

Position: Clinical Education Resource Nurse

Tenure: Permanent - 0.8fte (32 hours)

Reports to: Clinical Nurse Specialist

Functional Relationships

- All Hospice Tairāwhiti staff
- External healthcare providers and agencies
- Clients and community stakeholders

Main Purpose of Role

To empower staff, community partners, and healthcare professionals to deliver high-quality end-of-life care through education, mentoring, and specialist clinical support. The role acts as a clinical resource for the hospice nursing team, promoting evidence-based practice and contributing to continuous quality improvement.

Key Outcomes from Role

- High-quality, evidence-based palliative care education programmes are designed, delivered, and evaluated for hospice staff and external providers.
- Clinical capability within Hospice Tairāwhiti is strengthened through mentoring, preceptorship, and specialist support.
- Community awareness and understanding of best-practice palliative care is enhanced.
- Clinical practice is continuously improved through education-led quality initiatives.

Key Responsibilities & Expected Deliverables¹

Responsibility	Deliverables
<p>Education</p> <p>Lead the development, delivery and coordination of palliative care education to hospice and other healthcare providers.</p>	<ul style="list-style-type: none"> - Identifies learning needs in collaboration with internal stakeholders and community partners. - Develops and delivers district-wide education programmes and resources aligned with local palliative care needs and organisational priorities. - Maintains accurate records of education sessions delivered and attendance. - Provides palliative nursing education in alignment with Hospice New Zealand Standards, enabling participants to demonstrate competency. - Ensures education content reflects current evidence-based practice. - Supports participants to obtain evidence of practice for Professional Development and Recognition Programme (PDRP) requirements.
<p>Promotion of Palliative Care</p> <p>Promote the philosophy and practice of palliative care and act as a clinical education resource for community partners and other providers.</p>	<ul style="list-style-type: none"> - Actively promotes best-practice palliative and end-of-life care. - Supports the use of palliative care guidelines among community and healthcare providers. - Provides specialist education-focused advice and support through telephone consultation and occasional site visits, as agreed.
<p>Clinical Leadership, Support and Mentoring</p> <p>Support the development of clinical capability and confidence within the Hospice Tairāwhiti nursing team.</p>	<ul style="list-style-type: none"> - Guides nursing staff in assessment, clinical decision-making, care planning, evaluation, and documentation. - Acts as a role model, mentor, and resource for nurses developing palliative care expertise. - Provides mentorship and preceptorship to nurses new to palliative care or to the organisation. - Coordinates and contributes to nursing in-service education and relevant interdisciplinary meetings. - Supports nursing staff to complete PDRP at an appropriate level.
<p>Quality Improvement</p> <p>Contribute to continuous quality improvement through education and clinical support</p>	<ul style="list-style-type: none"> - Evaluates the effectiveness of education strategies and contributes to improvements as required. - Collects and reports agreed indicators to demonstrate the impact of the role. - Assists in the development and review of clinical resources, guidelines, and education materials. <p>Contributes to policy development and participation in clinical audits, as appropriate.</p>

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.

Responsibility	Deliverables
<p>Other Duties</p> <p>Clinical Cover and Service Support</p>	<ul style="list-style-type: none"> - Provide cover for community, ARC, and hospital teams during staff absences and periods of high demand. - Participates in 24/7 on-call duties, when community team are understaffed.
<p>Other duties are undertaken as required</p>	<ul style="list-style-type: none"> - Duties and responsibilities requested by direct Manager are undertaken as reasonably able to do so

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
<p>Knowledge, Skills and Attributes</p>	
<ul style="list-style-type: none"> - Demonstrated understanding of the Registered Nurse scope of practice. - Understanding of hospice philosophy and principles of palliative care. - Current knowledge and skills relevant to palliative care nursing, with commitment to ongoing professional development. - Experience in providing clinical education in group and one-to-one/preceptor settings. - Well-developed verbal and written communication skills with the ability to educate others effectively. - Understanding and application of cultural safety principles. - Ability to work independently and collaboratively within an interdisciplinary team. - Working knowledge of Microsoft Office, PowerPoint, and presentation equipment. 	<ul style="list-style-type: none"> - Experience in a specialist or generalist palliative care setting
<p>Experience, Technical/Professional Qualifications</p>	
<ul style="list-style-type: none"> - Current New Zealand Registered Nurse practising certificate. - Minimum of three years post-graduate nursing experience, including experience in palliative care or a closely related specialty. - Current clean full driver's licence. 	<ul style="list-style-type: none"> - Post-graduate qualifications in palliative care or willingness to work towards these. - Previous experience in a hospice or specialist palliative care service.

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).