



RACF Palliative Care Project Officer

General Information

The Southern Metropolitan Region Palliative Care Consortium is an alliance of funded palliative care services and associated agencies in the region with the purpose of implementing the Victorian End of Life and Palliative Care Framework. A major focus of our work is to assist RACF to implement and improve on the palliative approach.

Peninsula Home Hospice is the fund holder for the consortium and employer of consortium staff.

Position Specification

Reports to	Consortium Manager
Award	to be determined
Classification	depend on skill and experience
Hours	24 hours per week
Role Reflection	Initially, a probation period of period of three months then a review at six months, then reviewed annually

A condition of employment with Peninsula Home Hospice is that all staff have a satisfactory Police Check and a Working with Children Check.

Key Selection Criteria

Mandatory	<ul style="list-style-type: none">• Tertiary qualification in Nursing or another relevant clinical field• Demonstrated ability to work with issues associated with death and dying and bereavement• Demonstrated ability to undertake clinical audits• Recent clinical experience that includes knowledge of medication• Understanding of the Residential Aged Care Sector• Excellent interpersonal and networking skills• Well-developed written communication skills• Ability to work independently with minimal supervision• Computer literate especially Microsoft Office applications• Current Victorian Drivers License
Desirable	<ul style="list-style-type: none">• Project management experience and skills• Palliative Care experience• Experience in developing and delivering training programs

Position Objective

To support Residential Aged Care Facilities in the Southern Metro region to undertake audits of deceased resident's files (DRA project) and work collaboratively to address any issues identified by the audit towards improving palliative care.

Key Responsibilities

1. To work with the consortium manager to recruit participants from RACFs for the project
2. Liaise with RACF management in order to determine the parameters of the project
3. Assist the facilities to undertake an audit of deceased resident's files
4. Evaluate the audit findings and develop reports
5. Support and encourage the facilities to develop an action plan that responds to the findings to improve palliative care
6. Engage with relevant Community Palliative care and residential in-reach services to strengthen links with the RACF
7. In conjunction with relevant stakeholders, provide relevant training to support the action plan
8. Promote the activity to all relevant stakeholders throughout the region
9. Develop and support initiatives to improve the palliative approach in aged care across the region and across agencies
10. To effectively and efficiently manage own workload
11. To work as a member of the consortium team

All staff are expected to:

Demonstrate an understanding of Peninsula Home Hospice and SMRPCC Policies and Procedures Participate in PHH Quality Improvement Activities including ACHS EQUIP.

- Maintain a professional appearance as required by Peninsula Home Hospice Policy
- Ensure familiarity and compliance with Occupational Health and Safety requirements and regulations
- Undertake other projects and duties as directed by the Consortium Manager or Consortium Chair

Employee Signature: Date:

Chief Executive Officer Signature: Date: