

Position Description



Position Title:	Project Co-ordinator In-home Respite
Location:	Malvern
Department	Hospice
Reporting To:	Hospice Manager
Main Purpose of Position:	<p>To co-ordinate implementation of a new pilot in-home care service for Very Special Kids families requiring respite or end of life care.</p> <p>The position is responsible for providing comprehensive, safe, evidence-based practice to facilitate optimal care in the home, in accordance with VSK and Nursing and Midwifery Board of Australia Standards and family needs.</p>
Decision Making Authority	As per Very Special Kids' Delegation of Authority
Key Relationships	<p>Internal Hospice Manager Deputy Hospice Manager General Manager Planning & Improvement Clinical Nurse Educator Hospice and Family Support staff Chief Medical Officer and Visiting Medical Officers</p> <p>External Very Special Kids families Hospitals and allied health providers Community agencies</p>
Key Selection Criteria	<p>Qualifications/ Education Training and Work Experience</p> <ul style="list-style-type: none"> • Registration as a Registered Nurse with AHPRA • 2 + years of post-graduation Registered Nursing experience (ideally in either paediatrics, palliative care or disability services) • Experience implementing and overseeing the day to day operations of an in-home care service highly preferable • Experience working with internal and external multidisciplinary teams and volunteers <p>Knowledge and Skills</p> <ul style="list-style-type: none"> • Demonstrated understanding of the systems and processes required to ensure effective and efficient delivery of home-based care • Demonstrated experience leading clinical teams including supervision and mentoring, shared problem solving and conflict resolution • Demonstrated commitment to, and capability in, data collection and analysis • Demonstrated ability to work to project timelines and deliverables • Commitment to quality improvement and ongoing evaluation • Expertise in the development of clinical policies and procedures

	<ul style="list-style-type: none"> • Ability to work with a high level of independence and autonomy • Advanced assessment, intervention and review skills • High level organisational and time management skills • Demonstrated capacity and experience in working collaboratively with other stakeholders and systems • Utilisation of IT systems to document and record nursing activities <p>Other Requirements</p> <ul style="list-style-type: none"> • Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment. • Employees are required to maintain a valid Working with Children's Check and undertake a National Criminal Record Check every three years throughout their employment. • A current, full drivers licence for the State of Victoria • Commitment to child-safe work practices and environment • Employees are required to provide and maintain required immunisations and serology results as part of their employment. <p>Personal Attributes</p> <ul style="list-style-type: none"> • Highly developed interpersonal and communication skills, both written and verbal, and a proven track record in engaging with a range of stakeholders. • Demonstrated ability to work effectively and collaboratively with both clinical and non-clinical staff. • Compassionate and consumer-focussed • Proven ability to work independently and demonstrate initiative. • Ability to work well under pressure and be flexible to changing priorities and environment. <p>Values All employees are required to demonstrate the VSK Values:</p> <ul style="list-style-type: none"> • Respect - by recognising the individual, welcoming diversity and nurturing choice • Collaboration - by building connections, strengthening relationships and partnering • Community - by creating supportive relationships and a sense of belonging • Compassion - by being welcoming and showing warmth, hope and empathy • Learning - by enhancing and sharing our skills, experiences, knowledge and wisdom • Integrity - by acting ethically, honestly, fairly and with accountability
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Key Areas of Responsibility

Program Development

Key Performance Indicators

Contribute to the development of a family-centred service model for the delivery of a new in-home care pilot program	<ul style="list-style-type: none"> • Service delivery model is informed by prior experience and existing models of care in other relevant organisations.
Develop policies and procedures for the delivery of care in the home	<ul style="list-style-type: none"> • Existing policies and procedures for care in the hospice are reviewed and modified to ensure safe and effective in-home care. • New policies and procedures are developed as required.
Identify and assess families suitable for participation in the pilot	<ul style="list-style-type: none"> • Home visit assessments are undertaken to determine suitability of shortlisted families for participation in the pilot • Suitable families are recruited for participation in the pilot

Prepare and administer documentation to support the delivery of care in the home	<ul style="list-style-type: none"> • Consent form for participation in the pilot is developed and completed by families prior to commencement of service delivery • A system is implemented to ensure that pre-admission and admission paperwork is ready for review/completion at the time of arrival in the home.
Contribute to the development of an in-home care training program for nurses and personal care workers participating in the pilot	<ul style="list-style-type: none"> • Nurses and personal care workers participating in the pilot are trained and competent in the delivery of home based care
Develop a system to ensure necessary consumables and equipment are available in the home when required	<ul style="list-style-type: none"> • All necessary equipment and consumables are available for the provision of care in the home.
Develop a system to monitor employee shift attendance	<ul style="list-style-type: none"> • Employees arrive and depart from shifts as rostered • Handover of care at change of shifts and with parents is effective and efficient
Work with evaluation consultants to establish data collection methods	<ul style="list-style-type: none"> • Evaluation data is collected in accordance with agreed metrics

Program Coordination

Key Performance Indicators

Oversee Risk Management	<ul style="list-style-type: none"> • The home of each participating family has been risk assessed, and any risks mitigated prior to delivery of services • Operating risks are identified, assessed, managed and monitored in accordance with VSK policy and procedure
Ensure care plans and associated paperwork are appropriately discussed with family and documented prior to home care shift	<ul style="list-style-type: none"> • "Admission" documentation is clear and complete prior to scheduled home visit.
Coordinate the delivery of respite and end of life care in the home	<ul style="list-style-type: none"> • Home visits are scheduled in accordance with family preferences and VSK operational requirements • Staff shifts are rostered efficiently to minimize travel time • Required equipment and consumables are available at the point of care • Employee arrival and departure from shift is monitored
Lead the delivery of nursing care within the home	<ul style="list-style-type: none"> • In-home clinical care is provided in accordance with VSK values, policies and procedures and practice standards, and is closely supervised • Staff participating in the pilot are well supported and understand how to escalate any concerns about the clinical care provided whilst on shift • In-home care policies and procedures are amended as required, and in consultation with Hospice Management, to ensure safe, effective and efficient service delivery. • On-call advice and support is provided to clinical staff and families as required
Ensure that medical records are maintained and entered into client management systems	<ul style="list-style-type: none"> • Completion of medical records for children receiving care in the home is monitored • All records are maintained in accordance with the Very Special Kids Privacy and Confidentiality policies
Safe practice and incident management	<ul style="list-style-type: none"> • Measures are implemented to evaluate the safety of work practices and any required corrective action is implemented

	<ul style="list-style-type: none"> Reporting of actual or near miss events and policy non-compliance is managed in accordance with Very Special Kids policies and procedures
Assist the Hospice Manager to manage complaints and grievances related to families and the provision of care in the home	<ul style="list-style-type: none"> Complaints and grievances dealt with in accordance with approved policy A culture of open disclosure and continuous improvement is encouraged
Assist the Hospice Manager to monitor expenditure in accordance with available budget	<ul style="list-style-type: none"> The pilot in home care service is delivered within available budget
Assist in the implementation and execution of audit schedules.	<ul style="list-style-type: none"> Participation in audits and timeframes as required.

Teamwork

Key Performance Indicators

Works together with families and nursing, personal care, medical and allied health teams to provide best quality care	<ul style="list-style-type: none"> Meetings with other relevant multi-disciplinary care providers are instigated and attended as required. High quality, family-centred care is provided in the home
Communicates and collaborates to build positive and harmonious working relationships across the organisation.	<ul style="list-style-type: none"> Effective relationships built with Fundraising, Corporate & Family Support teams. Strategies for the resolution of conflict are implemented in a timely manner. Active participation in organisational meetings and committees as required.

Program Evaluation

Evaluation of the Pilot In-home Respite and End of Life Care program is supported	<ul style="list-style-type: none"> Data required to successfully evaluate the pilot program is collected in accordance with agreed evaluation plan Opportunities for service enhancement are identified Factors contributing to the feasibility of ongoing service delivery are considered.
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Professional Development

Key Performance Indicators

Review own work performance, identifying learning needs and demonstrate planned professional development	<ul style="list-style-type: none"> Active participation in the annual Performance and Development Plan and Review (PDP) process Proactively identify personal/professional development needs and seek relevant training to address these
Attendance and participation in the Nurses All Team Meetings, in-house training days/sessions, Group Clinical Supervision sessions to promote learning, self-development and reflective practice	<ul style="list-style-type: none"> Minimum of 50% of All Team meetings attended annually Attendance at mandatory In House Training Days and Group Clinical Supervision
Mentor and support professional development of delegated nurses and personal care workers participating in home care pilot	<ul style="list-style-type: none"> Contributes to performance reviews and development of RNs/ENs/PCWs under supervision Acts as a mentor/professional role model

Quality, Safety and Improvement

VSK Employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of family-centred care that relate to this position

Conditions of Service	
Hours	0.6 EFT (negotiable)
Terms and Conditions	Registered Nurse, Grade 4A As per Very Special Kids Nurses and Personal Care Workers Enterprise Agreement
Tenure	12 month contract
General	Employment with Very Special Kids will be subject to a satisfactory Police Check and a Working with Children Check.

Privacy Statement: Personal Information may be collected and stored for the purpose of recruitment and selection. The information will only be used and disclosed for the primary purpose of its collection. Some exceptions exist. These may be obtained from the Privacy Officer.

Approvals	
Created by:	Kara Briggs
Approved by:	Sue Kearney
Date of Last update:	01 August 2019