

Date: November 2021

Responsible to: Nursing Director

Hours: As per contract

Functional Relationships: Volunteer Co-ordinator
Retail Manager
Hospice volunteers
Hospice Employees
Customers

Purpose

- Providing initial assessment and ongoing community-based care, planning and co-ordination for all patients and their families who are referred to Hospice Southland.
- To provide and coordinate nursing care to the terminally ill and support their families as part of the Hospice Southland multidisciplinary team.
- Participate in working a rotating roster covering all shifts in our Inpatient Unit.

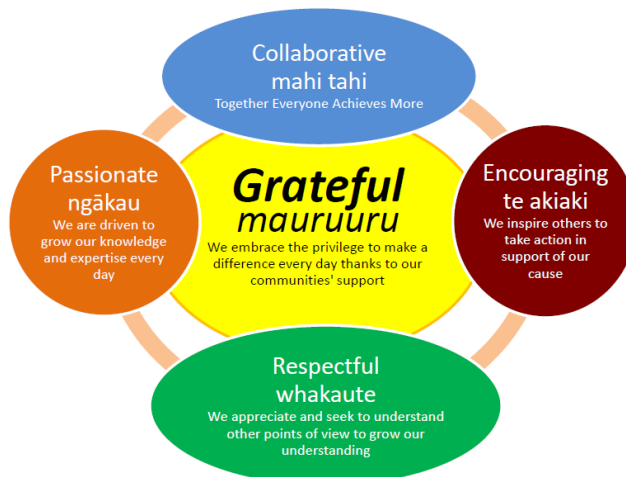
Treaty of Waitangi

Hospice Southland acknowledges the Treaty of Waitangi as 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:



Duties and Responsibilities

1. Community Palliative Care

- To provide introductory contact and clinical assessment of new patients referred to Hospice Southland in a timely manner.
- In a timely manner provide accurate support, information and education to patients and their family regarding hospice palliative care services.
- In consultation with the patient and their family identify patient's needs and expected outcomes, develop an individually tailored careplan to meet those identified needs and outcomes, and undertake regular careplan reviews in consultation with the patient, their family and the multidisciplinary team.
- Ensure positive and collaborative liaison with all key health professionals involved in the patients' care, regularly participating in multi-disciplinary meetings.
- Provide support to other health and residential service providers in outlying areas such as Te Anau, Queenstown who may be involved in the patients care through liaison phone calls and visits.

2. Inpatient Palliative Care

- Be an effective advocate for patients and their families/ whānau.
- Be responsible and accountable for the delivery of Nursing care to Hospice Southland inpatients as part of a multi-disciplinary team approach to care.
- Be a key team member in supporting the delivery of 24 hour/ 7 days a week roster, including morning, afternoon and night shifts.
- Be responsible for the safe practice and service delivery of the staff under your delegation including Enrolled Nurses and Health Care Assistants.
- Participate actively in daily patient review meetings and multi-disciplinary meetings and medical team rounds.
- Provide education and support to patients and their families/whanau, including oxygen management, medication and subcutaneous administration.

3. To carry out duties and responsibilities in accordance with the Nursing Council of New Zealand Competencies for Registered Nurses.

Domain One: Professional Responsibilities

This includes accountability for professional, legal, ethical and culturally safe practice and demonstration of judgement and accountability for own actions and decisions.

- Practises nursing in accord with relevant legislation/code/policies and upholds health patients' rights.
- Practises in a way that acknowledges the impact a life-limiting illness has on an individual and their family/whānau, including acknowledging their culture, spirituality, dignity, beliefs and rights.
- Understands accountability for directing and delegating nursing care provided by Enrolled Nurses and Healthcare Assistants.
- Maintains own clinical expertise and improves knowledge and ability in relevant areas of practice.
- Recognises and manages risks to provide care that meets the needs of our patients and their families.
- Maintains infectious control principles.
- Maintains and uses emergency equipment and supplies.

Domain Two: Management of Nursing Care

Patient assessment and management of nursing care that is supported by nursing knowledge and evidence-based research.

- Patients receive nursing care that is sensitive to their needs and considers their physical, psychological, social, and spiritual needs.
- Nursing care is planned, implemented, and evaluated according to best practice, using suitable assessment tools and methods to assist the collection of data.
- Patient and family concerns, problems and need for information are addressed in a timely and appropriate manner.
- Nursing care is documented clearly and appropriately, and confidentiality is maintained.
- Evaluates with colleagues, the effectiveness of the patient's response to prescribe treatments.
- Provides health education appropriate to the needs of the patient and family/ whānau.
- Provides nursing leadership after hours, weekends and Public Holidays.
- Manage community calls effectively referring on to the appropriate team member or service as necessary.
- Act appropriately to protect oneself, patients and family/whānau in situations that compromise safety and wellbeing.

Domain Three: Interpersonal Relationships

This includes accountability for interpersonal and therapeutic communication with patients and members of the health care team.

- Participates fully in interdisciplinary forums as appropriate e.g., patient rounds, family meetings. Maintains harmonious and positive working relationships with all members of the team.
- Keeps the interdisciplinary team informed and makes recommendations regarding the health status and on-going needs of patients and families in their care.
- Maintains productive working relationships with outside agencies whilst being mindful of client confidentiality.

Domain Four: Inter-professional Healthcare and Quality Improvement

Evaluates the effectiveness of care and promotes a nursing perspective within the inter-professional activities of the health care team.

- Palliative care nursing knowledge is maintained through a commitment to on-going learning.
- Shares knowledge with staff and others involved in palliative care in the context of their work or as part of formal presentations.
- Attends educational opportunities in line with their personal professional development plan.
- A satisfactory level of performance will be demonstrated by the presentation of a Professional Development Recognition Portfolio (PDRP) at a minimum competent level in accordance with agreed individual professional development plan with the Clinical Manager.

4. Other Duties and Responsibilities

4.1 Communication

- All communication is done in line with our values and is undertaken in a spirit of openness, positivity and transparency.
- Compassionately assertive communication is used within the working environment (training is provided).
- Develop professional and effective working relationships (internal and external) which is suitable for your role.
- Ensures all messages and relevant information are relayed promptly and accurately.
- Maintain productive working relationships with outside agencies whilst being mindful of client confidentiality.
- Technology, continual up-skilling of all technology used in conjunction with patient service delivery.

4.2 Multi-Disciplinary Team

- Regularly attend and proactively participate in the weekly multi-disciplinary team meetings and referral meetings.
- Collaboratively 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.

4.3 Education and Advice

- Be a palliative care resource person for all Hospice employees, District Nursing Services, Cancer Society, Hospital employees and any other health professionals across the region.
- Provide palliative care, advice and support for patient's, their families, and carers.
- Ensure that the patient and their family have access to accurate information about their condition, treatment, and different care options.
- Provision of informal advice and formal education sessions as requested by other health professionals and colleagues.

4.4 Quality Improvement

- Attends team meetings and other meetings as required.
- Understands and seeks information of all meetings pertaining to quality improvement.
- Policy and procedures are read and signed off.
- Provide input towards decision making when appropriate.
- To understand and be familiar with the Health and Disability Sector Standards in the provision of Palliative Care.

4.5 Personal Development

- Establish ongoing development of professional practice and performance objectives within your role.
- Ensure any applicable professional memberships are valid.
- Actively respond to training and development opportunities including coaching, mentoring, and secondment opportunities.
- Attend all mandatory training and development opportunities.
- Actively participate in the performance review process.

4.6 To promote, encourage and support health and safety practice.

- Always be aware of your own responsibilities and actions to ensure a safe workplace for all employees, volunteers and visitors.
- Responsible for reporting all incidents and reportable events, including near miss incidents according to Hospice Southland Policy and Procedures.
- Have a sound awareness of the known hazards listed for the areas of your work.
- Actively and positively participate in workplace health and safety initiatives.

4.7 Wellbeing

- Be aware of your own workload pressures and personal responses to pressure and report these to the Nursing Director or HR as early as possible if you feel your wellbeing is being compromised.
- Maintain a strategy for personal management of workload pressures and personal responses to pressure. Contact support agencies (supervision or EAP) if you feel your wellbeing is compromised.

4.8 Cultural Safety

- Demonstrate cultural competence and cultural awareness.
- Demonstrate acceptance and understanding of the Treaty of Waitangi and its principles.
- Integrate the principles of the Treaty of Waitangi into practice in all settings.
- Make yourself aware of cultural protocols and practices when working with colleagues, volunteers, patients and families who are Māori or from a different culture.

4.9 Special Projects and Other Duties

- Undertake and/or participate in special projects/working groups as requested by the Nursing Director or as outlined in the organisation's annual operational plan.
- Perform other duties (which you are deemed competent and capable of completing) that may be reasonably required from time to time as directed by the Nursing Director.

Person Specification

Essential

- Registered Nurse with the Nursing Council of New Zealand.
- Current Practicing Certificate.
- A nursing background with a preferred minimum of five years post graduate experience working towards or completed a post graduate qualification in nursing or other health related areas or prepared to commit to working towards such post graduate qualification(s).
- Continuing commitment to personal development ensuring that own skills and knowledge are maintained and advanced.
- A current Level 3 of Professional Development Recognition Programme (PDRP) or prepared to commit to working towards this.
- Awareness of current trends in palliative and end of life care (Primary palliative care)
- Developed understanding of quality improvement.
- Ability to problem solve, mediate, and resolve issues and make difficult decisions.
- Well-developed verbal and written communication skills.
- Commitment to the effective management of the Principles of the Treaty of Waitangi and the need for cultural safety.
- Demonstrates reliability, flexibility, resilience and adaptability.
- Awareness of Privacy and Confidentiality requirements within a medical setting.
- Have knowledge and be familiar with the Health & Safety at Work Act 2015 (HSWA).
- A clean, unrestricted vehicle licence.
- Be able to travel within the dependency of Hospice Southland as appropriate.
- Be fully vaccinated against Covid-19.

Desired

- Knowledge or experience with Document Management systems.
- Understanding of the Philosophy of Hospice Care with some awareness of modern Palliative Care methodologies.

Changes to Job Description

From time to time it may be necessary to consider changes in the job description in response to the changing needs of the organisation and nature of our work environment– including changes to our annual plan. Such change may be initiated as necessary by the manager of this job and any changes will be discussed with the job holder before being made. This job description will be reviewed as part of the preparation for performance planning for the annual performance review cycle.



JOB DESCRIPTION
Palliative Care Registered Nurse
Inpatient Unit and Community

Signatures

Manager's Name	
Signature	Date:

Position Holder's Name	
Signature	Date: