

## POSITION DESCRIPTION

Reference: Human Resources Policy HR-006 "Job Descriptions"

Position Title **Palliative Care Nurse**

Reporting to Clinical Services Manager  
Direct Reports NA

### Main Purpose of Role

1. To deliver specialist palliative nursing care in consultation with patient, whanāu, patients' GP and other health professionals as appropriate, within a community based domiciliary setting, and
2. To provide advice and education on pain and symptom management to patients/whanāu and generalist palliative care providers, and
3. To provide high quality assessment and care co-ordination, ensuring timely referral to relevant services (relative to patient and whanāu needs).

### Main Outcomes of Role

1. Palliative nursing care is delivered in accordance with National Hospice Philosophy and Hospice EBOP's vision, mission, values, job descriptions, policies and procedures, and
2. Palliative nursing care is delivered in accordance with the NZNO Standards for Nursing Practice, Nursing Council of NZ Code of Conduct, HNZ Standards, and the HNZ Guidelines for Hospice / Palliative Care Nurses, and
3. Own standards are monitored and evaluated, and ongoing education, clinical audit and performance appraisals are participated in and acted upon.

### Key Responsibilities & Expected Deliverables<sup>1</sup>

Responsibility	Deliverables
<b>Professional Responsibility &amp; Delivery Excellence</b>	
Demonstrate a high degree of professional responsibility	<ul style="list-style-type: none"> <li>- Responsibility for accepting nursing practice and conduct, meeting the standards of the professional, ethical and relevant legislated requirements is accepted</li> <li>- The application of the principles of Te Tiriti o Waitangi in nursing practice is demonstrated</li> <li>- Nursing is practiced in a manner the patient and whanau determine as being culturally safe</li> <li>- Professional supervision is undertaken</li> <li>- Own professional development is maintained</li> <li>- Relevant clinical team and multi-disciplinary meetings are participated in</li> </ul>

<sup>1</sup> Definitions and Management:

- Key Responsibilities are the areas the position is responsible for.
- Expected Deliverables are non-specific outcomes which are expected to be delivered upon by the employee in this role. Further, more specific tasks relating to each outcome, will be defined in the employee's annual performance objectives.
- On an annual basis, each employee's performance will therefore be assessed to ensure the expected deliverables defined herein are being fulfilled.



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### Organisational Responsibilities & Expected Deliverables<sup>2</sup>

#### Responsibility and Expected Deliverables

##### Hospice EBOP Awareness & Requirements

Work as a professional and committed team member

- Hospice EBOP philosophy, mission, vision, values and strategic goals are consistently worked within and adhered to
- Ongoing understanding of Hospice EBOP's functions, responsibilities, capabilities, capacities and constraints is demonstrated
- Any complaints or negative feedback are documented and brought to the attention of the line manager as soon as practicable
- Any investigations are participated in an open and professional manner

Participate in quality improvement initiatives and activities

- Hospice EBOP quality management requirements (including policies, procedures, guidelines, code of conduct and other relevant documents) are known and adhered to
- Quality improvement initiatives are actively supported and participated in
- Commitment to the Hospice EBOP culture of continuous improvement is demonstrated

Adhere to Confidentiality and Code of Conduct Policies/Requirements

- Strict confidentiality is maintained at all times
- The Privacy Act 1993 and the Health Information Privacy Code 1994, and any subsequent amendments, in regard to confidentiality and the non-disclosure of information is adhered to at all times

Maintain high level of cultural awareness and sensitivity

- Services are delivered in a culturally appropriate manner
- The culture of staff, volunteers and other stakeholders is acknowledged and respected
- An understanding of the Treaty of Waitangi, in relation to our workplace, is demonstrated

##### Health & Safety

Ensure Hospice EBOP maintains a safe work environment, promoting safe work practices and the wellbeing of self and others

- HEBOP health and safety policies and procedures are complied with fully and actively
- Health and safety actions and initiatives in the workplace are fully and actively supported and promoted, taking responsibility for own health and safety, and the health and safety of others within the work environment
- All workplace hazards, near miss incidents and accidents are reported in a timely manner as per approved procedure
- Actions and initiatives to minimise, isolate or eliminate identified risks are supported and promoted
- Any investigations are participated in an open and professional manner

<sup>2</sup> Definitions and Management:

- Organisational Responsibilities & Expected Deliverables are areas each employee at Hospice EBOP is responsible for adhering to.
- On an annual basis, each employee's adherence to these requirements will be assessed generally to ensure the expected deliverables defined herein are being fulfilled.

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### Responsibility and Expected Deliverables

#### Team Work

Ensure positive contributions are made towards effective and efficient working relationships

- Positive work relationships are established and maintained, working together in a collaborative and open manner
- Interpersonal communication is based on respect, ensuring others are treated with kindness
- Staff meetings, as applicable, are attended and contributed to

#### Professional Competency

Maintain appropriate level of professional competency in accordance to position requirements

- Qualifications, including registrations and practicing certificates as applicable, as required for legal and safe practice are maintained
- Knowledge of and adherence to best practice and legislation to work accountabilities is kept current
- Own education and professional development is identified and advanced

### Person Specification<sup>3</sup>

Essential	Desirable
<h4>Knowledge, Skills and Attributes</h4>	
<ul style="list-style-type: none"> <li>- Sound knowledge of pain and symptom control</li> <li>- Understanding of Māori culture and tikanga</li> <li>- Competent in use of Microsoft applications (Word, Outlook, etc) with good keyboard skills</li> <li>- Enthusiastic about nursing and palliative care</li> <li>- Pleasant and friendly demeanour with a cooperative and warm personal style</li> <li>- Effective communicator, both written and oral</li> <li>- High level of integrity and trust, must be highly confidential</li> <li>- Highly organised with the ability to manage a busy ad varied work load and meet conflicting deadlines</li> <li>- Able to carry our manual handling tasks required of or associated with a domiciliary nursing role</li> </ul>	

<sup>3</sup> Definitions and Management:

- Essential specifications are those which are non-negotiable to ensure the responsibilities and deliverables defined in this Position Description will be met. In the interests of growth and support of our people and the people in our community, Hospice EBOP may appoint or promote a person without these specifications, provided any minimum legal requirements are met, e.g. practicing certificates.
- Desired specifications are those which may be learnt or acquired on the job.
- Where a person holds a position without essential or desirables specifications, Hospice EBOP will endeavour to train or support the incumbent towards compliance, however this is at the discretion of the CEO with restrictions and constraints accounted for (e.g. budget, access to education, etc).

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Essential	Desirable
<p><b>Experience, Technical/Professional Qualifications</b></p>	
<ul style="list-style-type: none"> <li>- Registered Nurse with current NZ practising certificate</li> <li>- Evidence of ongoing professional and personal development</li> <li>- Minimum of 5 years clinical experience</li> <li>- 3 years clinical experience within a specialist palliative care setting or closely related field</li> <li>- Current, clean, full Driver's licence</li> </ul>	<ul style="list-style-type: none"> <li>- Post graduate qualification in palliative care or related field (or undertaking study towards)</li> <li>- Previous community nursing experience</li> <li>- Experience with electronic patient management systems (e.g. PalCare)</li> </ul>

**SIGNED:**

**DATE:**