

- Position:** Community Hospice Nurse
- Tenure:** Permanent full-time/part-time
- On Call:** Regular weekend and after hours call responsibilities, shared equally between community nursing team
- Reports to:** Community Nurse Team Leader
- Responsibilities:** Care co-ordination and support of identified clients as part of a multidisciplinary team.

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

Objectives of position

- To work within the community nursing team, 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.
- 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.
- 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.

Key Performance Measures/Expectations

- All patients to receive quality home care services
- All caregivers and whānau to be encouraged and supported in providing quality home care
- Accurate records are kept
- Client confidentiality maintained at all times
- Shared-care 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

Key Responsibilities & Expected Deliverables¹

Responsibility	Deliverables
Nursing Duties	
Case Management/ Patient Care	<ul style="list-style-type: none"> - 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, patient- centred approach - Provide care planning, ongoing care, and support to patients and whanau - Therapeutic relationships are established, maintained and concluded appropriately with patients and whanau. - Provide education, advice and instruction on basic home nursing techniques to patients and caregivers as required - 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, care plans and other records as required - Attend and/or arrange whānau meetings, and discharge meetings as necessary
Quality clinical practice	<ul style="list-style-type: none"> - 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 reflective practice and seek addition supervision as required.
Education	<ul style="list-style-type: none"> - 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.
Other Duties	
Other duties are undertaken as required	<ul style="list-style-type: none"> - Duties and responsibilities requested by direct Manager are undertaken as reasonably able to do so

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.
- On an annual basis, the employee's performance will be assessed to ensure the expected deliverables defined herein are being fulfilled.

Organisational Responsibilities & Expected Deliverables²

Responsibility and Expected Deliverables	
Hospice Tairawhiti Awareness & Requirements	
Work as a professional and committed team member	<ul style="list-style-type: none"> - Hospice Tairawhiti philosophy, mission, vision, values and strategic goals are consistently worked within and adhered to - Ongoing understanding of Hospice Tairawhiti'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	<ul style="list-style-type: none"> - Hospice Tairawhiti 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 Tairawhiti culture of continuous improvement is demonstrated
Adhere to 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
Maintain high level of cultural awareness and sensitivity	<ul style="list-style-type: none"> - 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 Tairawhiti maintains a safe work environment, promoting safe work practices and the wellbeing of self and others	<ul style="list-style-type: none"> - Hospice Tairawhiti 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

² Definitions and Management:

- Organisational Responsibilities & Expected Deliverables are areas each employee at Hospice Tairawhiti 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.

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 Specification³

Essential	Desirable
Knowledge, Skills and Attributes	
<ul style="list-style-type: none"> - 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 	<ul style="list-style-type: none"> - Previous experience working with the terminally ill and their families in the community
Experience, Technical/Professional Qualifications	
<ul style="list-style-type: none"> - Registered Nurse with current practicing certificate - Meets standards of professional, ethical and legislative requirements of a Registered Nurse - Postgraduate qualifications in Palliative Care or a commitment to further study - Current full driving license 	<ul style="list-style-type: none"> - At least three years post-graduate experience

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 Tairāwhiti 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 Tairāwhiti will endeavour to train or support the incumbent towards compliance, however this is at the discretion of the GM with restrictions and constraints accounted for (e.g. budget, access to education, etc).