

Position Description

Member, Committee of Management

About GV Hospice

Goulburn Valley Hospice Care Service Inc. (GV Hospice) is an autonomous incorporated community based palliative care service located in the City of Greater Shepparton established May 1989. GV Hospice provides specialist palliative care primarily to patients in their homes. The service operates 24hrs a day, 7 days a week.

Our Vision is to *lead, promote and develop excellence in palliative care*. GV Hospice is committed to providing an inclusive culture where all employees can contribute to the delivery of exceptional palliative care in the community.

GV Hospice is a specialist palliative care service providing support to patients, their carers and their families within the Greater Shepparton municipality. We are a not-for-profit organisation governed by a volunteer Committee of Management and employ approximately 25 employees across the following disciplines:

- Nursing – clinical and management
- Health Professionals – Counselling and bereavement, Social Work, and Co-ordinator of Volunteers, Carer Wellbeing Co-ordinator
- Administration and Client Support Services
- Retail Sales and donation collection at the Opportunity Shop

The Position

The role of the Committee of Management member holds both individual and collective responsibilities. These include providing strategic oversight, monitoring overall performance and compliance obligations and ensuring services meet the needs of the local community.

Key Responsibilities

Individually, a member of the Committee of Management must:

- Attend regular committee meetings and actively participate in discussions and decision-making processes.
- Read all meeting documents and be organised to fully participate in meetings
- Respect the confidentiality of information and not disclose to any other person confidential information other than as agreed by the Committee or as required by law
- Participate in at least one sub-committee: Finance Audit and Risk, Property or Clinical Governance
- Have a commitment to understanding the organization and the environment in which it operates
- Respect confidentiality of information and not to disclose any information you have due to Committee position
- Not use the committee role to gain an advantage to self or others
- Ensure conflict of interest and other key policies and procedures are adhered to
- Act honestly, with integrity and in the best interests of the organisation

Collectively, the Committee of Management is required to:

- Ensure significant risks faced by GV Hospice are identified, reviewed and an appropriate system exists to control, monitor and report against these risks
- Assist in development and review of policies, procedures and strategic planning for the service
- Ensure compliance with legal and regulatory requirements
- Appoint, supervise and monitor performance of the CEO
- Leads the clinical governance of the organisation
- Provide leadership for effective and efficient management
- Communicate with members, funders and key stakeholders to promote strong partnerships and strategic links
- Focus on needs of the community
- Actively participate in the continuous improvement of the governance of GV Hospice. This includes taking responsibility for reviewing governance policies, governance performance development activities and attending relevant professional development events
- Act in a financially responsible manner

Skills required

Committee of Management members may have one or more of the following qualifications to be considered for appointment:

Experience and/or relevant qualifications in:

- Previous senior or board level experience in clinical governance or corporate governance
- Financial management and accounting qualifications or experience
- Sound knowledge of risk management and auditing
- Lived experience
- Demonstrated experience of consumer engagement
- Marketing and communications skills or qualification
- Legal, financial and other professional skills and qualifications
- Registered clinician in a relevant health sector
- Strategic planning experience
- Human and resources management qualifications
- ICT strategy and governance understanding

Diversity

GV Hospice are committed to growing and strengthening their committees to reflect the richness of diverse local community. It is our responsibility to ensure the leadership of GV Hospice is culturally competent, inclusive, accessible, and safe.

Requirements

Committee of Management members must have the following:

- Current police check (dated within 6 months on commencement and updated every 3 years)
- Director Identification Number

Committee of Management member's name:

Committee of Management member's signature:

Date:

Authorised representative signature:

Date:

All staff are expected to:

- Demonstrate an understanding of GV Hospice Policies and Procedures, including those relating to quality management
- Participate in Quality Improvement Activities
- Maintain a professional appearance as required by GV Hospice Care Service Policy
- At all times will conduct themselves in the best interest of the organisation
- Ensure familiarity and compliance with Occupational Health and Safety requirements and regulations
- Undertake other projects and duties as directed by Chief Executive Officer
- Work effectively with and have an understanding of and sensitivity towards all belief systems, life styles and cultures
- Maintain a high level of clinical and professional expertise in palliative care
- Provides concise, integrated and systematically formatted progress notes as per GVHCS Policies and Procedures and legal requirements
- Complete comprehensive reporting on the PalCare Patient/Carer Record of interactions and outcomes of assessments and interventions
- Contribute positively to the effective functioning of a mutually supportive team
- Work with the Family Support Worker to ensure families/carers are well supported
- Attend family meetings as required to ensure palliative needs are discussed and explained and goals of care are clarified
- Maintain on-going education to enhance knowledge and application of Palliative Care Standards and Principles

Generic Responsibilities and requirements

Code of Conduct

GV Hospice Code of Conduct is binding on all staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement.

Compliance with Policies and Procedures

All GV Hospice policies, procedures and guidelines are available on the document management system PROMPT. All staff must ensure compliance with policies, procedures and guidelines and as required assist with development and review of such.

Occupational Health and Safety

Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with OH & S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues.

Confidentiality

All information concerning GV Hospice, its clients, carers, families and staff must remain strictly confidential. A confidentiality form must be completed on employment.

Continuous Quality Improvement

GV Hospice is dedicated to improving the quality and safety of the service it provides. As an employee of GV Hospice, you have a responsibility to participate in and commit to ongoing quality improvement activities.

Infection Control

Every staff member has the responsibility to adhere to the Infection Control Policies and procedures and undertake any relevant infection control training.

All GV Hospice sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.

Agreement:	I have read, understood and agree to comply with this position description.
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Name: _____

Signature: _____

Date: _____