

JOB DESCRIPTION

COMMUNITY HOSPICE NURSE – TEAM LEADER

Tenure:	Permanent full-time – Regular one in three weekend and after hours call responsibilities.
Reports to:	General Manager
Responsibilities:	Leadership and oversight of the community nursing team Care co-ordination and support of identified clients as part of a multidisciplinary team.
Purpose :	<p>To work within and oversee the community nursing service, to enable Tairāwhiti District residents to have access to a comprehensive palliative care programme which permits them to remain at home, or the place of their choice, for as long as possible and as desired.</p> <p>To reflect the values and philosophy of both the patient and whānau/caregiver supporting them to achieve their maximum potential within the limitations of their illness.</p> <p>To be an active member of Hospice Tairāwhiti team delivering high quality palliative care to patients in their own homes in a manner that reflects the mission and values of Hospice Tairāwhiti.</p>

Functional Relationships:

- All hospice staff and volunteers
- Patients, Caregivers, Families/Whānau
- Health Professionals, including but not limited to: GP's, Practice Nurses, District Nurses, Rural Health Nurses, Social Workers, Oncology staff, OT's, Personal Carers, Palliative Care Specialist, Hospital Nurses, Aged Care staff
- Support Agencies, Cancer Society
- Trust Board
- General Public

Key Tasks/Accountabilities:

The Community Hospice Nurse Team Leader is an active team member, undertaking a community nursing role, with the addition of team leadership responsibilities.

Leadership

- Triage all new referrals and incoming patient calls
- Provide clinical leadership to community nursing team and assist the General Manager in community nurse rostering and budgeting
- Prepare daily work schedules for community nurses and doctors
- Provide quarterly reports to GM

Case Management/Patient Care

- Ensure that quality care, in accordance with the Hospice NZ Standards for Palliative Care, is provided for patients
- Assessment (initial and ongoing) of patient and whānau using a holistic approach
- Provide care planning, ongoing care, and support to patients and whānau
- Provide instruction on basic Home Nursing Techniques where caregivers require assistance
- Identify patient needs for equipment and other resources available through Hospice or refer to other providers
- Maintain accurate and up to date records of patient visits, programmes of care and other records as required
- Attend and/or arrange whānau meetings, and discharge meetings as necessary

Quality Clinical Practice

- Demonstrate a commitment to Hospice philosophy of care
- Share rostered on-call duties, nights and weekends
- Maintain open communication with all General Practitioners, Health professionals, complementary services and members of the Hospice team
- Participate and contribute in nursing, Hospice and multi-disciplinary team meetings
- Participate in continuous quality improvement systems
- Promote awareness of Hospice Care through collaboration with other health care professionals, networking, providing advice and sharing information.
- Participate in risk management and Health and Safety groups and practices.
- Undertake other tasks and duties, as required by Management.
- Act within an appropriate legal and ethical framework as a Registered Nurse at all times.
- Attend professional and cultural supervision.

Education

- Participate in education of health professionals and the wider community
- Attend Hospice training and conferences as required
- Commitment to improving the knowledge and skills of relevant nursing practice and a willingness to undertake relevant and approved courses of study.

Expected Outcomes

- Community team is staffed appropriately and within budget
- Referrals are triaged and seen within the contracted time frame
- All patients to receive quality home care services
- All caregivers and whānau to be encouraged and supported in providing quality home care
- Accurate records to be kept
- Client confidentiality maintained at all times
- Shared-care will be co-ordinated within Hospice team and between other service providers
- Staff meetings will be attended
- Ongoing training and upskilling will be apparent
- Hospice 24 hour telephone service will be provided

POSITION REQUIREMENTS

Essential

- Registered Nurse with current practicing certificate, at least three years post-graduate experience
- Postgraduate Certificate in Palliative Care or a commitment to further study
- A sound knowledge of terminal illnesses and Palliative Care and the ability to plan ongoing care
- Able to work both autonomously and as a team member
- Effective time management and ability to prioritise
- Outcome focused and solution orientated
- Knowledge of Treaty of Waitangi and a commitment to needs of Maori
- Practices nursing in a way that supports and empowers patients and families
- Ability to provide leadership and act as a clinical resource for community hospice nurses
- Actively supports and encourages teamwork within the palliative care team and multidisciplinary support team by utilising good communication and teamwork skills
- An ability to work independently in the community while recognising situations requiring referral.
- Ability to recognise stress in oneself and one's team and to seek appropriate support.
- Ability to function as a professional, effective team member
- Current full driving license

Desirable

- Previous experience working with the terminally ill and their families in the community
- Proven leadership and management or the capability to develop

PERSON SPECIFICATION

- Very professional approach
- Pleasant, friendly demeanor
- Cooperative and warm interpersonal style
- Dedicated team player
- Able to manage varied workload
- Shows cultural sensitivity in daily work practice
- Maintains a healthy work life balance
- Physically able to meet requirements of a community based nursing role

REMUNERATION SPECIFICATION:

- Individual employment contract.
- Hourly rate - \$33.46 to \$37.51 per hour, dependent on experience and qualifications
- On call daily rates - \$45 Mon-Friday, \$96 weekends and public holidays

HOURS OF WORK:

- Rostered hours, Monday to Friday, 8am to 5pm
- On Call – one week in three, including weekends