

JOB DESCRIPTION – Advanced Nurse in Specialist Palliative Care
Queenstown, Wakatipu Basin

Date:	December 2020
Position Size:	32- 40 hours per week
Reporting to:	Clinical Manager
Key Relationships:	Senior Management Team Medical and Nursing Teams Allied Support Team All Support Services Teams and Volunteers

External Functional Relationships:

GP and Practice Nurses
District Nurses
Lakes District Hospital staff
Community Pharmacists
Cancer Society and other community agencies and health professionals
Aged Residential Care Facility staff
Southland Hospital
Southland Hospital Palliative Care Team
Southland Hospital discharge planning team
Regional hospital services & allied health professionals

Purpose and Objective

A key aim for us is to enhance patient access and better support the primary health workforce to deliver appropriate palliative care in a timely manner. Primary care providers are crucial in palliative care delivery, with good specialist palliative care support and this role will be required to provide

- Collaborative team working with primary care teams through nurturing the palliative care skills of others health care professionals
- Optimise local primary care team's provision of palliative care through education, collaboration, and support
- Improved care of the dying in the community by optimising local primary care teams' provision so that more patients are enabled to live and die where they choose
- Timely access to specialist palliative care review
- Comprehensive history taking and advanced physical assessment
- Timely referral to other members of the interdisciplinary teams in primary, secondary, aged residential care and internally at hospice
- Liaison and support with primary care providers and aged residential care to avoid unneeded hospital admissions
- Education: formally/informally with health colleagues and patient/family/whanau
- Clinical mentorship

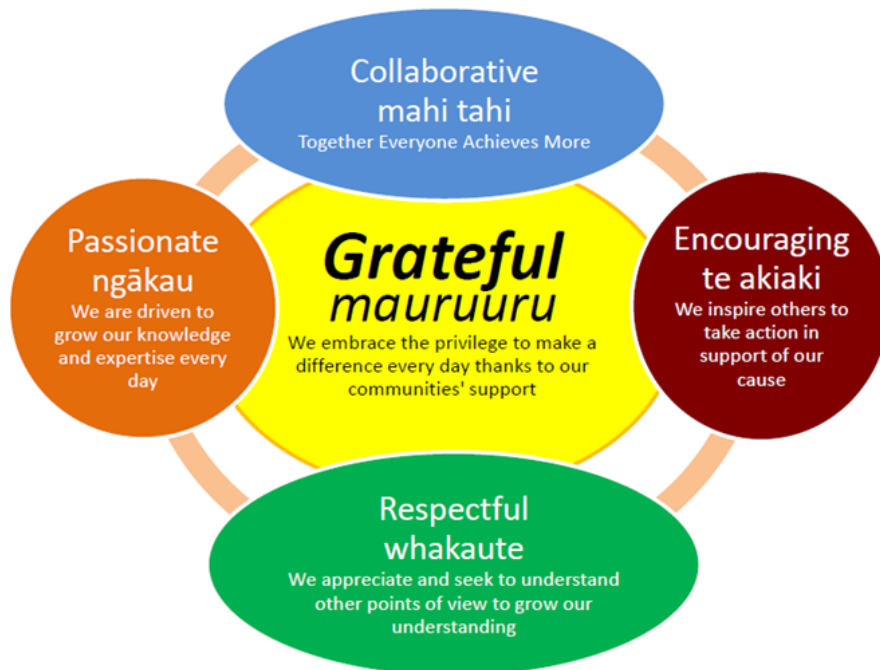
Treaty of Waitangi

Hospice Southland acknowledges the Treaty of Waitangi as the foundation document of New Zealand. In recognising the three principles of the Treaty – Partnership, Protection and Participation, we will deliver our services at all levels of the organisation within the spirit of the Treaty.

Hospice Southland Values

Demonstrates and is a champion of our values

OUR CORE VALUES:



Core Duties and Responsibilities

Service Delivery

Referral and assessment

- Provide initial contact and clinical assessment of all new patients referred to Hospice Southland from the Queenstown and Wakatipu Basin.
- Provide support, information and education to patient and their family regarding hospice palliative care services.
- In consultation with the patient and their family identify patient's needs and expected outcomes.
- Provide referral to other agencies in situations where patients referred do not meet the criteria to access Hospice Southland services

Care Coordination

- In consultation with the patient and their family, to develop, review and modify as indicated individualised care plans reflecting the patient's needs and expected outcomes.
- Provide clear, concise documentation of actions taken and outcomes, and changing condition of the patient.
- Apply knowledge, assessment, and problem-solving skills both individually and as part of the multi-disciplinary team.
- Provide on-going support and contact for outpatients and provide a home visiting service to the patient and their family as required.
- Ensure that referrals to other health professionals and agencies are coordinated and timely.
- Biculturalism in all clinical interventions is important, recognising the principles of the Treaty of Waitangi along with the diversity of cultures within our community.
- Develop and maintain effective relationships with local health providers, hospitals, rest homes and all relevant social agencies.

Multi-disciplinary and multi-agency liaison

- Ensure positive and assertive liaison with all key health professionals involved in the patients care, regularly participating in Lakes District Hospital multi-disciplinary meetings.
- Work within the multi-disciplinary team to ensure effective and timely care planning as part of the ongoing assessment and care provided to patients and their families.
- Promote opportunities for multi-agency liaison developing an effective communication network to ensure a coordinated approach in palliative care provision.

Support aged residential care facilities to ensure all residents have access to quality palliative care

- Act as a resource, providing support and advice to staff providing palliative care
- Participate in facility multi-disciplinary meetings where appropriate and encourage the consideration of the palliative approach.
- Support the use of appropriate end of life pathways and/or documentation including pre-emptive prescribing.
- Be instrumental in the development of best practice guidelines for palliative care.
- Ensure relevant resources remain current and up to date.
- Assist ARC staff to recognise indication/ reason for referral to specialist palliative care services.
- Respect and abide by the guidelines and regulations of the respective facility.

Education and training

- Identify and coordinate education and training for health providers within the community
- Take any opportunity to working alongside other health professionals and use each interaction as an opportunity for on-going teaching and learning
- Liaise and support health provider education plans where appropriate and in consultation with Hospice Southland Education Team
- Liaise with and support GP education programme in consultation with Hospice Southland Education Team
- Teaching resources are developed collaboratively with Hospice Southland education team

Organisational requirements

Service Development and Quality Improvement

- Take an active part in the review of policy and procedure in relation to the role
- Participates in annual and strategic planning activities
- Understands relevant legislation and standards that impact on quality improvement such as H&D Sector standards, Hospice New Zealand palliative care standards
- Participate in service development initiatives at a local and national level

Maintains clinical competency and professional development

- Complete required education and competencies to meet the requirements of all Nursing Council domains
- Maintain a current portfolio at expert level
- Actively participate in review of job description and personal appraisal annually, setting personal and professional goals – the first of which will be within 6 months of commencement.

Communication

Internal

- Maintains harmonious and positive working relationships with all members of the Hospice team and wider community.
- Maintains a high level of communication with Hospice Staff via email, telephone, and on-site visits. Likewise, hospice staff will arrange contact when in the Queenstown area.
- Fortnightly overnight visits to Invercargill to participate in MDT, liaise with Hospice Southland staff, and to build and maintain healthy relationships with the team. These will coincide with meeting day each month.
- A full week visit every 3-4 months to maintain team relationships and immerse in Hospice Southland culture.
- Minutes of all relevant meetings will be emailed, and receipt acknowledged

External

- Ensures all messages and relevant information are relayed promptly and accurately
- Maintain productive working relationships with outside agencies whilst being mindful of client confidentiality.

Advanced Nurse in Specialist Palliative Care

- Liaise with other hospices and palliative care teams / nurse specialists
- A confident public speaker, and ability to deliver educational tutorials

Health & Safety in the Workplace

- Observe and practice safe work methods, using safety equipment where provided, and complying with organisational policy and procedure.
- Proactively report and remedy any unsafe working condition, incident or injury to the Chief Executive Officer or Health & Safety Officer.
- Identify a staff representative for the allied health team for the organisation wide Health and Safety Committee.
- Ensure all staff are undertaking regular and ongoing clinical supervision as part of the Organisation's policy and response to the known hazards in the Hospice Palliative Care work environment

Person Specifications

Position Title: **Advanced Nurse in Specialist Palliative Care**

The appointee to this position will meet all or have a personal development plan working towards the following criteria.

Knowledge and Experience

Qualifications:

- The appointee must be a New Zealand Registered Nurse RCpN, RGON or RGN (New Zealand recognised equivalent) and hold a current practicing certificate
- Master's degree in Nursing or minimal of post graduate diploma and/or working towards completion of a master's degree in nursing

Experience:

- Minimum of 5 years post graduate experience in nursing is essential
- Preferably this would be in palliative care or a speciality that has similar qualifications requirements
- Continuing commitment to personal development ensuring that own skills and knowledge are maintained and advanced

Requirement:

- Current Drivers Licence

Knowledge, Skills, Abilities

Patient and Family Focus

Has the desire and willingness to meet and exceed patients/family members' expectations.

Self-Management

Can effectively plan and organise their work to achieve desired outcomes. Is proactive, remains focused and can take action to overcome obstacles and follow through to completion.

Integrity

Is open, honest, and consistent in behaviour and can be relied upon. Able to generate confidence in others through their professional and ethical behaviour.

Innovation

Question the way things are done, learn from past mistakes and generate new and creative ideas to improve service delivery.

Teamwork

Ability to show a genuine intention to work co-operatively with others in a team setting to achieve results and team goals.

Communication

Effectively communicate with a wide range of people in all situations, both orally and in writing.

Analysis & Judgement

Able to identify and analyse issues and problems, consider alternatives, make sound decisions, and commit to a course of action.

Strategic Thinking

Demonstrate an understanding of the big picture and is concerned with forward thinking, seeking, and accepting challenges and opportunities.

Signatures

Managers Name

Signature

Date:

Position Holders Name

Signature

Date: