

Position Title	Residential Aged Care Excellence in Palliative Care Program (RAEPC) Educator Mentor	Report to	Senior Manager PaSCE
Division & Team	Cancer Information and Support Services; Palliative and Supportive Care (PaSCE)	Location	Subiaco
New position or revision & date	New Position November 2020		

Position Purpose

This position is responsible for delivering education and support through mentoring, as a key component in the provision of the Residential Aged Care Excellence in Palliative Care Program.

Our Vision	Achieve a cancer free future for our community.
Our Mission	Cancer Council Western Australia works with our community to reduce the incidence and the impact of cancer.
Our Values	<p><i>Making a real difference</i> We seek to have a major positive impact on the lives of all West Australians. We never stop seeking to improve and innovate what we do and are prepared to take risks to achieve breakthrough results.</p> <p>We do this by living the following values:</p> <ul style="list-style-type: none"> • <i>Integrity</i> We have high standards and we do what we say we will do. We are transparent and consistent in the way we work and relate. • <i>Evidence</i> We always seek the most solid foundation of evidence available in every practice we embrace. • <i>Care</i> We are passionate about our mission and deeply value our community and each other. We show empathy for those we are here to serve, respect and value our staff and volunteers and do everything we do with great care. • <i>Collaboration</i> We actively engage with others and each other to achieve our shared objectives. We create inclusive and empowering connections with and between our stakeholders to build the capacity we need to bring about great change. • <i>Equity</i> We work positively with people of different backgrounds, status and education to help them achieve the best possible level of health and wellbeing. • <i>Boldness</i> We engage in continuous improvement and innovation and take risks to achieve results.

Key Responsibility Area	Inputs - Key Activities	Outputs - What is expected/end result	Measures - How it is measured
Operational			
Delivery of Education & Mentoring Sessions	Responsible for developing, reviewing tailoring, planning, evaluating and promoting RACEPC Workshops.	<p>Reporting to the RACEPC Senior Coordinator work to deliver workshops across the state according to the project plan.</p> <p>Work with PaSCE Program Administrator to schedule mentoring visits and collation of evaluation materials post mentoring visits, phone contacts and meetings.</p>	<p>Achieving the identified KPIs</p> <p>Delivery of the program within the project plan deliverables</p> <p>Achieve the identified KPI's</p>
Lead and promote best practice provision of palliative care in Residential Aged Care.	Responsible for developing, reviewing tailoring, planning, evaluating and promoting RACEPC Mentoring program.	<p>Provide training and support in the RACEPC Program inclusive of teaching mentoring and stakeholder support.</p> <p>Work with PaSCE Program Administrator to schedule workshops and events, production of resources and collation of evaluation materials for all workshops.</p> <p>Reporting to the RACEPC Senior Coordinator work to deliver mentoring program across the state according to the project plan.</p> <p>Provide mentoring for Identified Link team members, facility staff and identified facility executive staff.</p>	<p>Increased collaboration with PaSCE programs with reportable collaboration projects resulting.</p> <p>Workplans developed and deadlines achieved.</p> <p>Program evaluation achieves strong results, and ongoing improvements and refinements are implemented.</p> <p>Achieve the identified KPI's</p>
	Responsible for developing, reviewing and tailoring in collaboration with the PaSCE / RAC PD so of the education sessions	<p>Deliver the specified post workshop Virtual education and mentor sessions as per RACEPC deliverables.</p> <p>Collaborate with the PaSCE PD, CCP & PEPA teams to determine the needs for PD education in RAC settings.</p>	Outputs achieved and reported on to the Department of Health through the required 6-monthly and annual reports

		<p>Identify barriers and risks to the program and in consultation with the coordinator develop effective solutions.</p> <p>Provide reports as requested on program activities and its tracking progress.</p>	
Relationship Management			
	<p>Lead the engagement of Residential Aged Care (RAC) providers in engaging with and committing to the implementation of RACEPC with in their facilities.</p>	<p>Work with Senior Manager to develop stakeholder management and program implementation strategies.</p> <p>Identify key RAC stakeholders to imbed phase 1 of the program.</p> <p>Oversee RACEPC Educator /Mentors working relationships RAC services.</p> <p>Gain a greater understanding of the RAC providers education needs to implement support and enable PC to be a standard component of care in RACF.</p>	<p>Monthly reporting on uptake and development of in RAC.</p> <p>Milestones achieved in the implementation of RACEPC across WA.</p> <p>Feedback from key stakeholders indicates effective and productive relationships are maintained.</p>
	<p>Establish and maintain effective working relationships with internal and external contacts.</p>	<p>Effective professional relationships are developed and maintained with internal and external contacts.</p>	<p>Key stakeholders consider that their relationship with the CCWA and project officer is positive and constructive.</p>
Occupational Health and Safety			
	<p>All team members are trained in all relevant Occupational Health and Safety processes relevant to their position.</p> <p>Appropriate personal protective equipment is used at all relevant times.</p> <p>Any situation, event or incident that is in breach of Occupational, Health and</p>	<p>Attendance at required OHS training.</p> <p>PPE worn correctly at all times.</p> <p>Hazards & Accidents reported</p>	<p>No Lost Time Injury</p> <p>The workplace is maintained in a safe condition 100% of the time</p>

	Safety policies or procedures is identified and reported, and corrective actions implemented where appropriate		
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Selection Criteria	Essential	Desirable
Qualifications		
Tertiary qualification in Registered Nursing	X	
Experience in required industry and or position		
Minimum 3 years' experience in Residential Aged Care	X	
Training / education delivery	X	
Palliative Care Experience		X
IT skills		
Proficient in Microsoft Office products	X	
Other skills		
Excellent written and verbal communication skills	X	
High level relationship management skills	X	
Mentoring of staff		X
Experience in building and maintaining effective working relationships with internal and external stakeholders	X	
High level organisational skills and able to work under pressure with demonstrated ability to lead/work on multiple projects and meet deadlines	X	
Able to work independently as well as demonstrating strong teamwork	X	
Ability to influence others to achieve beneficial outcomes	X	
Demonstrated ability to work independently and as part of a team	X	
Strong interpersonal, verbal and written communication skills, including public speaking and report writing	X	
CCWA Values		
Demonstrated understanding of and commitment to the values of Cancer Council WA	X	
Positive approach to the workplace	X	