

# Position Description

**Very Special Kids believes that all children and young people have the right to a quality of life, no matter how long or short their life may be.**

Position Title:	Registered Nurse
Location:	Malvern
Department	Hospice
Reporting To:	Hospice Manager
Main Purpose of Position:	<p>A Very Special Kids Nurse is responsible for ensuring that clinical practice and delivery of care is consistent with Very Special Kids and Nursing and Midwifery Board of Australia Standards. The position is responsible for providing comprehensive, safe, evidence-based practice to facilitate optimal care; performing self-assessment of scope of practice and competence related to assigned responsibilities.</p> <p>Commitment to providing high quality care to the children and families accessing Very Special Kids Hospice.</p> <p>Working effectively as part of a skilled, creative, professional, and compassionate team.</p>
Number of Direct Reports	0
Decision Making Authority	As per Very Special Kids' Delegation of Authority
Key Relationships	<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Hospice Manager</li> <li>• Intake &amp; Assessment Coordinator</li> <li>• Clinical Nurse Educator</li> <li>• Hospice and Family Support staff</li> <li>• Chief Medical Officer and Visiting Medical Officers</li> <li>• Very Special Kids staff and volunteers</li> </ul> <p><b>External</b></p> <ul style="list-style-type: none"> <li>• Very Special Kids children/young people and families <ul style="list-style-type: none"> <li>• Hospitals and allied health providers</li> <li>• Community agencies</li> </ul> </li> </ul>
Key Selection Criteria	<p><b>Qualifications/ Education Training and Work Experience</b></p> <ul style="list-style-type: none"> <li>• Registration as a Registered Nurse with AHPRA</li> <li>• Qualification as a General Nurse</li> </ul>

- 2 + years of post-graduation Registered Nursing experience preferably in either paediatrics, palliative care or disability
- Experience working with multidisciplinary teams and volunteers
- Post graduate qualifications/working towards/or preparedness to work towards same, in palliative care or related field is highly desirable.

#### **Knowledge and Skills**

- Demonstrated commitment to ongoing personal and professional development, as evidenced in a Continuing Professional Development (CPD) record/Professional Practice Portfolio (PPP) and self-care.
- Commitment to child-safe work practices and environment
- Teaching/Mentoring of junior staff experience
- Basic life support
- Experience in paediatric hospice care
- Demonstrated experience with nasogastric tubes, tracheostomy care, gastrostomy care and seizures
- Advanced assessment, intervention, and review skills
- Ability to work with a high level of independence and autonomy
- High level shift organisation and time management skills
- Demonstrated capacity and experience in working collaboratively with other stakeholders and systems
- Commitment to quality improvement and ongoing evaluation
- Utilisation of IT systems to document and record nursing activities

#### **Other Requirements**

- 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.
- Employees are required to provide and maintain required immunisations and serology results as part of their employment.

#### **Personal Attributes**

- 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.
- Proven ability to work independently and demonstrated initiative in performing duties.
- Ability to work well under pressure and be flexible to changing priorities and environment.

#### **Values**

All employees are required to demonstrate the Very Special Kids Values:

- 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

	<ul style="list-style-type: none"> <li>• Compassion - by being welcoming and showing warmth, hope and empathy</li> <li>• Learning - by enhancing and sharing our skills, experiences, knowledge, and wisdom</li> <li>• Integrity - by acting ethically, honestly, fairly and with accountability</li> </ul>
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## Key Areas of Responsibility

### Clinical Care

### Key Performance Indicators

<p>Maintain the proficiency to assess, plan, implement, and evaluate nursing care to meet identified outcomes on an ongoing basis.</p>	<p>Care is provided in accordance with Very Special Kids policies and procedures, practicing within own scope of practice in accordance with Nursing and Midwifery Board of Australia guidelines.</p> <p>Individual child care plans are formulated, implemented and evaluated in collaboration with parents / care givers to achieve identified outcomes.</p> <p>A range of assessment techniques utilised to collect relevant and accurate data.</p> <p>Determines agreed priorities for care of individuals.</p> <p>Prioritises workload based on the individual/shifts needs, acuity and optimal time for intervention. Identify and escalate care in an autonomous environment.</p> <p>Ongoing assessment processes are adhered to with participation in discharge planning to ensure the provision of timely and appropriate services.</p>
<p>Lead the delivery of nursing care within the hospice on shift/support the Nurse in Charge of the shift in the delivery of nursing care.</p>	<p>Provides appropriate supervision and delegation of tasks to other RNs, ENs and Personal Care Workers (PCW) on shift.</p>

## Support of Systems

## Key Performance Indicators

Maintain administrative systems for children ensuring up to date case notes and statistics are recorded on client management systems.	Assessments and clinical notes are provided with relevant statistics in accordance with agreed time frames.  Documentation of all care provided together with concise note taking.
Ensure maintenance of confidential family records.	All records maintained in accordance with the Very Special Kids Privacy and Confidentiality policies.
Manage complaints and grievances related to families and the provision of care.	All complaints and grievances dealt with in accordance with approved policy.
Assist in the implementation and execution of audit schedules.	Participation in audits and timeframes as required.
Safe practice and incident management	Measures are implemented to evaluate the safety of work practices with correction and reporting of non-compliance in accordance with Very Special Kids policies and procedures  Reporting of actual or near miss events are reported in accordance with Very Special Kids policies and procedures.
Participate in hospice program activities and outings as required	Successful implementation of hospice programs.

## Teamwork

## Key Performance Indicators

Works together with medical, nursing, personal care, allied health and family support team to provide best quality care.	Quality of care provided in the Hospice.
Communicates and collaborates to build positive and harmonious working relationships across the organisation.	Effective relationships built with Fundraising, Corporate, Family Support teams.  Work collaboratively with Family Support Practitioners to provide holistic clinical care for children and support to their families.  Implements strategies for the resolution of conflict in a timely manner.

	Actively participates in attending and supporting organisational meetings and committees as required.
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### Professional Development

### Key Performance Indicators

Review own work performance, identifying learning needs and demonstrate planned professional development.	Active participation in the annual Performance and Development Plan and Review (PDP) process.  Demonstrates competency in the core clinical nursing goals and demonstration of the Very Special Kids Values.
Attendance and participation in the Hospice Team Meetings, in-house training days/sessions, Group Clinical Supervision sessions to promote learning, self-development, and reflective practice.  Support volunteers	100% attendance at all mandatory training and completion of all online training modules. Annual 1:1 competency face to face assessment successfully completed.  Minimum of 75% of All Team meetings attended annually.  Attendance at mandatory In House Training Days and Group Clinical Supervision (minimum attendance 75% of meetings).  Active participation in team and organisational meetings and activities.  As part of a service delivery team, provide guidance to Volunteers as required.
Accept responsibility for the professional development of delegated personal care workers and mentoring of student placements.	Undertakes performance reviews and development (completion of PDPs and ongoing mentoring) of PCWs/ENs under supervision. Acts as a mentor/professional role model and contributes to the professional development for other nurses, PCWs, and students in the hospice.

## Quality, Safety, and Improvement

Very Special Kids 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 Patient and Family Centred Care that relate to this position
- Understanding and upholding the Child Safety Standards and associated requirements

Conditions of Service	
Hours	1.0 FTE, hours as per roster. There will be a rostered on-call component.
Classification / Remuneration	Grade 3A – Year 2 \$48.95 base rate per hour; plus penalties, allowances and 12% superannuation. In accordance with VSK Nurses and Personal Care Workers Enterprise Agreement
Salary Package	As per Very Special Kids Nurses and Personal Care Workers Enterprise Agreement
Tenure	As per contract ie; Permanent full time position available following the conclusion of a six months probationary period.
General	Employment with Very Special Kids will be subject to a satisfactory Police Check and Working with Children Check.  Clinical Services staff are also required to provide evidence to demonstrate vaccination against COVID-19 and seasonal flu vaccinations.

**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:	
Owner:	General Manager Clinical Services
Approved by:	General Manager People and Culture
Date of Last update:	Match 2026