



JOB DESCRIPTION PALLIATIVE CARE NURSE COMMUNITY

Date: October 2024

Hours of Work: 0.8 FTE – 1.0 FTE

Responsible to: Community Nursing Lead / Community Nursing Operations Manager

Functional Relationships:

Internal

- Senior Leadership Management Team (SLMT)
- Interdisciplinary Clinical Team
- Nursing Staff
- Medical Staff
- Allied Health and Family Support Team
- Hospice Staff

External

- District Nurses
- Community Health Services
- Hospital Palliative Care Team
- General Practitioners
- Practice Nurses
- Māori Health providers
- Aged Residential Care Facilities staff
- Health New Zealand / Te Whatu Ora staff
- Community Support Organisations

Purpose:

1. To take a key role in ensuring the assessment, planning and coordination of a patient's palliative care across a continuum, this may include community based care, hospice inpatient care, public hospital admission and residential care.
2. To facilitate the delivery of holistic patient and family - whānau centred care which is evidence based and reflects the mission and values of Arohanui Hospice.
3. To work flexibly across the region serviced by Arohanui Hospice, including the entry to service / triage team, liaison phone team, and Aged Residential Teams, to ensure continuity of service provision during periods of planned or unplanned staff leave.

Key Tasks:

1. Use specialist/advanced clinical skills to provide assessment and coordination of care for community based patients and their family - whānau referred to Arohanui Hospice.
2. Being an effective team member of the wider interdisciplinary team, working together with our medical, nurse practitioners and allied health and family support team members.
3. Be able to communicate effectively with external stakeholders to facilitate and maintain working relationships.
4. To advance one's own professional development as well as contribute to the promotion of palliative care knowledge among colleagues.

5. To promote and support quality improvements using best practice standards, policies and procedures that maintain sound clinical practice.

POSITION RESPONSIBILITIES

Assessment and planning care for community based patients referred to Arohanui Hospice:

- Complete full specialist palliative care nursing assessments on accepted community based referrals in accordance within the required time frames;
- Develop in partnership with the patient and their support people a plan of care that reflects their individual needs and culture. The patient's family - whānau will be encouraged to be active participants in the planning process, with the patient's consent;
- The plan of care will be shared with health provider partners and other community agencies who may be involved, with the patient's consent;
- Provides family - whānau and carer(s) with the necessary information, skills and support to assist in the care of the patient;
- Ensures the individualised care plans are regularly updated reflecting the patient and family - whānau changing needs.

Being an effective member of the Interdisciplinary team at Arohanui Hospice:

- Works effectively with all internal staff valuing an individual's diverse skills and utilising these to good effect.
- Attends, as appropriate, interdisciplinary forums both at Arohanui Hospice and with external stakeholders.
- Keeps the interdisciplinary team informed of changes for patients and families - whānau being supported in the community.
- Co-ordinates any peripheral clinics in their geographical area.
- Arranges and supports medical home visits or outpatient appointments where necessary.
- Supports the Arohanui Hospice bereavement follow-up programme.

Provision of care co-ordination for community based hospice patients:

- Takes an active role as part of the interdisciplinary palliative care team in co-ordinating the various components of care necessary to ensure that the patient and family - whānau palliative care needs are met.
- Maintains an effective partnership of care with community based agencies involved in the care of hospice patients' e.g. District Nurses, General Practitioners and Aged Residential Care Facilities.
- Refers to and co-ordinates the input of other agencies when identified as being required.
- Provides liaison and consultation with other professionals including health services personnel as necessary to ensure the continuity of patient care.

To maintain one's own professional development as well as contribute to the education and training of others involved in palliative care:

- Undertakes relevant education for own professional development in line with Arohanui Hospice performance appraisal processes.
- Commits to and shares expertise and knowledge with others as an education resource at Arohanui Hospice as well as to outside agencies.
- Initiates own nursing research or supports research being carried out by Arohanui Hospice.
- Maintains professional standards and practice in accordance with relevant statutory requirements, ethics and standards.

- A satisfactory level of performance is demonstrated by the presentation of a Professional Development Recognition Portfolio (PDRP) preferably at expert level.
 - If PDRP is not current, individuals will be engaged to achieve within a negotiated timeframe with Manager

To maintain and develop standards of care within area of practice at Arohanui Hospice:

- Regularly monitors and evaluates processes and seeks improvement through changes in operation.
- Contributes to the continuous quality assurance process at Arohanui Hospice.
- Maintains relevant records and statistics.
- Works within the nurses' code of professional conduct as well as be guided by Arohanui Hospice policies, procedures, guidelines and values.

Demonstrates understanding of the Te Tiriti o Waitangi and its principles and integrates this into practice:

- Integrates principles of Te Tiriti o Waitangi into practice.
- Is aware of cultural protocols and practices when working with patients' and family - whānau who identify as Māori.
- Develops partnerships with patients', family - whānau and acknowledges individual needs.
- To promote and improve access to palliative care services for Māori and people of other cultures and ensure their needs are met in a culturally appropriate way.

To practice according to sound health and safety principles:

- Safe practice regarding manual handling and patient safety is maintained.
- A clean, tidy and orderly workplace is maintained.
- Operates vehicles in a safe manner at all times and reports all accidents or incidents immediately.
- Takes responsibility for the health and safety of yourself and others, in partnership with the organisation.
- Ensures all hazards are identified and reported.
- Personal presentation aligns with the Arohanui Hospice Dress Code.

PERSON SPECIFICATIONS

Essential:

- A qualification or experience in palliative care and/or a minimum of five years significant experience in generalist nursing
- A post graduate nursing qualification, or willingness to work towards such a qualification
- Proven record making sound clinical decisions and with excellent problem solving skills
- Able to cope under pressure and use own initiative when required in a flexible and changing environment
- An excellent communicator with good written skills
- Knowledge of and commitment to continuous quality improvement
- Strong commitment and proven ability to liaise and communicate with all levels of staff at hospice, hospital, community health, primary health and residential care facilities
- Good knowledge of medical 'in confidence' requirements and privacy matters affecting patients
- Experience in electronic patient management systems and MS Office software
- Hold a class 1 unrestricted and clean drivers licence and be able to travel within the geographical areas of the Arohanui Hospice dependency



**JOB DESCRIPTION
PALLIATIVE CARE NURSE
COMMUNITY**



**JOB DESCRIPTION
PALLIATIVE CARE NURSE
COMMUNITY**

Desirable:

- Have knowledge or understanding of the Philosophy of a palliative approach and you have some exposure to working within a Palliative care environment
- Current expert PDRP or working towards completion
- Experience leading others to successful outcomes for patients and their families – whānau

Signatures

Position Holders Name

Signature

Date: