

Position Description

Palliative Care Nurse Practitioner

About GV Hospice

Goulburn Valley Hospice Care Service Inc. (GV Hospice) is a standalone not for profit 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 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, carer wellbeing and co-ordinator of volunteers
- Administration team
- Retail Sales and donation collection at the Opportunity Shop in Fryers Street.

Our team works closely with several health care services and residential aged care facilities, combining our knowledge and expertise, with a family centred approach. Through early planning and integration of care with other services, care improves the quality of life for the patient and the family.

The Position

The Palliative Care Nurse Practitioner (NP) is an advanced practice clinician who provides expert clinical care and leadership within a multidisciplinary palliative care team. The NP works autonomously and collaboratively to deliver holistic, patient-centred care to individuals with life-limiting illnesses, focusing on symptom management, quality of life, and psychosocial support. The NP also provides clinical leadership, education, and contributes to quality improvement initiatives and research within the palliative care service.

Key Areas of Responsibility:

- Deliver comprehensive, evidence-based palliative care in line with standards (Primary and Community Health and Palliative Care) and best practice guidelines.
- Participate in clinical governance, safety and quality improvement activities.
- Plan, assess and evaluate complex symptom management, autonomously and collaboratively as part of the multidisciplinary team
- Facilitate goals of care conversations with clients and families
- Provide care in a culturally sensitive manner
- Maintain advanced clinical skills and knowledge through ongoing professional development and reflective practice.

- Ensure a safe working environment by adhering to all relevant OHS policies, procedures, and legislation.
- Maintain accurate and current clinical records ensuring documentation meets professional and legal standards.
- Engage in ongoing professional development and performance review processes

TERMS AND CONDITIONS

CLASSIFICATION: *Nurse Practitioner Yr2*

RELEVANT AWARD: *Nursing EBA*

ACCOUNTABLE TO: Clinical Manager

HOURS OF EMPLOYMENT: As per contract

PERFORMANCE APPRAISAL: At six months, and then annually.
This position description will form the basis of the Performance Appraisal.

SELECTION CRITERIA:

1. Essential Qualifications and Requirements:
 - Registered Nurse holding current registration with Nursing and Midwifery Board of Australia
 - Have completed a master's degree with a palliative care focus and endorsed by Nursing and Midwifery Board of Australia as a Nurse Practitioner and AHPRA registered
 - Current driver's license (Victoria)
 - National Police Record Check & Working with Children's Check– current and satisfactory
 - Successfully meets the pre-employment screening requirements
 - The Nurse Practitioner may be available for on-call duties on occasion, though this is not a routine requirement of the role.
 - If on-call work is required, it will be remunerated in accordance with the current award rate and applicable industrial agreements
 - An understanding of MBS requirements and processes
2. Demonstrable knowledge of the philosophy, principles and practice of palliative care
3. A sound knowledge of legal, regulatory and ethical requirements of care e.g. consent, confidentiality
4. Excellent communication skills and ability to share knowledge with other clinicians across multiple disciplines/settings including facilitating education and active participation in research projects
5. Demonstrated ability to make appropriate clinical decisions which consider cultural and diversity sensitivity and alignment to meet the goals and expectations of the patient and family where possible
6. Ability to work within a team environment and as part of a multidisciplinary team
7. A commitment to quality improvement, ongoing learning and professional development
8. Competent in the use of information technology e.g. Microsoft Office and healthcare databases

SCOPE

This scope of practice is as defined by The Code of Conduct for Nurses (the code) which sets out the legal requirements, professional behaviour and conduct expectations for nurses in all practice settings, in Australia. The code is supported by the Nursing and Midwifery Board Australia (NMBA) Standards for Practice and, with

the other NMBA standards, codes and guidelines, which 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.

Specific KPIs will be discussed in collaboration with our successful candidate

Key Responsibility 1	1. Clinical Care Delivery
KPI	<ul style="list-style-type: none"> • Conduct independent NP-led palliative care clinics, including assessment, diagnosis, treatment planning, and symptom management for patients with complex symptom needs. • Undertake home visits and joint visits with other members of the nursing or allied health staff to provide in-situ clinical assessments and support. • Prescribe and manage anticipatory medications in line with legislative frameworks and organizational policies to pre-emptively address symptom burden. • Participate in acute hospital consultations as required, ensuring continuity and coordination of care across settings.

Key Responsibility 2	2. Case Reviews and Multidisciplinary Collaboration
KPI:	<ul style="list-style-type: none"> • Lead or participate in interdisciplinary case reviews, contributing to care planning and goal setting with patients, families, and health professionals. • Act as a clinical expert in palliative care, supporting decision-making within the multidisciplinary team. • Actively participates in organisational committees and the wider service sector • Upholds the standards of confidentiality and privacy as required by GV Hospice • 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 • Provides support and encouragement of self-care practices within team

Key Responsibility 3	3. Mentoring and Capacity Building
KPI:	<ul style="list-style-type: none"> • Mentor and support nursing staff, students, and junior clinicians in palliative care principles, clinical reasoning, and communication skills. • Provide education sessions and in home teaching to build palliative care capacity across the organisation and community. • Recognises opportunities for the development of research and quality initiatives including new service programs • Contributes to the regular revision of written resource material for client use
Key Responsibility 4	4. Quality Improvement and Service Development
KPI:	<ul style="list-style-type: none"> • Contribute to service evaluation, audit, and quality improvement initiatives to enhance care outcomes and service efficiency. • Participate in the development and implementation of evidence-based protocols, pathways, and educational materials.
Key Responsibility 5	5. Leadership and Professional Development
KPI:	<ul style="list-style-type: none"> • Maintain advanced clinical skills and knowledge through ongoing professional development and reflective practice. • Contribute to strategic planning and service innovation in line with the goals of the palliative care service.
Key Responsibility 6	Utilise culturally appropriate intervention strategies for Culturally and Linguistically Diverse Clients (CALD)
<p>KPI:</p> <p>Identifies the need for and use of interpreters as necessary</p> <p>Modifies clinical approach to suit client age group &/or cultural needs</p> <p>Provides information using a range of strategies that demonstrate consideration of client needs</p>	<ul style="list-style-type: none"> • Demonstrates a positive regard for diverse cultures • Responds to others in a non-judgmental and non-evaluating manner • Demonstrates awareness of the relationship between culture and health beliefs, and the relationship between culture and health seeking behaviour • Develops effective communication and relationships with other ethno-specific providers and community groups • Demonstrates knowledge of culturally appropriate resources and how to access them, including use of interpreting services
All staff are expected to	<ul style="list-style-type: none"> • Demonstrate an understanding of GV Hospice Care Service Policies and Procedures, including those relating to quality management

	<ul style="list-style-type: none"> • Participate in Quality Improvement Activities • Maintain a professional appearance as required by GV Hospice Care 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 Senior Management • 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 using PCOC scoring as per GV Hospice 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 multidisciplinary team to ensure families/carers are well supported • Attend family and other meetings as required to ensure palliative needs are discussed and explained and goals of care are clarified • Maintain on-going professional development to meet registration requirements and to enhance clinical expertise and knowledge and application of Palliative Care Standards and Principles
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GENERIC RESPONSIBILITIES AND REQUIREMENTS

Code of Conduct

GVHCS 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's 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 their development and review.

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 the 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 patients, 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 services 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 Controls 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: _____

<i>Date of document update:</i>	May 2025
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