



Position Description

CALVARY HEALTH CARE KOGARAH

Version:1.0

Position Title:	<i>Clinical Nurse Specialist - CPCT</i>		
Position Number:	N/A	Cost Centre: M1756	
Site/Facility:	KOGARAH		
Department:	Community Palliative Care Team (CPCT)		
Enterprise Agreement:	NAMED NSW (NON-DECLARED) AFFILIATED HEALTH ORGANISATIONS' NURSES AGREEMENT 2011		
Classification:	<i>Clinical Nurse Specialist (CNS) Grade 2</i>		
Vaccination Category:	A		
Reports To:	<i>Nurse Manager Community Palliative Care Team</i>		
Date of Preparation:	12 Aug 2021	Date Updated:	N/A

Primary Purpose

The Community Palliative Care Service provides specialist ambulatory and community palliative care to the southern sector of South Eastern Sydney Local Health District. The service also operates a Motor Neuron Disease service and both services are supported by dedicated allied health and medical resources.

The Clinical Nurse Specialist (CNS), provides evidence-based nursing care to people of all ages and cultural groups, including individuals, families, and communities. The CNS assesses, plans, implements, and evaluates nursing care in collaboration with individuals and the multidisciplinary health care team to achieve goals and health outcomes. The CNS practices independently and interdependently, assuming accountability and responsibility for their own actions and delegation of care to enrolled nurses and other health care workers.

Organisational Environment

Founded in 1885 by the Sisters of the Little Company of Mary, Calvary is a charitable, not-for-profit, Catholic health care organisation. Our mission is to provide quality, compassionate health care to the most vulnerable, including those reaching the end of their life. With over 18,000 staff and volunteers, we have a national network of 14 Public and Private Hospitals, 72 Residential Care and Retirement Communities and 19 Community Care service centres

Calvary continues the mission of the Sisters of the Little Company of Mary, a mission focused on caring for those who are sick, dying and in need. We express our values of hospitality, healing, stewardship and respect through "being for others" exemplified by the Spirit of Calvary and the example of Venerable Mary Potter.

As an equal opportunity employer, we value diversity and are committed to fostering a workplace that is respectful, welcoming and inclusive where people are supported to draw strengths from their identity, culture and community. We value the integral dignity of each person and we encourage applications from First Nations peoples, people living with a disability, LGBTIQ+ people, people who have come to Australia as migrants or refugees and veterans.

At Calvary our vision as a Catholic Health, Community and Aged Care provider, is to excel, and be recognised, as a continuing source of healing, hope and nurturing to the people and communities we serve.

Our Services include public and private hospital care, acute and sub-acute care, community care

and Retirement and aged care services, in both rural and metropolitan areas.

Calvary Health Care Kogarah (CHCK) provides inpatient and community based Palliative Care and Rehabilitation and Aged Care services in the public health arena. CHCK operates within South Eastern Sydney Local Health District (SESLHD).

Accountabilities and Key Result Areas

Maintain responsibilities for personal and professional development by participating in training/education activities, and performance reviews in order to continuously improve the level of and quality of service.

People and Culture:

- Practice in accordance with Calvary and relevant Government Health policies and procedures, the position description, Code of Conduct and industrial agreements
- Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary's values of healing, hospitality, stewardship and respect
- Comply with the nursing profession's Code of Ethics
- Acknowledge and understand the needs of patients and their families from Aboriginal and Torres Strait Islander, or culturally and linguistically diverse backgrounds to provide appropriate care
- Develop collaborative working relationships with the NUM; nursing, medical and allied health teams, and other staff both internal and external across the continuum of care
- Communicate effectively by use of appropriate language and being courteous and considerate when interacting with patients, families or staff
- Provide education to CHCK staff, and health care professionals in community services or RACFs as required
- Participate in education of students
- Advise the CNE on in-service education requirements for staff
- Maintain patient and staff confidentiality
- Ensure medico-legal requirements regarding Dangerous Drugs, medical records, patients' property and valuables are maintained

Excellence in Care:

- Clinical supervision at the point of care is the role and responsibility of each Registered Nurse/Midwife and Enrolled Nurse within everyday clinical practice, in line with the Australian Nursing and Midwifery Council Decision Making Frameworks for Nurses and Midwives
- Provide consultancy services to patients registered with CPCT or the PCU
- Provide comprehensive, holistic assessment of patients and carers needs including physical, psychological, social, emotional, and spiritual
- Needs assessment conducted in the home or CPCT clinic
- Arrange admission to hospital and discharge from the service as required
- Appropriate referral to medical, Allied health services, or Social work/Pastoral care for supportive counselling
- Deliver medication as necessary to patients/carers and explain appropriate use, side effects and storage
- Support the multidisciplinary team to coordinate and manage complex client care
- Facilitate continuity of care between community and inpatient services
- Maintain patient safety through an effective handover process
- Access patient information via electronic communication as appropriate to assist in care planning
- Ensure clinical records are correctly maintained, medical orders and care plans are accurately documented
- Provide expert clinical advice to patients and carers, and act as a professional leader and resource person for health professionals within the specialty

- Ensure optimal outcomes for Palliative Care services' patients by maintaining and promoting best practice, including evaluation of care outcomes
- Record and report all incidents and complaints promptly according to relevant policy
- Analyse current practice, identify the need for clinical practice improvement activities, manage complex projects relating to significant practice change and evaluate the impact of new directions in clinical practice
- Review procedures and policy relevant to the care of patients and be actively involved in formulation and updating of same when necessary

Service Development & Innovation:

- Model critical thinking and participate in problem solving in assessing, planning, implementing and evaluating clinical care and service functions
- Promote an environment that fosters research and learning opportunities
- Facilitate the development and evaluation of standards for practice within CPCT
- Participate in the strategic planning and evaluation of the service
- Demonstrate a sound knowledge of Quality Management principles and actively participate in Quality Improvement projects and their evaluation
- Participate in the National Safety and Quality Health Service (NSQHS) Standards of the Australian Council on Healthcare Standards (ACHS)
- Assist in identification, assessment, analysis, reporting and monitoring of risk; and promote risk management practice by patients, visitors and contractors
- Demonstrate understanding of risk management processes and systems, and their relationship to safe quality patient care and organisational outcomes

Wise Stewardship

- Monitor and report on key performance indicators relevant to the service
- Manage time efficiently and constructively and maintain a diary of patients' visits
- Report faulty equipment to facilitate prompt repair

WH&S Responsibilities:

- Take reasonable care of your own health and safety and the health and safety of others in the workplace;
- Comply with relevant Calvary WHS policies, procedures, work instructions and requests;
- Report to your supervisor any incident or unsafe conditions which come to your attention;
- Observe any additional requirements as outlined in Calvary's WHS Responsibilities, Authority and Accountability Table (published on Calvary intranet)
- Familiarity with emergency/disaster procedures and protocols
- Compliance with universal precautions
- Comply with infection control policies and procedures and act as a role model for appropriate hand hygiene measures at all times
- Maintain safe and hazard free environment including storage and handling of equipment, reporting of identified hazards or faulty equipment
- Mandatory Covid-19 and Flu Vaccination for all CHCK employees

Community Engagement:

- The community has access to information about CPCT and PCU services
- Provide information to patients and carers regarding their rights and responsibilities for participation in the service
- Involve patients and their carers in planning care to meet their individual needs
- Implement processes for engaging consumers in feedback in regards to Palliative Care services

- Establish networks to enhance work practice

Key Performance Indicators

- 100% compliance for documentation and management of health care record
- Assess suitable patients referred to the service – phone call within 48 hours and a home visit within 4 days
- Service data is maintained and submitted in a timely manner
- Evidence of adherence to requirements of Fleet vehicle use
- Initiate, manage and complete 1 unit based or participate in 1 organisation wide Quality Improvement project annually, as agreed by key line managers
- 100% compliance with mandatory training requirements
- Maintain currency of required nursing competencies
- Undertake own professional development and education
- Complete performance review after 3 months and then on an annual basis

Challenges/Problem Solving:

- Working collaboratively with palliative care patients and their families who present with complex clinical and psychosocial issues
- Working collaboratively with multidisciplinary teams within CHCK palliative care services and external key partnerships
- Meeting benchmarks and key performance indicators

Communication:

- Ensuring effective, timely and appropriate communication between all members of the multidisciplinary team, patients, their family members / carers and externally with primary health care providers, community services and RACF staff

Decision Making/Influence:

- Decisions pertaining to patient assessment and care planning; and coordination of referrals, in liaison with Palliative Care Specialists. Nurse Unit Manager (NUM) and multidisciplinary team.

Key Relationships

Internal:	<ul style="list-style-type: none"> • Nurse Manager CPCT • Other nursing colleagues • DON and DDON • After Hours Nurse Manager • Governance Manager • Medical Director • CNE • Organisational committees
External:	<ul style="list-style-type: none"> • Consultants • Referring hospitals and health services

Position Impact

Direct Reports:	<ul style="list-style-type: none"> • N/A
Budget:	<ul style="list-style-type: none"> • N/A

Selection Criteria

- Current registration as a Registered Nurse with the Nursing & Midwifery Board of Australia (AHPRA)
- Relevant post-graduate qualifications and at least 3 years' full time equivalent post-registration experience working in Palliative Care; plus satisfy the Clinical Nurse Specialist Grade 2 minimum criteria as per current Public Health System Nurses' and Midwives' (State) Award
- Current Unrestricted Class C driver's licence allowing the holder to drive a passenger vehicle in NSW
- Demonstrated advanced clinical assessment and problem-solving capacity and the ability to transfer this knowledge and skill to other clinicians
- Demonstrated, well-developed verbal and written communication skills, and interpersonal skills
- Demonstrated ability to work autonomously with limited supervision: and within a multidisciplinary team
- Demonstrated time management and organisational skills; and demonstrated competence in the use of health-related information technology such as eMR
- Ability to work within the Mission and Values of Calvary Health Care Kogarah

Job Demands Definitions:

* Denotes a critical requirement of the job

Frequency

I	Infrequent – intermittent activity exists for a short time on a very infrequent basis	C	Constant – activity exists for more than 2/3 of the time when performing the job
O	Occasional - activity exists up to 1/3 of the time when performing the job	R	Repetitive – activity involves repetitive movements
F	Frequent – activity exists between 1/3 and 2/3 of the time when performing the job	N/A	Not applicable – activity is not required to perform the job

CRITICAL *	PHYSICAL DEMANDS - DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Sitting Remaining in a seated position to perform tasks				X		
	Standing Remaining standing without moving about to perform tasks	X					
	Walking Floor type: even/uneven/slippery, indoors/outdoors, slopes			X			
	Running Floor type: even/uneven/slippery, indoors/outdoors, slopes						X
	Bend/ Lean Forward from Waist Forward bending from the waist to perform tasks	X					
	Trunk Twisting Turning from the waist while sitting or standing to perform tasks	X					
	Kneeling Remaining in a kneeling posture to perform tasks						X
	Squatting/ Crouching Adopting a squatting or crouching posture to perform tasks						X
	Crawling Moving by crawling on knees & hands to perform tasks						X
	Leg/ Foot Movement Use of leg and or foot to operate machinery		X				
	Climbing (stairs/ladders) Ascend/ descend stairs, ladders, steps, scaffolding		X				
	Lifting/ Carrying	Light lifting & carrying – 0 – 9kg		X			
		Moderate lifting & carrying – 10 – 15kg					X
		Heavy lifting & carrying – 16kg and above					X
	Reaching Arms fully extended forward or raised above shoulder	X					
	Pushing/ Pulling/ Restraining Using force to hold/restrain or move objects toward or away from body	X					
	Head/ Neck Postures Holding head in a position other than neutral (facing forward)						X
	Hand & Arm Movements Repetitive movements of hands & arms				X		
	Grasping/ Fine Manipulation Gripping, holding, clasping with fingers or hands			X			
	Work at Heights Using ladders, footstools, scaffolding, or other objects to perform work						X
	Driving Operating any motor powered vehicle		X				
CRITICAL		FREQUENCY					

* SENSORY DEMANDS - DESCRIPTION (comment)	I	O	F	C	R	N/A
Sight Use of sight is an integral part of work performance eg viewing of X-rays, computer screen				X		
Hearing Use of hearing is an integral part of work performance eg telephone enquiries				X		
Smell Use of smell is an integral part of work performance eg working with chemicals	X					
Taste Use of taste is an integral part of work performance eg food preparation						X
Touch Use of touch is an integral part of work performance				X		

CRITICAL *	PSYCHOSOCIAL DEMANDS – DESCRIPTION (comment) Assisting ↓	FREQUENCY					
		I	O	F	C	R	N/A
	Distressed people eg. emergency or grief situations			X			
	Aggressive & uncooperative people eg. drug/alcohol, dementia, mental illness	X					
	Unpredictable people eg. dementia, mental illness, head injuries	X					
	Restraining Involvement in physical containment of patients/clients						X
	Exposure to distressing situations eg child abuse, viewing dead/mutilated bodies		X				

CRITICAL *	ENVIRONMENTAL HAZARDS – DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Dust Exposure to atmospheric dust						X
	Gases Working with explosive or flammable gases requiring precautionary measures		X				
	Fumes Exposure to noxious or toxic fumes	X					
	Liquids Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	X					
	Hazardous substances eg. dry chemicals, glues						X
	Noise Environmental/background noise necessitates people to raise their voice to be heard						X
	Inadequate lighting Risk of trips, falls or eyestrain	X					
	Sunlight Risk of sunburn exists from spending more than 10 minutes per work day in sunlight	X					
	Extreme temperatures Environmental temperatures are < 15°C or > 35°C						X
	Confined spaces Areas where only one egress (escape route) exists						X
	Slippery or uneven surfaces Greasy or wet floor surfaces, ramps, uneven ground	X					
	Inadequate housekeeping Obstructions to walkways and work areas cause trips & falls	X					
	Working at heights Ladders/stepladders/ scaffolding are required to perform tasks						X
	Biological hazards eg. exposure to body fluids, bacteria, infectious diseases	X					

EXPECTED STANDARDS	ALL STAFF	LINE MANAGERS AND SUPERVISORS	SENIOR MANAGERS
PATIENT SAFETY, RISK MANAGEMENT AND QUALITY IMPROVEMENT	Actively participate in patient safety and ongoing quality improvement programs and practices that promote the best possible health outcomes for patients/clients.	Identify, develop, lead and monitor patient safety, risk management and quality improvement programs to improve the operation and promote the best possible health outcomes for patients/clients. Ensure that National Safety and Quality Health Service Standards are met.	Provide governance and strategic direction for the development, implementation and evaluation of patient safety and quality improvement programs that promote the best possible experience and health outcomes for patients/clients. Ensure that National Safety and Quality Health Service Standards are met.
CALVARY VALUES	Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the Calvary core values of	Assist staff to identify and model specific behaviours and actions that reflect the Calvary core values of Hospitality,	Uphold the highest standards of professionalism at all times by performing the functions of the role efficiently, economically, fairly,

	Hospitality, Healing, Stewardship and Respect through demonstrated behaviours and interactions with patients, clients and employees.	Healing, Stewardship and Respect in the workplace.	impartially and with integrity and by actively advocating the Calvary core values of Hospitality, Healing, Stewardship and Respect to ensure that Calvary and CHCK expectations are met.
CALVARY CODE OF CONDUCT	Read and acknowledge individual responsibilities as determined in the Code of Conduct. Acknowledge the Code of Conduct as a framework for professional behaviour, ethical practice and decision-making. Acknowledge and accept a shared responsibility for ensuring that their own behaviour and the behaviour of colleagues meets the standards outlined in the Code of Conduct. Report and express any workplace concerns fairly, honestly and respectfully.	Ensure staff are provided with access to the Code of Conduct upon appointment or reappointment. Provide advice to each employee to ensure they understand their responsibilities under the Code of Conduct. Maintain a record of when this occurred.	Model and encourage behavioural expectations as outlined in the Code of Conduct.
WORK HEALTH AND SAFETY	Actively participate in: <ul style="list-style-type: none"> • Hazard identification • Reporting of risks, near-misses and incidents • Taking responsibility for own safety • Development and implementation of Safe Work Practices • Work Health and Safety (WHS) Consultation processes • Emergency preparedness • Professional development 	Implement all elements of the SESLHD, CHCK and Calvary health and safety management system(s) as required. Monitor and evaluate the department's WHS and Injury Management (IM) performance. Actively develop workers' WHS performance. Report progress toward and barriers to the achievement of Service WHS and IM targets to senior management.	Apply due diligence to known and emergent WHS risks. Actively engage in service WHS planning and reporting. Set WHS and IM performance targets for the Service. Monitor and measure individual departments' WHS performance against targets.
REGISTRATION AND LICENCES	Maintain registration and licences required for position held.		

Approvals

Job Holder's signature:

Date:

Manager's signature:

Date: