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| **POSITION:** | **Enrolled Nurse with Medication Endorsement**  |
| **REPORTS TO:** | **Nursing Operations Manager**  |
| **DATE UPDATED:** | **January 2025** |
| **ORGANISATIONAL ENVIRONMENT** |
| MCM (Melbourne City Mission) is a leading community services organisation that innovatively works alongside thousands of Victorians and their communities to overcome barriers experienced through Homelessness, Early Years, Disability, Palliative care, Early Childhood Intervention Services and Education.  With deep experience working with communities experiencing disadvantage, MCM advocates for systemic change, working across all sectors to sustainably disrupt such disadvantage.Since 1854, MCM has been striving for those experiencing disadvantage to live their life, their way. |
| **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, 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
1. **Improving organisational performance**
* Active participation in MCMPC quality and benchmarking activities:
* National Safety and Quality Primary and Community Health Standards (NSQPCH)
* 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
1. **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
1. **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
1. **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
1. **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
* Participate in meetings, debriefing, supervision, training, and forums.
* Ensure services are delivered within the framework of MCM’s policies and procedures, legislative requirements, and meet the relevant service standards.
* Perform other duties and responsibilities, as directed by the Nursing Operations Manager or delegate.
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| **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** | * The appointee will work collaboratively and promote effective relationships with all members of the interdisciplinary team including staff and volunteers.
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| **External Relationships** | * 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.
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| **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
* Computer literacy, including Competence with electronic client records.
* 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.
* Internet-enabled device for Time & Attendance when working offsite.

**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
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| **ORGANISATIONAL REQUIREMENTS AND COMMITMENTS** |
| **Child Safety & Safety of Vulnerable People**MCM is a Child Safe Organisation. 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.**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 people who use our services 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 people who use our services who may be affected by your acts or omissions in the workplace.

**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.
* All employees are subject to MCM’s Employment Safety Screening Procedure.
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| **LEADERSHIP CAPABILITY FRAMEWORK** |
| In addition to the key selection criteria, applicants should be able to demonstrate the following attributes: |
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| **KEY AREA** | **BEHAVIOURAL CAPABILITIES** |
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| **PARTNERSHIPS** | **People at the Centre**We do our best work when we understand the people we serve and enable them to direct their own lives, demonstrating unconditional positive regard. We partner with others to provide access to what they need locally.  |
| **PARTNERSHIPS** | **Collaboration & Cooperation**Seeks to find the right solution for all. Stays connected, and works together with colleagues and the people who use our services to achieve great things. |
| **PARTNERSHIPS** | **Resolves Disagreements**Addresses and resolves conflict constructively. Defuses dispute to achieve mutually beneficial outcomes for all parties. |
| **REPUTATION** | **Doing the Right Thing** Manages resources wisely to deliver sustainable value for service uses and those who contract those services. Looks to reduce waste and duplication of effort. |
| **PEOPLE** | **Resilience & Bounce Back**Deals effectively with unexpected challenges and adversity. Quickly recovers to take a positive stance to setbacks 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. |

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| **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. |