AROHANUI HOSPICE

JOB DESCRIPTION

JOB TITLE

Registered Nurse – Inpatient Unit

JOB PURPOSE

- To provide and coordinate nursing care to the terminally ill and support their families as part of the Arohanui Hospice multidisciplinary team within the IPU.
- Ability to work rotating rosters including nights.
- Able to undertake Team Leader role across all rostered shifts as applicable.

SPECIFIC DUTIES & RESPONSIBILITIES

To provide holistic nursing care to hospice patients and support to their families

- Patients receive nursing care that is sensitive to their needs and takes into account their physical, psychological, social and spiritual needs.
- Nursing care is planned, implemented and evaluated according to best practice.
- Patient and family concerns, problems and need for information are addressed in a timely and appropriate manner.
- Nursing care is documented clearly and appropriately.
- Manages community calls effectively referring on to the appropriate team member or service as necessary.
- Willingness to work in the community with appropriate support and education.

To be an integral, active, and effective member of the interdisciplinary team

- Participates fully in interdisciplinary forums as appropriate e.g. patient rounds, family meetings.
- Keeps the interdisciplinary team informed and makes recommendations regarding the health status and on-going needs of patients and families in their care.
- Contributes to and supports the bereavement support programme.

To maintain own professional development and contribute to the training of others

- A commitment to develop specialist palliative knowledge through ongoing education.
- Shares knowledge with staff and others involved in palliative care in the context of their work or as part of formal presentations.
- Will work under the Arohanui Hospice Professional Development Framework for Registered and Enrolled Nurses.
- Attends educational opportunities in line with a professional development plan.
- Presentation of a Professional Development Recognition Portfolio (PDRP) at a minimum competent level in accordance with agreed individual Professional development plan with Manager and SECA.

To maintain and develop standards of care within area of practice

- Hospice philosophy is reflected in nursing practice.
- Contributes to and initiates the development and review of nursing policies and protocols.
- Works within the Registered Nurse Code of Professional practice as well as Arohanui Hospice policies.

TEAM LEADER

At times Team Leaders will be rostered in the absence of Inpatient Nurse Lead/Associate Nurse Lead.
This role will be to coordinate the inpatient nursing care at Arohanui Hospice during his/her duty ensuring that all patients/family/whānau receive consistent quality specialist palliative care.
It is expected that the Team Leader will take a reduced patient load to allow for their Coordination/Team Leader function.
Outside normal working hours this role involves triage and coordination of care relating to community calls as well.

Key Objectives

Clinical

- Maintain a broad overview of patient/family/whānau needs
- Monitor standards of care delivery
- Ensure the provision of high clinical nursing care is maintained
- Predict patient/staff risk and respond appropriately
- Maintain medical/legal accountabilities/responsibilities

Coordination/Leadership

- Coordinate urgent requests for admission to the inpatient unit in consultation with Medical staff, Referral Nurse or Inpatient Team Lead
- Promote and facilitate best communication, practice and team work within the interdisciplinary team
- Manage effectively any unplanned/complex patient/family events
- Reports and records all relevant Health & Safety events and documentation e.g. staff & patient incidents and accidents and hazard identification
- Support Inpatient Team Lead with roster issues after normal working hours
- Seek advice from Inpatient Team Lead or Director of Clinical Services if staffing levels become unsafe
- Monitor changing acuity and support the coordination of extra help as appropriate
- Cancel evening, laundry and/or cooking volunteers if patient load is sufficiently light

Community Liaison

- Maintain liaison between unit and Community Palliative Care Nurse (PCN) community based colleagues e.g. District Nurses, Aged Residential Care Staff, General Practice Teams
- Assess whether to involve the Medical staff or other community agencies particularly after hours
- Document any interaction re community patients in their notes and on PalCare, being sure to notify the PCN at the time or in the morning as appropriate

Education

- Promotes and models commitment to professional development and evidence based practice

Managerial

- Responsible for managing nursing staff out of normal work hours. Any matters relating to staff performance/patient complaints must be reported to the Inpatient Team Lead at the earliest possible time.

GENERAL DUTIES

- Be punctual and work the hours and times specified
- Prioritize workload to ensure work of the greatest importance to the business is undertaken with urgency and to high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfillment of the duties, responsibilities, obligations, and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

SKILLS, EXPERIENCE & EDUCATION

- Registered Nurse Scope of Practice with a current Practicing Certificate.

- A minimum of two years generalist nursing experience; experience in palliative care would be an advantage.
- Up to date IV/Subcutaneous certification competencies.
- Ability to think ahead, anticipate problems, collate information resources, and prioritise workload to achieve goals.
- Ability to work effectively under pressure and in the face of unplanned events.
- Ability to identify risk and seek support as necessary.
- Ability to handle conflict in an appropriate, professional and respectful manner.
- Ability to liaise and communicate with all levels of staff at hospice, hospital, community health, primary health, and residential care facilities.
- Knowledge of and commitment to continuous quality improvement.
- Experience in electronic patient management systems and MS Office software.
- Hold a current unrestricted vehicle drivers license.
- A post-graduate nursing qualification or significant progress towards such a qualification would be an advantage.
- Current PDRP.

DECLARATION

I have read and understand this position description. I understand that this position description does not specify every task to be undertaken and that I may be asked to perform other duties as reasonably required by the employer in accordance with the conditions of the position. This position description may evolve over time and may be amended by the employer following reasonable notice to me. I sign as confirmation of understanding and acceptance of the role and its key areas of accountability and expected outcomes, conduct and behaviours.

Name: _____

Employee's Signature: _____ **Date:** _____