

## Position Description



<b>Position Title</b>	Clinical Intake Nurse Coordinator
<b>Location</b>	Karuna Hospice Services, 27 Cartwright Street, Windsor QLD.
<b>Department</b>	Community Services
<b>Hours</b>	Full Time 1.0 FTE – job share position
<b>Position Purpose</b>	Review and triage patient referrals and enquiries and co-ordinate a clinical team in liaison with the Clinical Nurse Consultant.
<b>Reports To</b>	Clinical Nurse Consultant (CNC)
<b>Direct Reports</b>	Nil

<b>Our Organisation</b>	The Karuna Hospice Service Ltd is a community organisation guided by Buddhist principles, delivering specialised and responsive palliative care.
<b>Our Values</b>	<p>How we think: <b>Humility</b> <i>To delight in providing noble service in an altruistic manner for the benefit of all with whom we connect.</i></p> <p>How we act: <b>Kindness</b> <i>With a generous spirit we will nurture relationships with grace and empathy.</i></p> <p>How we relate: <b>Respect</b> <i>We commit to freely offering and affirming the uniqueness of all we encounter.</i></p> <p>How we find meaning: <b>Courage</b> <i>'Courage is about stretch, it's about realising that something more or different can be done, developing the determination to do it, and then carrying through despite all obstacles'</i> 16 Guidelines for Life.</p>
<b>Our Strategic Plan</b>	<ul style="list-style-type: none"> <li>• <a href="#"><b><u>KHS Strategic Plan 2024 - 2027</u></b></a></li> </ul>

### Key Accountabilities and Outcomes

- Be the first point of contact for all Karuna patients, guiding and assisting them throughout the Karuna clinical intake process.
- Review and triage all new referrals and enquiries in liaison with the Clinical Nurse Consultant and Medical Officer.
- Provide initial telephone assessment/s including home risk assessment.
- Provide daily coordination and support for the clinical team in liaison with CNC.
- Co-ordinate and plan home visiting schedule of nursing visits for patients, in collaboration with the CNC.
- Support the Clinical Support Officer in general administration duties when required, including, but not limited to, in box management and document surveillance.
- Ensure timely communication with both internal and external care providers.
- Input referrals into Karuna's patient information system, Palcare.
- Ensure timely and efficient completion of all clinical documentation.

- Triage appropriately to sudden alterations in the health status of clients using best practice, comprehensive nursing and intervention skills and escalate to the appropriate leader as required.
- Advocate as required on behalf of the patient and their family.
- Provide evidence based best practice palliative care in accordance with Karuna values, current legislation and NMBA scope and code of professional practice.
- Provide evidence based best practice nursing care in the provision of palliative care holistic assessment, care planning, evaluation and symptom management and review in collaboration with the Karuna interdisciplinary team, external health care providers and multidisciplinary teams. These include GPs, Specialist Physicians, NP's and CNC's.
- Facilitate and maintain a positive team culture, leading by example.

### **Mandatory Requirements**

- Current nursing/midwifery registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse with equivalent of (3) year's full-time experience in an advanced practice nursing role within community specialist palliative care.
- Whilst not essential, post graduate qualifications in Palliative Care or working towards same desirable.
- Possession of a current Class C Queensland Drivers Licence.

### **Professional Development**

- Strive to build on existing skills and capabilities (actively seek opportunities to improve skills and competencies).
- Attend & participate in regular professional development and supervision meetings & workshops.
- Assist in developing and maintaining a supportive learning and reflective culture within the nursing team in collaboration with the CNC.
- Accrue a minimum of 20 CPD points annually in professional nursing practice development.
- Participate in quality improvement and research activities to ensure provision of quality, evidence-based care.
- Proactively prepare for annual review process.
- Record professional development received.

### **Selection Criteria**

- Demonstrated clinical proficiency in palliative care holistic assessment, symptom management, both pharmacological and non-pharmacological that are evidence-based and informed by clinical knowledge in liaison with the interdisciplinary and multidisciplinary team.
- Demonstrated high level interpersonal, communication, conflict resolution and negotiation skills to effectively engage and collaborate with members of the interdisciplinary and multidisciplinary team and external health care providers.
- Demonstrated skills in the co-ordination of community multidisciplinary team.

- High level of proficiency in the use of business software and clinical care relationship management applications
- Demonstrated ability and skill to apply extended practice competencies within a scope of practice that is both autonomous and collaborative.
- High level of skill to provide safe, high-quality healthcare and services, identify and manage clinical risk as applicable to the role, and participate in continuous improvement.

Signature: .....  
**(Employee)**

Date: .....

Signature: .....  
**(Manager)**

Date: .....