

## **POSITION DESCRIPTION**



**Position Title:** Palliative Care Pilot Project Coordinator

**Position Number:** #####

**Centre:** Western Riverina Community Health Service

**Classification:** HSM level two

**Salary Range:** In accordance with state Award NSW

**Reports to:** Community Health Service Manager/Health Service Network 1

**Supervises:**

**Date of Review:** July 15 2003

## **POSITION SUMMARY**

The position of Palliative Care Pilot Project Coordinator is responsible for the continuing implementation of the Western Riverina Palliative Care Commonwealth & State pilot program

## **POSITION OBJECTIVES**

The design and implementation of the effective delivery of Palliative Care within Commonwealth and State Guidelines  
Contribute to the development and maintenance of project protocols for use by GP's and allied health professionals  
Prepare recommendations, reports and proposals as necessary to meet the reporting requirements of the Board of Governance.  
Promote, develop and maintain project linkages with relevant stakeholders

## **PRINCIPAL RESPONSIBILITIES**

1. In conjunction with NSW Health, Commonwealth Department of Health and Ageing and Griffith Area Palliative Care Service Board of Governance implement projects in Palliative Care.
2. Liaise with Griffith Area Palliative Care Service Board of Governance, Health Service Managers, GP's, Palliative Care CNC, ACAT CNC, Community Health Team, District Nursing Service Home Care Service and other health in ways consistent with the aims of the project re the needs of clients.
3. Contribute to the development of appropriate project timelines for key areas in conjunction with the Griffith Area Palliative Care Service Board of Governance.
4. To develop and implement palliative care project within other rural areas as designated (Griffith, Hay, Hillston, Darlington Point, Coleambally).
5. Responsible for the planning, development and implementation of palliative care strategies for use within nursing homes.
6. Responsible for the planning, development and implementation of palliative care strategies for use within nursing homes.
7. Oversee the evaluation of each area of the project ensuring that the reporting requirements of NSW Health, Commonwealth Department of Health and Ageing and Palliative Care Australia are met.
8. Participate in the implementation of new information exchange strategies to assist with the project and with meeting departmental requirements in relation to provision of information to GP's.
9. Represent the Griffith Palliative Care Service when required at meetings and forums.
10. In conjunction with the GAPS team oversee the assessment of newly referred clients in the Western Riverina Network. Assessment will include:
  - Care plan
  - Client profile
  - Recommendations for care
  - Goal setting
11. To provide regular reports to the board of governance on the progress of the palliative care project.
12. In conjunction with the manager HSN1 determine project budgets and oversee expenditure in relation to these budgets, ensuring reporting requirements are met.
13. Provide executive support to the Griffith Area Palliative Care Service Board of Governance including taking responsibility for communication links for the committee.
14. Coordinate the development and implementation of educational initiatives which address identified priority issues that are targeted appropriate and sustainable.
15. Produce statistics and reports as required by HSN 1, GMAHS, Palliative Care Australia and the Commonwealth Department of Aged Care.

16. Oversee the development, maintenance and ongoing evaluation of client centred medical records.
17. Oversee the development, completion and ongoing evaluation of minimum data sets for clients within PaCIS (Palliative Care Information System) database.
18. Produce annual Service Plan including performance indicators and methods of evaluation.
19. Develop and participate in the orientation process for new staff members.
20. Participate in personal and professional development activities.
21. Assist in research activities carried out within the Griffith Area Palliative Care Service.
22. Develop opportunities to expand the current project sites to include other rural areas.
23. Other duties as directed.

## **HEALTH SERVICE PROFILE**

May be accessed at [www.gmahs.nsw.gov.au](http://www.gmahs.nsw.gov.au)

## **ACCOUNTABILITIES**

1. Coordination of the provision of clinical practice in accordance with better practice standards.
2. The design and implementation of the effective delivery of Palliative Care within Commonwealth and state Guidelines.
3. Effective documentation and maintenance of client record confidentiality.
4. Attend monthly team meetings and other meeting as required.
5. Coordination of weekly case conferences.
6. Develop and maintain good working relationships with other employees.
7. Observe safe work practices in carrying out duties.
8. Be familiar with the procedures you are to follow in the event of a disaster e.g. fire.
9. Participate in Quality Assurance activities as required.
10. Participate in staff development programmes as required.
11. Participate in evaluation of the Palliative Care Pilot Project with major stakeholders.
12. Maintain confidentiality according to Greater Murray Health Services policy.
13. Other relevant duties as directed by the Head of Department.
14. Maintain a customer philosophy and promote this at all times.
15. Observe at all times the NSW Department of Health's Code of Conduct and Ethics.

## **PERSON SPECIFICATION**

**Position Title:** Palliative Care Pilot Project  
Coordinator

**Position Number:** #####

**Centre:** Western Riverina Community Health  
Service (HSN 1)

**Classification:** HSMO level two

**Salary Range:** #####

**Reports to:** Community Health Service  
Manager/Health Service Network 1

**Supervises:**

**Date of Review:** July 15 2003



## **EXPERIENCE**

1. Demonstrated successful experience in project management and healthcare planning.
2. Demonstrated successful experience in palliative care management.
3. Demonstrated successful experience in Community Health Nursing in a rural setting.
4. Demonstrated interest and experience in working with older people.
5. Experience in conflict management.

## **KNOWLEDGE**

1. Demonstrated knowledge of the principles of Primary Health Care.
2. Demonstrated knowledge of the concepts, principles and practices related to the delivery of palliative care.
3. Demonstrated high level of knowledge relating to GMAHS, State and Commonwealth palliative Care policy and its application to rural practice.

## **SKILLS AND ABILITIES**

1. Demonstrated high level clinical competence in palliative care.
2. Demonstrated clinical teaching skills.
3. Demonstrated ability to effectively communicate with team members.
4. Ability to advocate on behalf of clients.

## **EDUCATION**

A degree from a recognised tertiary institution in such areas as Palliative Care, Nursing, Gerontology, community health is highly desirable. A current NSW drivers license is essential.

## APPLICATIONS

Applications for the position of Palliative Care Pilot Project Coordinator will be considered initially upon the basis of each applicant's response to the following **Core Selection Criteria**. These criteria have been chosen as those reflecting the essential core requirements for appointment to the position.

- Experience in community health
- Understanding of the current issues in Palliative Care
- Knowledge of the principles of Primary Health Care and their application to Palliative Care
- Teaching and communication skills
- Clinical competence in Palliative Care

## SELECTION PROCESS

Selection for the position Palliative Care Pilot Project Coordinator will be conducted in three phases. Phase One will incorporate the analysis and assessment of all applications received by a Selection Panel, which will determine a short list for interview. During the first phase of the process, the Selection Panel may call for reports from Referees. All applicants not selected for interview will be immediately advised.

Phase Two will be concerned with interviewing short-listed candidates. It is expected that interviews will be approximately 30 minutes duration.

During Phase Three, the Selection Panel will contact selected Referees for the short-listed candidates, receive appropriate reports and make its recommendations to the Chief Executive Officer. Following approval of the appointment, all applicants will have the right to request feedback from the Selection Panel regarding any aspect of their application or the selection process.

Written applications for the position of Palliative Care Pilot Project Coordinator should include the names of at least two Referees and be forwarded to:

Title: Community Health Services Manager (Western Riverina)  
Name: #####  
Address: 39 Yambil Street, Griffith NSW 2680  
Fax No.: (02) 69641743  
Telephone No. (02) 69669900

Please mark applications: **Confidential – Application for Position #####**