

POSITION DESCRIPTION



Core Mercy Values:	Compassion, Hospitality, Respect, Innovation, Stewardship, Teamwork		
Position title:	Staff Specialist – Palliative Medicine	Employee name:	
Entity/Group:	Mercy Health Albury	Date:	June 2018
Business Unit/Department:			
Position reports to:	Operations Manager/Director of Nursing		
Position Purpose:	Perform all assessments, procedures and treatments associated with the speciality of Palliative Care Medicine as per delineated role of the Mercy Health Albury network. To provide admitting, consultative and diagnostic services (as a VMO will have the option to provide outpatient services) forming an integral part of a multidisciplinary team whilst practising within the core values of Mercy Health (MH) The Staff Specialist will be required to ensure a highly responsive and flexible Palliative Care service to internal and external health care providers.		
Qualifications:	<p>Essential</p> <ul style="list-style-type: none"> • Eligible for unconditional registration with the Australian Health Practitioner Regulation Agency • Fellowship of the Royal Australian College of Physicians and/or other specialist recognition as provided for in the Staff Specialist (State) Award • Demonstrated experience in the speciality of Palliative Care. • Demonstrated capacity to work effectively within a multi-disciplinary team • Demonstrated current clinical practice of a high standard and ability to adapt clinical practice in accordance with the contemporary evidence based best practice and demonstrated commitment to quality improvement, patient safety and risk management • Current Medical Indemnity Insurance • Credentialed as per NSW Legislative requirements 		

	<ul style="list-style-type: none"> • Current immunisation of diseases as listed in NSW MOH PD2011_008 Occupational Assessment, Screening and Vaccination against Specified Infectious Diseases This is a Category A Risk position –is required <p>Desirable</p> <ul style="list-style-type: none"> • Advanced training under auspices of Specialist Advisory Committee (SAC) in Palliative medicine, or equivalent or working towards qualifications or experience in Palliative medicine. • Demonstrated effective verbal, written and interpersonal communication skills • Demonstrated knowledge and experience in Quality Improvement; best practice and application of evidence based Health Care • Ability to contribute to the strategic development of Palliative Care services • Demonstrated ability to comply with the service objectives of the health organisation • Preparedness to participate in any on call service if required and/or rostered • Current Driver's licence
Resource management:	<p>Annual Operating Expenditure:</p> <p>Annual Capital Expenditure:</p>

Mandatory Organisational Competencies	Personal Competencies	Job Competencies
<ul style="list-style-type: none"> • Orientation (on commencement) 	<ul style="list-style-type: none"> • Commitment to the Mercy values. 	<ul style="list-style-type: none"> • Comply with the requirements of the annual organisational mandatory and role related competencies policy and procedure.
<ul style="list-style-type: none"> • Equity & Inclusion (annual) 	<ul style="list-style-type: none"> • Demonstrated ability to build relationships with people at all levels. 	<ul style="list-style-type: none"> • Breadth of knowledge and skill to take responsibility for safe clinical decisions
<ul style="list-style-type: none"> • Emergency Procedures (annual) 	<ul style="list-style-type: none"> • Ability to work as part of a team. 	<ul style="list-style-type: none"> • Demonstrated ability to effectively liaise with the multidisciplinary team and provide optimal patient care whilst incorporating the family in all aspects of care
<ul style="list-style-type: none"> • Work Health & Safety (annual) 	<ul style="list-style-type: none"> • Consistently shows respect and compassion to all 	<ul style="list-style-type: none"> • Demonstrates technical and professional knowledge
<ul style="list-style-type: none"> • Infection Control (annual) 	<ul style="list-style-type: none"> • Practices with a high level of integrity and professionalism, personally and professionally to maintain public trust in the profession 	<ul style="list-style-type: none"> • Knowledge of contemporary clinical issues
	<ul style="list-style-type: none"> • Excellent interpersonal and effective communication skills 	<ul style="list-style-type: none"> • Able to take responsibility for clinical governance activities, risk management and audit to improve the quality of service provision.

	<ul style="list-style-type: none"> • Demonstrated leadership qualities 	<ul style="list-style-type: none"> • Computer literate
	<ul style="list-style-type: none"> • Customer focused , commitment to quality improvement 	
	<ul style="list-style-type: none"> • Teamwork/Collaboration 	
	<ul style="list-style-type: none"> • A practical common approach to problem solving & trouble shooting 	

Generic Requirements
<ul style="list-style-type: none"> • Act professionally and in accordance with the Mercy Health Code of Conduct
<ul style="list-style-type: none"> • Maintain clinical registration (where applicable)
<ul style="list-style-type: none"> • Participate in annual performance development review (PDR) process

Key Result Areas	Key Activities	Standard Measures
<ul style="list-style-type: none"> • Demonstrates and upholds the Values and Mission of Mercy Health. 	<ul style="list-style-type: none"> • Ensure the values of Mercy Health are incorporated into daily work practices. 	<ul style="list-style-type: none"> • Shows compassion and provides support to colleagues and patients. • Consistently shows respect and values each person's dignity. • Seeks opportunities to be innovative for improvement. • Communicates openly and honestly as an effective team member.
<ul style="list-style-type: none"> • Demonstrates an understanding of individual responsibility for safety, quality & risk and participates in organisational quality and safety initiatives. 	<ul style="list-style-type: none"> • Maintain a safe environment for patients/self/colleagues and members of the public. • Escalate concerns regarding safety, quality & risk to an appropriate staff member. • Participate in evaluation and continuous improvement and clinical indicator processes. • Demonstrate the principles of Person Centred Care: <ul style="list-style-type: none"> ○ Respect & Dignity ○ Information Sharing ○ Participation ○ Collaboration. 	<ul style="list-style-type: none"> • Risk controls implemented. • Incident/s reported as soon as practicable. • Undertake incident investigations. • Orientation completed. • Training up to date. • Accreditation outcomes. • Patient satisfaction and experience survey results. • Participate in implementation and delivery of annual quality plan and business plan.

Key Result Areas	Key Activities	Standard Measures
<p>CLINICAL CARE Ensure the provision and implementation of quality clinical care.</p>	<ul style="list-style-type: none"> • Facilitates contemporary, evidenced based medical care. • Maintain a proper record of symptoms, examinations and treatment of all patients. Complete departmental request forms for diagnostic purposes in accordance with departmental and hospital regulation. • Care is multidisciplinary. • Develops skills in and participates in community education. • Is aware of and adheres to the philosophy of the Health Service as set out in the Mission Statement and follows approved Clinical Guidelines. • Encourages research activities within the unit/department aimed at the development and delivery of best practice. • Have due regard for the reputation and interests of the Health Service at all times. • Exercise due professional care in the management of patients. • Consults with the Nurse Manager of the Ward and other treating Medical Officers regarding treatment of patients. Orders must be recorded on appropriate sheets in the medical record. • Have due regard for the reputation and interests of the Health Service at all times. • Exercise due professional care in the management of patients. • Consults with the Nurse Manager of the Ward and other treating Medical Officers regarding treatment of patients. Orders must be recorded on appropriate sheets in the medical record. 	<ul style="list-style-type: none"> • Facilitates the delivery of clinical care adhering to the policies, procedures and protocols of MH and NSW Health. • Patient medical records demonstrate appropriate levels of assessment, treatment, planning and consultation with patients, families and relevant others. • Participates twice a year in community education activities of a preventive nature. • Liaison occurs with all members of the multidisciplinary team. • Participation in the multi-disciplinary team management of patients, including the attendance at relevant case conferences and family and/or carers meetings

Key Result Areas	Key Activities	Standard Measures
FINANCIAL MANAGEMENT Budget guidelines are maintained.	<ul style="list-style-type: none"> • Maintain accurate classification and documentation of patients e.g. Geriatric Assessment, Palliative Care, Rehabilitation, Psychogeriatric, N.H.T.P. • Provide optimal services within budget. 	<ul style="list-style-type: none"> • Accurate classifications maintained. • Optimal services provided in line with budgetary requirements.
TEAMWORK Promotes team development within the unit.	<ul style="list-style-type: none"> • Works in partnership with all members of the multidisciplinary team. • Maintains harmonious relationships within the team. • Promotes resolution of issues relating to workplace grievances. • Contributes to team meetings and hospital forums. 	<ul style="list-style-type: none"> • Patient care reflects a multidisciplinary approach. • Harmonious work environment. • Awareness of and complies with discrimination, harassment and bullying policies and procedures. • Active participation in organisational and department meetings. • Participate in appropriate on call rostering
CUSTOMER FOCUS Achieve high levels of patient / customer satisfaction and involvement.	<ul style="list-style-type: none"> • Participates in patient / customer satisfaction projects and acts upon results. • Participates in projects to measure and improve health outcomes and gains. • Involves patients, residents, families and/ significant others in the plan and implementation of care. • Acts as a patient / customer advocate. 	<ul style="list-style-type: none"> • Minimal customer complaints. • Minimum time frame to resolve complaints. • Completes projects annually. • Serious complaints are brought to the attention of the Operations Manager in a timely manner.
COMMUNICATION Ensure effective lines of communication are maintained both internal and external facilities/services.	<ul style="list-style-type: none"> • Maintains confidentiality and utilises appropriate channels of communication when dealing with patient, residents, families, colleagues and management. • Attends forums and unit/department meetings as required. • Demonstrates supportive behaviours for colleagues. • Promotes a pro-active approach to communication. • Initiates and maintains accurate documentation. 	<ul style="list-style-type: none"> • Effective and appropriate patterns of communication are maintained. • Documentation meets all ethical and legal requirements. • Confidentiality of both written and electronic patient /staff information is maintained. • Well informed patients & staff working in a harmonious environment. • Evidence of a culture with open and transparent communication.

Key Result Areas	Key Activities	Standard Measures
	<ul style="list-style-type: none"> • Completion of the appropriate Admission and Outpatient records to the standard required by the Australian Council on Hospital Standards. • To advise the Operation Manager as early as possible when unable to attend to rostered duties because of sickness, accident or other event. • Inform the Operations Manager as soon as possible regarding: <ul style="list-style-type: none"> • any incidents that occur of a medico-legal nature, • any complaints received from patients or relatives, • Any problems in regard to the provision of services and equipment for the care of patients. 	
<p>SAFE ENVIRONMENT/Work Health Safety Manage a safe working environment.</p>	<ul style="list-style-type: none"> • Maintains practice within framework established by policies, procedures and protocols of MHA, NSW Health, external regulatory bodies. • Conducts and completes incident investigations in a timely manner adhering to all legislation and reporting systems. • Complete incident reports. • Elect and support health and safety representatives. • Contribute to risk assessments. • Participate in training and meetings regarding safety. • Employees ensure own protection against vaccine preventable diseases. • Care is provided within Infection Control guidelines and standards 	<ul style="list-style-type: none"> • Anticipates and instigates changes required to ensure safe practices are maintained within the organisation. • Investigates and responds to occupational exposure incident reports as presented, including hazards and near misses. Records incidents on IIMS. • Reports hazards, near misses and injuries immediately. • Uses personal protective equipment. • Comply with risk management policies and procedures and instruction. • Attend all safety meetings and training sessions.

Key Result Areas	Key Activities	Standard Measures
<p>CLINICAL GOVERNANCE AND QUALITY IMPROVEMENT Maintains a high standard of care through the promotion of quality improvement programs to continually improve standards of clinical services.</p>	<ul style="list-style-type: none"> • Promotes, identifies and facilitates continual improvement within services. • Demonstrated understanding of NSW Patient and Safety Clinical Quality Program • Meets all legal reporting requirements in a timely manner. • Keeps up to date with quality accreditation standards. • Comply with MH and NSW Health clinical governance policies and programs • Participate in the facility Quality Improvement program • Ensure effective clinical handover processes in accordance with MH and NSW Health guidelines • Participate in MH/NSW Health clinical governance requirements for ongoing maintenance of professional competence and clinical performance • Participation peer review and other personal development activities consistent with the relevant specialist medical college requirement to maintain professional standards • Undertake Quality Improvement and research activities as required 	<ul style="list-style-type: none"> • Maintains key performance indicators (KPIs) for the department. • Organisation successfully accredited by ACHS and/or National Standards. • Contribute to the development, implementation and review of annual quality unit plans and monthly report to Quality Committee in the hospital. • Participation in the audit/recommendations process • Identifies areas for improvement in the department. • Research, recommend implement and review preventative measures that will ensure the highest level of health care and safety is maintained. • Provides reports to the Operations Manager for MH/MLHD/NSW Health as required
<p>PROFESSIONAL DEVELOPMENT Ensures responsibility of own and colleagues' professional development.</p>	<ul style="list-style-type: none"> • Participates in annual appraisal process; • Clinical and theoretical knowledge is up to date. • Provides educational sessions to health professionals regularly. • Mentors/supervises other medical officers / students as appropriate. • Demonstrates responsibility for taking allocated professional development and study leave days annually 	<ul style="list-style-type: none"> • Participates in annual appraisal process; • Ensures own compulsory education competencies are obtained on an annual basis. • In service education sessions facilitated. • Support and feedback provided to medical officers / students. • Participation in research opportunities and/or clinical review committees •

<i>Key Result Areas</i>	<i>Key Activities</i>	<i>Standard Measures</i>
	<ul style="list-style-type: none"> Professional representation of the Palliative Care speciality and Mercy Health 	

Employee's Signature: _____

Date: _____

Print Name: _____

Manager Signature: _____

Date: _____

Print Name: _____