

POSITION DESCRIPTION

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

Position Title **Palliative Care Clinical Nurse Specialist**

Reporting to Clinical Services Manager
Direct Reports NA

Main Purpose of Role

1. To demonstrate clinical excellence and professional nursing practice through role modelling advanced clinical expertise and a patient centred approach.
2. To mentor colleagues and support the role of community based nurses in palliative care
3. To practise as an expert practitioner and act as a resource of specialist clinical knowledge and expertise for patients, carers and other health care providers in EBOP.
4. To provide clinical leadership, mentoring and expertise to develop clinical capability and improve co-ordination of services for people with palliative care needs across ARC, primary secondary and community care sectors.
5. To promote and encourage a learning environment within Hospice EBOP clinical team, facilitating responsive and comprehensive learning opportunities.
6. To promote a culture of quality improvement and clinical excellence within the clinical team.
7. To manage a case load including on-call.

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 Deliverables¹

Responsibility	Deliverables
1. Professional Responsibility	<ul style="list-style-type: none"> - Professional, ethical & legislative nursing practice requirements and conduct standards are successfully met. - The application of the principles of Te Tiriti o Waitangi in nursing practice is demonstrated - Nursing is practiced in a manner the patient and whanau determine as being culturally safe - Professional supervision is undertaken regularly

¹ 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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<p>2. Expert Level Practice</p>	<ul style="list-style-type: none"> - Own professional development is maintained - Relevant clinical team and multi-disciplinary meetings are participated in - Advanced nursing practice in palliative care is role modelled and contributes to the development of the profession. - Works with nursing team members to continuously improve nursing practice and patient/whānau outcomes within the palliative care philosophy. - Guides others working in their specialised area of clinical practice in palliative care assessment, clinical decision-making, implementation, evaluation and documentation of care. - Facilitates/initiates inter-service collaboration to improve patient care. - Acts as a mentor for nursing staff, providing clinical support and guidance. - Works closely with the NP to ensure change management processes are collaborative, well-planned and implemented, and that staff have a good understanding of the change and its associated rationale. - Works collaboratively with generalist palliative care providers to develop models of care which promote continuity of care that enable best use of resources and that optimise the role of HEBOP as a specialist palliative care provider.
<p>3. Excellence in Delivery of Palliative Care Nursing Practice</p>	<ul style="list-style-type: none"> - Undertakes comprehensive and accurate nursing assessments focusing on symptom control and end of life issues as the basis of care planning. - Provides a patient- and whānau -focused approach to patient care. - Provides planned nursing care and support to achieve identified outcomes with accurate documentation and timely referral to other providers. - Coordinates care in consultation with patient's General Practitioner (GP), HEBOP clinical team and other health professionals as appropriate. - Maintains open communication with all GPs and health professionals involved in patients' care. - Establishes, maintains and concludes therapeutic interpersonal relationships with patients and whānau. - Ensures the client has adequate explanation of the effects, consequences and alternatives of proposed treatment options.

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Responsibility	Deliverables
4. Sustainability of Services	<ul style="list-style-type: none"> - Provides education appropriate to the needs of the patient and their whānau. - Promotes an environment that enables patient safety, independence and quality of life with an emphasis on living. - Demonstrates competency and best practice in all areas of service delivery. - Demonstrates a collaborative approach to patient care to reduce duplication. - Demonstrates understanding of budget requirements, works efficiently and effectively to control and reduce costs.
5. Other Duties	<ul style="list-style-type: none"> - Duties and responsibilities requested by direct Manager or NP are undertaken as reasonably able to do so

Organisational Responsibilities & Expected Deliverables²

Responsibility	Deliverables
Hospice EBOP Awareness & Requirements	<ul style="list-style-type: none"> - 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 - 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 - 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

² 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	Deliverables
Professional Competency/Practice	<ul style="list-style-type: none"> - Maintains all qualifications, including registrations and practicing certificates, as required for legal and safe practice. (as applicable) - Works towards achieving competencies required for Palliative Care Nurse Practitioner qualification - Maintains currency of knowledge and adherence to best practice and legislation relating to work accountabilities.
Confidentiality and Code of Conduct Policies/Requirements	<ul style="list-style-type: none"> - 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 - 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	<ul style="list-style-type: none"> - 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

Person Specification³

³ 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.

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Essential	Desirable
<p>Knowledge, Skills and Attributes</p> <ul style="list-style-type: none"> - Sound knowledge of pain and symptom control - Understanding of Māori culture and tikanga - Competent in use of Microsoft applications (Word, Outlook, etc) with good keyboard skills - Enthusiastic about nursing and palliative care - Pleasant and friendly demeanour with a cooperative and warm personal style - Effective communicator, both written and oral - High level of integrity and trust, must be highly confidential - Highly organised with the ability to manage a busy ad varied work load and meet conflicting deadlines - Able to carry our manual handling tasks required of or associated with a domiciliary nursing role 	
<p>Experience, Technical/Professional Qualifications</p> <ul style="list-style-type: none"> - Registered Nurse with current NZ practising certificate - Evidence of ongoing professional and personal development - Minimum of 5 years clinical experience - 3 years clinical experience within a specialist palliative care setting or closely related field - Current, clean, full Driver's licence 	<ul style="list-style-type: none"> - Post graduate qualification in palliative care or related field (or undertaking study towards) - Previous community nursing experience - Experience with electronic patient management systems (e.g. PalCare)

- 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).