



POSITION DESCRIPTION



Position Title:	REGISTERED NURSE, Grade 3A		
Industrial Instrument:	Eastern Palliative Care Association Incorporated and Australian Nursing and Midwifery Federation Nurses Enterprise Agreement 2024	Department:	Nursing and Medical Services
Responsible To:	Clinical Nurse Consultant	Direct reports:	None
Performance Appraisal:	Regularly during the first six months and then annually at the anniversary of commencement		Page 1 of 5

Eastern Palliative Care Ltd. (EPC) delivers home-based care services to the eastern region of the Greater Melbourne area within a value-based health care framework.
All staff and volunteers of EPC must demonstrate commitment to our Code of Ethics, Code of Conduct and a willingness to work within the organisational Purpose and Values.

Our Purpose:

Our clients live with the best quality of life, before dying in their place of choice.
Our clients, their families and carers are supported according to their needs and choices.
Our resources are managed wisely and sustainably to provide value for the community.

Our External Values:

Compassion - Empathy for others in their end-of-life experience by listening, accepting and actively responding to their needs

Dignity - Upholding the unique personality, situation, and choices of people, valuing their lives in the face of death, and respecting their rights.

Excellence - Delivering evidence-based quality care, underpinned by ethical practice, research and leadership.

Empowerment - Building trust with people, that puts them at the centre of decision-making and enables control and choices

Our Internal Values:

Compassion

I contribute to being part of a respectful workplace with a culture of supporting and caring for each other, as teams and colleagues.

Dignity

I value everyone's contribution and am able to have difficult conversations that show respect for and acceptance of our differences.

Excellence

I help support a culture of continuous improvement within the organisation at every level, including having a positive attitude, and an appetite to learn and grow.

Empowerment

I value other people's opinions. I practise timely two-way communication that aims for clarity and honesty to encourage a culture of trust and transparency. I take opportunities to be involved with planning and strategizing; to help myself and my team perform at our best.

Equity and Access: *EPC is committed to equal opportunity, social justice, cultural diversity, and social inclusion in community based palliative care. We recognise the value of diversity amongst staff and clients, and we aim to create an inclusive work and healthcare environment free from discrimination and harassment. We also respect that different cultures, rights and practices exist within the community.*

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REGISTERED NURSE, GRADE 3A

Reporting to the Clinical Nurse Consultants and in collaboration with the Grade 3 Nurse, the Grade Two Registered Nurses will provide care to clients and their carers within an interdisciplinary team model. The Registered Nurses (Division 1) will at all times demonstrate professional and ethical practice relevant to the palliative care field, as outlined in the Australian Nursing Council (ANC) National Competency Standards for the Registered Nurse 2006.

Essential Education Qualifications/Competencies:

- Certificate, Diploma or Degree in General Nursing which meets the registration requirements of Australian Health Practitioner Regulation Agency (AHPRA).
- Current Nursing Registration Certificate/Degree.
- Post-Graduate Qualification or working towards same, in palliative care, oncology, community nursing or related field plus twelve months experience in community-based palliative care, or Minimum of four years post-registration experience.
- Well-developed interpersonal and written communication skills.
- Current Victorian driver's licence, good driving record and willingness to use own vehicle in line with EPC Process Map 1761 – Motor Vehicle Use Of.

Desirable Qualifications/Competencies:

- Ability to work with a high level of independence and autonomy.
- High level organisation and time management skills.
- Familiarity with common computer applications.

Key Results Areas:

1. Demonstrates a commitment to quality, continuous improvement, occupational health and safety and risk management.
2. Demonstrates the proficiency to assess, plan, implement and evaluate nursing care to meet identified outcomes on an on-going basis.
3. Demonstrates the ability to communicate effectively and provide client advocacy.
4. Develops effective relationships with internal and external stakeholders.
5. Demonstrates the efficient and effective management of own workload to meet client and organisational requirements.
6. Accepts responsibility for the professional development of self and the enabling/mentoring of team members and student placements.
7. Demonstrates the ability to work collaboratively as a team member and shows commitment to Organisational goals.
8. Utilise culturally appropriate communication and strategies.

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Key Result Area 1	Demonstrates a commitment to quality, continuous improvement, occupational health and safety and risk management
	1.1 Takes responsibility for own health and safety and that of others who may be affected by workplace conduct. 1.2 Ensure all incidents including near misses are reported as soon as practicable in Helpmaster. 1.3 Actively participate in meetings to discuss risk management and other health and safety initiatives and complete all mandatory training and competencies. 1.4 Engage and foster evidence based best practice and continuous quality improvement processes, including but not limited to value-based healthcare.
Key Result Area 2	Demonstrates the proficiency to assess, plan, implement and evaluate nursing care to meet identified outcomes on an on-going basis
	2.1 Completes a comprehensive and accurate holistic nursing assessment of clients, families, and carers at each visit. 2.2 Formulates, implements, and evaluates an individual care plan in collaboration with clients, family, carers, and general practitioners to achieve identified outcomes. 2.3 Collaborates and plans effectively with other members of the health care team through participation and contribution in the interdisciplinary client review meetings. 2.4 Demonstrates the ability to make advanced clinical decisions. 2.5 Accepts accountability and responsibility for own actions within nursing practice. 2.6 Provides client and family/carers education as appropriate. 2.7 Participates in discharge planning to ensure the provision of timely and appropriate services.
Key Result Area 3	Demonstrates the ability to communicate effectively and provide client advocacy
	3.1 Establishes rapport with clients, families, and carers. 3.2 Identifies client, family/carers need through the exploration of issues. 3.3 Demonstrates the ability to advocate for clients, families/carers to facilitate the meeting of identified needs/requests. 3.4 Consults with and makes timely and appropriate referrals to other team members to meet identified outcomes. 3.5 Recommends and supports the placement of Volunteers. 3.6 Normalises grief processes and respects individual differences. 3.7 Uses and embraces available technology applications to provide care and support communication.

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Key Result Area 4	Develops effective relationships with internal and external stakeholders.
	4.1 Establishes and maintains collaborative communication with colleagues and other members of the health care team. 4.2 Positively contributes to the maintenance of an environment that promotes personal integrity, respect, safety, and security of all individuals within the team. 4.3 Implement strategies for the resolution of conflict in a timely manner.
Key Result Area 5	Demonstrates the efficient and effective management of own workload to meet client and organisational requirements
	5.1 Accepts responsibility for the provision of clinical nursing care to clients as delegated. 5.2 Able to organise, prioritise and implement strategies to ensure the daily workload is managed within the allocated timeframe. 5.3 Accepts supervision and direction from the Clinical Nurse Consultant. 5.4 Accepts the allocation of higher duties as delegated by the General Manager, Nursing and Medical Services. 5.5 Maintains current client records and meets statistical reporting requirements of the organisation. 5.6 Actively participates in organisational meetings and committees as delegated by the Clinical Nurse Consultant. 5.7 Understands, values and implements strategies for self-care.
Key Result Area 6	Accepts responsibility for the professional development of self and the enabling/mentoring of team members and student placements.
	6.1 Demonstrates competency in the Core Clinical Nursing Competencies as identified in Appendix 1. 6.2 Able to review own work performance, identifying learning needs and can demonstrate planned professional development. 6.3 Attends and participates in the annual bank nurse competency day to promote learning and self-development. 6.4 Accepts responsibility for the clinical supervision and mentoring of student placements and staff as delegated by the Clinical Nurse Consultant. 6.5 Acts as a resource person to others in relation to clinical nursing practice. 6.6 Identifies areas of improvement through the review of nursing and clinical practice, actively contributing to research and quality activities. 6.7 Incorporates and demonstrates the use of research findings in nursing practice. 6.8 Works in collaboration with the Clinical Nurse Consultant to implement and maintain clinical standards of practice.

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Key Result Area 7	Demonstrates the ability to work collaboratively as a team member and shows commitment to Organisational goals
	7.1 Understands and operates within professional boundaries. 7.2 Demonstrates ability to respond appropriately to colleagues and to provide support and feedback on an informal basis. 7.3 Positively contributes to the maintenance of an environment that promotes personal integrity, respect, safety, and security for all individuals within the Team and the wider Organisation. 7.4 Accepts responsibility for developing and maintaining collaborative communication with colleagues. 7.5 Implement strategies for conflict management in an appropriate and timely manner.
Key Result Area 8	Utilise culturally appropriate communication and strategies
	8.1 Demonstrates a positive regard for all cultures. 8.2 Responds to others in a non-judgmental and non-evaluating manner. 8.3 Demonstrates the ability to adapt clinical interventions to meet specific cultural needs as appropriate.

Agreement:	I have read, understood, and agree to comply with this job description.	
	Name:	
	Signature:	
	Date:	

Date Reviewed:

July 2026