

## POSITION DESCRIPTION

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

Position Title **Nurse Practitioner – Palliative Care**

Reporting to Clinical Services Manager  
Direct Reports NA

### Main Purpose of Role

1. Work within an interdisciplinary model providing advanced nursing expertise in assessment, diagnosis, symptom management, care planning and service delivery within the NP scope of practice (including prescribing for patients receiving HEBOP services).
2. To mentor colleagues and support the role of community-based nurses in palliative care
3. To contribute to the vision and values of the palliative care service and act as a strong advocate for its strategic direction in the healthcare environment.
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 work autonomously and collaboratively in clinical partnership with individuals, families/whānau, medical staff and other health/social care professionals across a range of settings, complementing and enhancing existing services.
6. To deputise for the Clinical Services Manager in their absence.

### Main Outcomes from Role

1. The Nurse Practitioner (NP) will provide advanced palliative care nursing care to people and their families/whanau under the care of Hospice EBOP.
2. The NP will be registered with New Zealand Nursing Council and maintain core professional development and competencies for this scope of practice.

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

Responsibility	Deliverables
<b>Leadership</b>	<ul style="list-style-type: none"> <li>- Demonstrates nursing leadership that positively influences the health outcomes of people with palliative care needs</li> <li>- Advances the profession of nursing</li> <li>- Identifies practice areas of concern, risk and learning opportunities and works with professional colleagues to identify solutions and improve service.</li> <li>- Demonstrates skilled mentoring, coaching and teaching of health care colleagues</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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Responsibility	Deliverables
	<ul style="list-style-type: none"> <li>- Contributes to a culturally safe environment</li> <li>- Models excellence in clinical professional practice and works alongside staff to reinforce learning and provide specialist assistance when required</li> <li>- Utilises evidence-based theory and best practice in clinical care</li> <li>- Contributes to clinical leadership across the HEBOP Interdisciplinary (Multi) Teams and the wider Palliative Care Sector</li> <li>- Influences organisational change as appropriate</li> <li>- Demonstrates professional nursing leadership by participating in research, submissions, and policy development at a local, regional and national level.</li> <li>- Facilitates collaboration across the health sector (primary, aged care, hospital and community services).</li> <li>- Works collaboratively with other NP's in the region and participates in peer support and mentorship</li> </ul>
<p><b>Advanced Practice</b></p>	<ul style="list-style-type: none"> <li>- Demonstrates the competencies for the Nurse Practitioner Scope of Practice, (<a href="http://www.ncnz.org.nz">www.ncnz.org.nz</a>)</li> <li>- Applies advanced nursing practice in the provision of health care services to patients and whānau with a palliative care need</li> <li>- Delivers patient centred care operating within a nursing model of holistic practice</li> <li>- Establishes therapeutic relationships with patients that recognises the patient in context and respects cultural identity and lifestyle choices</li> <li>- Demonstrates complex decision making skills to support advanced practice identifying patients and whānau/families at risk</li> <li>- Demonstrates advanced comprehensive patient health assessment skills and diagnostic decision making relative to specialist palliative care.</li> <li>- Orders, conducts and interprets diagnostic and laboratory tests to support clinical decisions, and administers therapies for the management of potential or actual health needs</li> <li>- Evaluates measurable outcomes and responds appropriately to changes in health status.</li> <li>- Provides patients and families/whānau with appropriate clinical information to support informed decision making, uses language and a communication style respectful of the individual person's End of Life Experience</li> <li>- Demonstrates competency with prescribing and regular medication review for palliative care patients</li> </ul>
<p><b>Palliative Care Coordination and Service Provision</b></p>	<ul style="list-style-type: none"> <li>- Coordinates care across sectors and disciplines to improve patient outcomes</li> <li>- Initiates and oversees health clinics for palliative care patients who live rurally.</li> <li>- Provides comprehensive accurate assessments of patients with a palliative care need in a variety of settings including the Aged Care Sector</li> </ul>

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	<ul style="list-style-type: none"> <li>- Maintains excellent documentation and communication practice</li> <li>- Evaluates effective use of assessment tools for safe, consistent best practice</li> <li>- Anticipates and collaborates with the training in response to the needs of clinical settings</li> <li>- Acts as a resource for clinical and theoretical knowledge within the speciality</li> <li>- Upholds the Treaty of Waitangi and cultural safety in nursing</li> </ul>
<p><b>Professional Development</b></p>	<ul style="list-style-type: none"> <li>- Models appropriate professional, legal and ethical determinants of practice</li> <li>- Identifies and appropriately manages own professional development and education</li> <li>- Contributes to equitable, ethical and quality palliative care across the continuum</li> <li>- Utilises local, national and international networks to inform practice and develop strong collegial links and partnerships</li> <li>- Champions practice development through the optimal use of care guides/care pathways</li> <li>- Engages in clinical education and mentoring of staff</li> <li>- Participates in staff and patient education through role modelling and facilitating the exchange of knowledge to improve patient outcomes</li> <li>- Leads and participates in professional development activities, case reviews, conferences, seminars and professional groups</li> <li>- Engages with policy and practice development internally and nationally</li> <li>- Actively engages with the sector to inform the development of patient care</li> </ul>
<p><b>Research, Education and Quality Improvement</b></p>	<ul style="list-style-type: none"> <li>- Identifies quality improvement issues and contributes to the continual development of quality systems and processes to support palliative care service delivery</li> <li>- Critically appraises and applies relevant research to the development and promotion of evidence-based practice</li> <li>- Identifies issues and undertakes audit/practice review in collaboration with peers</li> <li>- Collaborates clinical and professional leads, managers and researches to actively participate in professional activities and to develop local and national policy</li> <li>- Participates in organisation Clinical Governance and actively responds to consumer feedback</li> <li>- Provides submissions to appropriate professional conferences or peer reviewed journals for presentation or publication</li> </ul>
<p><b>Other Duties</b></p> <p>Other duties are undertaken as required</p>	<ul style="list-style-type: none"> <li>- Duties and responsibilities requested by direct Manager are undertaken as reasonably able to do so</li> <li>- Cover on-call nurse occasionally, when needed to cover annual leave</li> </ul>

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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
<b>Knowledge, Skills and Attributes</b>	
<ul style="list-style-type: none"> <li>- Demonstrated ability to effectively utilise relevant clinical information systems and IT</li> <li>- Teaching /Mentoring</li> <li>- Use of evidence-based practice</li> <li>- Advanced clinical assessment and management skills in Palliative Care</li> <li>- Empathy</li> <li>- Compassion</li> <li>- Proactive</li> <li>- Innovative</li> <li>- Non-Judgemental</li> <li>- Reflective</li> <li>- Patient/whānau focussed</li> <li>- Strong commitment to IDT work</li> <li>- Commitment to holistic care and involvement</li> <li>- Ability to demonstrate advanced practice competencies in both an autonomous and</li> </ul>	<ul style="list-style-type: none"> <li>- Research skills</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>collaborative manner, taking leadership role as appropriate.</p> <ul style="list-style-type: none"> <li>- Advanced communication and interpersonal skills (written, non/verbal)</li> <li>Negotiation and facilitation skills</li> </ul>			
<p><b>Experience, Technical/Professional Qualifications</b></p> <table border="1"> <tbody> <tr> <td data-bbox="193 757 796 1010"> <ul style="list-style-type: none"> <li>- A minimum of 5 years recent clinical experience in Palliative Care Nursing (working at an advanced level)</li> <li>- Demonstrated ability to articulate nursing knowledge within an IDT</li> <li>- Experience working with patients from a diverse cultural background</li> </ul> </td> <td data-bbox="798 757 1401 1010"> <ul style="list-style-type: none"> <li>- Previous leadership, clinical leadership experience</li> <li>- Active involvement in professional/other organisations</li> <li>- Quality activities</li> </ul> </td> </tr> </tbody> </table>		<ul style="list-style-type: none"> <li>- A minimum of 5 years recent clinical experience in Palliative Care Nursing (working at an advanced level)</li> <li>- Demonstrated ability to articulate nursing knowledge within an IDT</li> <li>- Experience working with patients from a diverse cultural background</li> </ul>	<ul style="list-style-type: none"> <li>- Previous leadership, clinical leadership experience</li> <li>- Active involvement in professional/other organisations</li> <li>- Quality activities</li> </ul>
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