



POSITION DESCRIPTION



Position Title:	REGISTERED NURSE, DIV 1, GRADE 3		
Industrial Instrument:	Eastern Palliative Care Association Incorporated and Australian Nursing and Midwifery Federation Nurses Enterprise Agreement 2024	Department:	Nursing and Medical Services
Responsible To:	Clinical Nurse Consultant	Hours of Duty:	As per contract
Performance Appraisal:	Regularly during the first six months and then annually at the anniversary of commencement		Page 1 of 5

Eastern Palliative Care Ltd. (EPC) delivers home-based care services to the eastern region of the Greater Melbourne area within a value based health care framework.

All staff and volunteers of EPC must demonstrate a commitment to our Code of Ethics, Code of Conduct and a willingness to work within the organisational Purpose and Values.

Our Purpose:

Our clients live with the best quality of life, before dying in their place of choice.

Our clients, their families and carers are supported according to their needs and choices.

Our resources are managed wisely and sustainably to provide value for the community.

Our External Values:

Compassion - Empathy for others in their end of life experience by listening, accepting and actively responding to their needs

Dignity - Upholding the unique personality, situation, and choices of people, valuing their lives in the face of death, and respecting their rights.

Excellence - Delivering evidence-based quality care, underpinned by ethical practice, research and leadership.

Empowerment - Building trust with people, that puts them at the centre of decision-making and enables control and choices

Our Internal Values:

Compassion

I contribute to being part of a respectful workplace with a culture of supporting and caring for each other, as teams and colleagues.

Dignity

I value everyone's contribution and am able to have difficult conversations that show respect for and acceptance of our differences.

Excellence

I help support a culture of continuous improvement within the organisation at every level, including having a positive attitude, and an appetite to learn and grow.

Empowerment

I value other people's opinions. I practise timely two-way communication that aims for clarity and honesty to encourage a culture of trust and transparency. I take opportunities to be involved with planning and strategizing, to help myself and my team perform at our best.

Equity and Access: EPC is committed to equal opportunity, social justice, cultural diversity, and social inclusion in community based palliative care. We recognise the value of diversity amongst staff and clients, and we aim to create an inclusive work and healthcare environment free from discrimination and harassment. We also respect that different cultures, rights and practices exist within the community.

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POSITION TITLE

The RN Div. 1 Grade 3 will provide care to clients and their carers within an interdisciplinary care model. The RN Div.1 Grade 3 will at all times demonstrate professional and ethical practice relevant to the palliative care field.

Essential Education Qualifications/Competencies:

- Certificate, Diploma or Degree in General Nursing which meets the registration requirements of the Nursing and Midwifery Board of Australia.
- Post-Graduate qualification, working towards or preparedness to work towards same, in palliative care, oncology, community nursing or related field.
- Previous experience in community-based palliative care.
- Previous experience in an inpatient palliative care unit.
- Current Nursing Registration Certificate.
- Well-developed interpersonal and written communication skills.
- Current Victorian driver's licence, good driving record and willingness to use own vehicle in line with EPC Process Map 1761 – Motor Vehicle Use Of.

Desirable Qualifications/Competencies:

- Ability to work with a high level of independence and autonomy.
- High level of organisational and time management skills.
- Familiarity with common computer applications.

Key Results Areas:

1. Demonstrates a commitment to quality, continuous improvement, occupational health and safety and risk management.
2. Demonstrates the proficiency to assess, plan, implement and evaluate nursing care to meet identified outcomes on an on-going basis.
3. Demonstrates the ability to communicate effectively and provide client advocacy.
4. Develops effective relationships with internal and external stakeholders.
5. Demonstrates the efficient and effective management of own workload to meet client and organisational requirements.
6. Accepts responsibility for the professional development of self and the enabling/mentoring of student placements and team members.
7. Accepts responsibility for the provision of the afterhours support service.
8. Utilise culturally appropriate communication and strategies.

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Key Result Area 1	Demonstrates a commitment to quality, safety and risk management
	1.1 Takes responsibility for own health and safety and that of others who may be affected by workplace conduct. 1.2 Ensure all incidents including near misses are reported as soon as practicable in Helpmaster. 1.3 Actively participate in meetings to discuss risk management and other health and safety initiatives and completes all mandatory training and competencies. 1.4 Engage and foster evidence based best practice and continuous quality improvement processes, including but not limited to value based healthcare.
Key Result Area 2	Demonstrates the proficiency to assess, plan, implement and evaluate nursing care to meet identified outcomes on an on-going basis
	2.1 Completes a comprehensive and accurate holistic nursing assessment of clients, families and carers at each visit. 2.2 Formulates implements and evaluates an individual care plan in collaboration with clients, family, carers and general practitioners to achieve identified outcomes. 2.3 Collaborates and plans effectively with other members of the health care team through participation and contribution in the interdisciplinary client review meetings. 2.4 Demonstrates the ability to make advanced clinical decisions. 2.5 Accepts accountability and responsibility for own actions within nursing practice. 2.6 Provides client and family/carer education as appropriate. 2.7 Participates in discharge planning to ensure the provision of timely and appropriate services.
Key Result Area 3	Demonstrates the ability to communicate effectively and provide client advocacy
	3.1 Establishes rapport with clients, families and carers. 3.2 Identifies client, family/carers needs through the exploration of issues. 3.3 Consults with and makes timely and appropriate referrals to other team members to meet identified outcomes. 3.4 Participates in external discharge planning meetings to provide appropriate advice and information. 3.5 Initiates and supports the placement of Volunteers. 3.6 Normalises grief processes and respects individual differences. 3.7 Demonstrates the ability to advocate for clients, families/carers to facilitate the meeting of identified needs/requests.

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Key Result Area 4	Develops effective relationships with internal and external stakeholders
	<p>4.1 Establishes and maintains collaborative communication with colleagues and other members of the health care team.</p> <p>4.2 Positively contributes to the maintenance of an environment that promotes personal integrity, respect, safety and security of all individuals within the team.</p> <p>4.3 Implements strategies for the resolution of conflict in a timely manner.</p> <p>4.4 Actively participates in supporting organisational meetings and committees as delegated by the Clinical Nurse Consultant or the Manager of Nursing & Medical Services.</p>
Key Result Area 5	Demonstrates the efficient and effective management of own workload to meet client and organisational requirements
	<p>5.1 Accepts responsibility for the provision of clinical nursing care to clients.</p> <p>5.2 Able to organise, prioritise and implement strategies to ensure the daily workload is managed within the allocated timeframe.</p> <p>5.3 Accepts responsibility for the provision of the after-hours support service.</p> <p>5.4 Accepts the allocation of higher duties as delegated by the Clinical Nurse Consultant and attached as Appendix 2.</p> <p>5.5 Accepts opportunities for career development through the performance of higher duties as allocated by the Clinical Nurse Consultant.</p> <p>5.6 Maintains current client records and meets statistical reporting requirements of the organisation.</p> <p>5.7 Actively participates in organisational meetings and committees as delegated by the Clinical Nurse Consultant or the Manager of Nursing & Medical Services.</p> <p>5.8 Accepts responsibility for a team portfolio as delegated by the Clinical Nurse Consultant.</p> <p>5.9 Understands, values and implements strategies for self.</p>
Key Result Area 6	Accepts responsibility for the professional development of self and the enabling/mentoring of student placements and team members
	<p>6.1 Demonstrates competency in the Core Clinical Nursing Competencies as identified in Appendix 1.</p> <p>6.2 Able to review own work performance, identifying learning needs and can demonstrate planned professional development.</p> <p>6.3 Accepts clinical supervision and direction from the Clinical Nurse Consultant.</p> <p>6.4 Regularly attends and participates in the Nurses Forum to promote learning and self-development.</p>

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	6.5 Accepts responsibility for the clinical supervision and mentoring of student placements and staff as delegated by the Clinical Nurse Consultant or Manager-Nursing & Medical Services. 6.6 Identifies areas of improvement through the review of nursing and clinical practice, actively contributing to research and quality activities. 6.7 Incorporates and demonstrates the use of research findings into nursing practice.
Key Result Area 7	Accepts responsibility for the provision of the afterhours support service
	7.1 Responds to after-hours calls within the timeframe established in EPC Policy. 7.2 Adheres to Eastern Palliative Care's protocol in the provision of the after-hours service. 7.3 Maintains communication with the after-hours Nursing Coordinator at Caritas Christi Hospice to facilitate personal safety. 7.4 Liaises with colleagues at other team sites to manage workload effectively. 7.5 Ensures that a rest period of ten hours has been observed prior to the commencement of the next rostered shift.
Key Result Area 8	Utilise culturally appropriate communication and strategies
	8.1 Demonstrates a positive regard for all cultures. 8.2 Responds to others in a non-judgmental and non-evaluating manner. 8.3 Demonstrates the ability to adapt clinical interventions to meet specific cultural needs as appropriate.

Date Reviewed: May 2025