliative care to primary health services in the region.

Key Selection Criteria

Mandatory	<ul style="list-style-type: none"> • Proven experience in project management within a health or community setting • Demonstrated experience in facilitating training / education. • Excellent organisation skills. • Excellent communication and interpersonal skills with the ability to engage and collaborate with diverse stakeholders. • Confident with MS Suite
Desirable	<ul style="list-style-type: none"> • Victorian Driver’s licence

Scope (Include Scope and Professional Boundaries for Nurses PD’s only)

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. 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

To undertake a regional needs analysis within the RACF sector to assess how the SMRPCC can best support facilities in the region to enhance the palliative approach.

Key Responsibilities

Key Responsibility 1

Project Planning and Coordination:

- Develop a detailed project plan outlining milestones, deliverables, and timelines.
- Coordinate and facilitate communication with stakeholders, ensuring effective communication and collaboration.

KPI:

Project plan developed

Key Responsibility 2

Establish processes to facilitate information sessions for palliative care services in GP practices.

- Liaise with the SEMPHN and Community Palliative Care
- Identify gaps, challenges, and opportunities for improvement through comprehensive needs assessments.

KPI:

Processes established and followed.

Key Responsibility 3

Organise and provide “Palliative Care Conversations” session:

- Advertise and cold call primary health services in the region to organise PCC sessions.
- Facilitate Sessions.

KPI:

20 sessions

Key Responsibility 4

Quality Improvement Strategies:

- Ongoing evaluations and analysis of all sessions
- Evaluation report of both initiatives.

KPI:

100% of sessions evaluated – 30% or participants

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 your Line Manager or the Chief Executive Officer

Employee Signature

Date

Chief Executive Officer Signature

Date