

POSITION: Enrolled Nurse with Medication Endorsement
REPORTS TO: Coordinator of Nursing
DATE UPDATED: August 2020

ORGANISATIONAL ENVIRONMENT

Melbourne City Mission (MCM) is a leader and innovator in the provision of services to the community. Established in 1854, Melbourne City Mission is a non-denominational organisation that supports thousands of Victorian people and communities to overcome barriers and disrupt disadvantage to live their life, their way.

As a service provider Melbourne City Mission's work is focussed on supporting people to take charge of their own lives and participate fully in community life. Melbourne City Mission's service profile includes: Children, Youth, Adult and Family; Disability; Employment, Education and Training; Homelessness; Justice; and Palliative Care.

As a social change agent Melbourne City Mission advocates for social policy change and works across all sectors in seeking to achieve sustainable outcomes for communities experiencing disadvantage.

JOB CONTEXT

This position is located within the Melbourne City Mission Palliative Care division and implements Melbourne City Mission's commitment to best practice in palliative care. Melbourne City Mission Palliative Care (MCMPC) was established in 1981 as the first community-based palliative care service to operate in Victoria. MCMPC aims to enhance quality of life by providing specialist interdisciplinary palliative care for people living with a terminal condition, their families and carers.

MCMPC provides 24-hour service 7 days a week.

Working as a member of an interdisciplinary team and in collaboration with external health professionals, the Palliative Care Enrolled Nurse will provide palliative care to MCMPC clients in accordance with the values, policies and procedures of Melbourne City Mission Palliative Care, and within the philosophy and organisational values of Melbourne City Mission.

The service is provided to residents of the local government areas of Darebin, Hume, Moreland and Yarra in accordance with the Palliative Care Australia's Standards for Providing Quality Palliative Care for all Australians.

JOB PURPOSE

Working as a member of an interdisciplinary team and in collaboration with external health professionals, the Palliative Care Enrolled Nurse will provide holistic care in accordance with the mission, values, policies and procedures of MCM Palliative Care and within the philosophy and organisational values of Melbourne City Mission.

JOB OBJECTIVES

Duties of this role may include but are not limited to the following:

1. Client care

- Provide holistic support, advocacy and relevant education and practical support advice to clients and carers
- Engage in symptom assessment, care plan development, and planned follow up requirements in consultation with Registered Nurse Division 1.
- Observe, record and report changes in clients' health status to Division 1 Registered Nurses in a timely manner
- Ensure all elements of client records are complete, including care plans, symptom assessment tools and evaluation of interventions
- Assess client nursing needs and the carer's ability to provide care at home, i.e. manual handling needs,
- Provide support, advice, education and advocacy for clients and carers of diverse ages, cultures and backgrounds
- Recognise and acknowledge care provided within the scope of own practice in relation to components of care, i.e. medication management, catheter insertion and management, wound management, manual handling
- Ensure that client care meets professional, organisational, legal and ethical requirements always

2. Improving organisational performance

- Active participation in MCMPC quality and benchmarking activities:
 - Australian Council on Healthcare Standards
 - Palliative Care Outcomes Collaboration (PCOC)
- Participate in mandatory organisational competencies relating to clinical practice, quality and OH&S requirements
- Provide client centred care at all times
- Promote evidenced based practice
- Demonstrate effective time management

3. Accurate documentation

- Ensure all elements of client records are complete, including care plans, symptom assessment tools and evaluation of interventions
- Comply with MCMPC client documentation requirements and other administrative systems
- Comply with organisation data requirements e.g. Victorian Integrated Non – Admitted Health (VINAH) minimum dataset

4. Interdisciplinary teamwork and collaboration

- Contribute to excellent interdisciplinary practice
- Demonstrate evidence of participation in the MCMPC culture of peer support, reflective practice and culture of feedback
- Provide support, advice and education to external providers as required
- Promote respectful and constructive team relationships
- Uphold a professional manner to managing conflict and take a resolution approach to achieving outcomes

5. Professional development/behaviour

- Membership of relevant professional organisation/s
- Act as a positive role model
- Act as a resource person to others in relation to clinical practice
- Participate in regular supervision.

6. Education/Research

- Participate in education opportunities
- Undertake own planned professional development through various forms of continuing education
- Support and contribute to quality improvement and research projects within area of practice

All staff are expected to:

- Demonstrate an understanding of Melbourne City Mission policies and procedures
- Participate in Melbourne City Mission quality improvement activities including ACHS EQUIP
- Maintain a professional appearance
- Ensure familiarity and compliance with Occupational Health and Safety requirements
- Undertake projects and duties as directed by the Coordinator of Nursing Services or Manager

KEY RELATIONSHIPS

This position may have relationships with a diverse range of MCM employees, external service providers, organisations and stakeholders within the community, with the view to providing the most appropriate and effective services and supports to the people they support. Examples of key relationships are detailed in the following table:

Internal Relationships	<ul style="list-style-type: none"> • The appointee will work collaboratively and promote effective relationships with all members of the interdisciplinary team including staff and volunteers.
External Relationships	<ul style="list-style-type: none"> • The appointee will work with clients, carers and families.

- The appointee will collaborate with, support, advise and educate external providers as required
- The appointee will promote effective relationships with general practitioners, palliative care consultancy teams and palliative care units.

KEY SELECTION CRITERIA

Essential:

- Enrolled Nurse with Medication Endorsement with current certification from the Nursing and Midwifery Board AHPRA
- Minimum of three years' work experience across relevant hospital or community-based settings, i.e. hospital based Palliative Care, Oncology, Haematology, Geriatric Evaluation and Management (GEM), Community based Post-Acute Care, Transition Care Program, Home Care Agencies
- The ability to work in an environment in which clients have a terminal illness and demonstrated sensitivity to people living with a terminal illness and those who are dying or bereaved
- The ability to work collaboratively within an interdisciplinary team
- Excellent time management and organisational skills
- Highly developed interpersonal skills
- The ability to accommodate and work with change
- A well-developed capacity to engage in reflective practice and provide and receive feedback
- Competence with electronic client records and well-developed computer skills
- Satisfactory completion of safety screening including a National Police check, International Police check (if required), a current Victorian Working with Children Check (Employee), current Victorian Drivers Licence, and the right to work in Australia.

Desirable:

- An understanding of community based palliative care service provision
- Certificate in Palliative Care, Community Care or Aged Care.
- Nursing experience in a community setting
- Demonstrated knowledge of aged care and/or chronic illness

ORGANISATIONAL REQUIREMENTS AND COMMITMENTS

Workplace Health & Safety:

MCM’s strategy is to create a working environment in which we have zero tolerance for compromised worker safety. As an employer we endeavour to provide a working environment that is safe for all employees and clients and adheres to Occupational Health & Safety regulations as an employer.

As an employee, you also have Occupational Health & Safety responsibilities as follows:

- To comply with all MCM policies related to Occupational Health and Safety in the workplace.
- Take reasonable care of your own health and safety in addition to the health and safety of your colleagues and clients who may be affected by your acts or omissions in the workplace.

Client Wellbeing and Safety:

We are committed to the safety and wellbeing of children, young people, people with a disability and other vulnerable people. We have a zero tolerance of abuse and neglect of all vulnerable people and are committed to actively contributing to a safe organisation in which children, young people, people with a disability and vulnerable people are protected from violence, abuse and neglect. All employees are required to comply with the Child Safe Standards.

Operational Accountability:

MCM is committed to operating efficiently, ethically and remaining operationally and financially sustainable.

As an employee you are expected to operate within the requirements of our accreditation, registrations, delegations and work responsibilities as detailed in our various policies and procedures, Code of Conduct and regulatory guidelines.

COMPLIANCE

As an employee, you are expected to comply with the following:

- Comply with and actively support all position, division and organisational policies and procedures.
- Satisfactory completion of safety screening including a current Working with Children check, National Police check, International Police check (if required), and the right to work in Australia.

LEADERSHIP CAPABILITY FRAMEWORK

In addition to the key selection criteria, applicants should be able to demonstrate the following attributes:

KEY AREA	BEHAVIOURAL CAPABILITIES
PARTNERSHIPS	<p>Customer Focused</p> <p>We do our best work when we understand people, and enable them to direct their own lives. We partner with others to provide access to what they need locally.</p>
PARTNERSHIPS	<p>Collaboration & Cooperation</p> <p>Seeks to find the right solution for all. Stays connected, and works together with colleagues and customers to achieve great things.</p>

PARTNERSHIPS **Resolves Disagreements**
Addresses and resolves conflict constructively. Defuses dispute to achieve mutually beneficial outcomes for all parties.

PEOPLE **Resilience & Bounce Back**
Deals effectively with unexpected challenges and adversity. Quickly recovers to take a positive stance to set backs and disappointments.

PEOPLE **Builds Capability & Realises Potential**
Plays an active role in their own and others' development. Encourages and inspires others to realise ambitions and potential.

PEOPLE **Safety First**
Always puts safety first. Creates a safe, healthy and caring workplace that is expressed in all operational activities and interactions with others.

OUR VALUES

Employees are expected to commit to and demonstrate MCM's values:

Together We are inclusive and accepting of difference.
We work in highly effective teams and our people are connected across our organisation.
We engage proactively with others to deliver outcomes.

Courageous We speak up constructively in line with our convictions.
We pursue our goals with determination.
We are passionate about our advocacy role.

Curious We are inquisitive and ask why.
We challenge the status quo.
We actively explore the alternatives.

Open We are transparent and have genuine, honest interactions.
We listen and hear people's voices.
We value and respect the autonomy of clients.
We trust one another.

Accountable We act safely in all our interactions.
We manage within our financial and resource boundaries.
We own our outcomes and decisions.
We are proud of the work that we do.