JOB DESCRIPTION

PALLIATIVE CARE REGISTERED NURSE - AGED AND PRIMARY CARE

Reporting to: In-patient Unit Manager
Employment Status: FTE 0.9
Date Reviewed: May 2019

POSITION PURPOSE

To support Aged and Primary Care providers in the delivery of specialist palliative care by providing clinical mentorship, education and ensuring co-ordination of integrated care that enhances seamless supported patient care for those patients with complex palliative needs. The Palliative Care Registered Nurse (PCRN) will strengthen the interface between generalist and specialist palliative care services by providing specialist advice and co-ordination, promoting a cohesive and consistent quality of palliative care within the Aged and Primary Care Settings.

RESPONSIBILITIES

- Assist Triage Team with all Aged Residential Care (ARC) referrals to ensure that assessment and support is provided in a timely and effective manner.
- Have a working knowledge of facility "levels of care" to ensure successful patient transitions.
- Provide expert specialist palliative care knowledge and advise in the care of the terminally ill patient and their family and Whānau, liaising with the CNS or other Hospice specialists as required.
- Facilitate the transfer of specialist palliative care patients from inpatient settings (hospital or Inpatient Unit) into an ARC facility and provide ongoing support for patients with high.
- Attend palliative care clinics and MDT meetings within ARC and Primary Care facilities (if required).
- Co-ordinate requests in ARC for other services such as bereavement, social work or counselling related to end of life as required.
- Work collaboratively with the Hospice Social worker to provide coordinated supportive care.
- Liaise and refer to Day Hospice service when appropriate.
- Co-ordinate the requests for and provide palliative education, and promote implementation of evidenced based guidelines of palliative care throughout the Aged Care Setting.
- Assist ARC staff with debriefing, case reviews or bereavement support as indicated.
- Share specialty knowledge and advise on the management of other patients with complex palliative needs who are not known to hospice services (in collaboration with GP and facility).
- Assists ARC facilities to develop strategies to prevent and effectively manage Palliative care 24/7 (some weekend visits/ education may be required).

Management:

- Work closely with the Community Managers, Triage Team, Palliative Care CNS and IPU Coordinator to provide expertise, advice and support to ensure access to and co-ordination and delivery of specialist palliative care in Aged Care Facilities in a timely manner.
- Ensure appropriate, accurate records are maintained on Pal Care.
- Foster positive working relationships with our partners and other health care professionals in the delivery of palliative care.

Quality, Research and Audit:

- Support the implementation of appropriate and agreed quality standards and monitoring procedures with the Aged Care Service.
- Evaluate and participate in the development of appropriate Quality Assurance and Clinical Governance activities to ensure continuous quality improvement.
- Provide input into Strategic and Clinical Team Action Plans and service development.
- Develop and review policies and procedures.
- Maintain statistical information and reports as required, to contribute to workforce planning, service development, audit and funding purposes.

Education:

- Participate in the organisation’s education and development programme.
- Identifies educational needs specific to ARC and Primary Care, and assist in the development of new and updated materials.
- Provides education to IPU and community Multidisciplinary teams to enhance understanding of ARC culture and Primary Care needs, to support collaborative care planning and delivery.
- Ensure ARC and Primary Care facilities have updated stocks of Hospice palliative care educational brochures.
- Participate in ongoing professional development and supervision.
- Maintain appropriate level of clinical competence for Scope of Practice and according to the Hospices Professional Development and Recognition Programme.
- Identify training and education needs in line with the service provision.
- Assists in the delivery of education to ARC and Primary Care.
- Develops strong working relationships with ARC education providers, sharing skills and knowledge.
- Develop knowledge of relevant regulations within the Aged Care environment.
- Supports the use of electronic programs e.g. Pal Care, Manage my Health, MediMap.

Health and Safety

- Practise within the Hospice health and safety policies and procedures outlined in the Health and Safety Policy Manual.
- Report all identified hazards, incidents (including near-misses) and accidents to the appropriate manager.
- Contribute to ensuring that a safe working environment is maintained at all times.
- Participate in mandatory health and safety training as required.
- Work within ARC facility Health & Safety requirements.

**FUNCTIONAL RELATIONSHIPS**

**Internal**
- Director Clinical Services
- IPU Manager and Clinical Coordinator
- Community Managers
- Triage Team
- Day Service Manager
- Professional Advisory Group
- Director Palliative Care
- Executive Team
- Community Liaisons (ARC, Primary care, Maori, Pacific and Kaiārahi.)
- Multidisciplinary teams across Mary Potter Hospice localities
- PERQI
- Quality Manager
- Research Fellow

**External**
- Patients and their families and whanau/significant people
- Aged Residential Care
- Hospital Palliative Care Team
- Primary Care
- Community Health Services
- Wellington Free Ambulance

**EDUCATIONAL REQUIREMENTS**
- Registration with the Nursing Council of New Zealand in the Registered Nurse scope of practice and holds a current practicing certificate.
- A post-graduate qualification in palliative care or working towards the same.
- ACP level 1 (or working towards).

**PERSON SPECIFICATION**

The following requirements are sought for this position:
- Extensive, recent specialist palliative care nursing experience.
- Ability to work at a level of advanced practice in palliative care with strong assessment, critical thinking and triage skills.
- Have or progressing PC postgrad cert and PDRP at proficient to expert level
- Knowledge of community Health Services, Primary Care and ARC.
• A strong understanding of evidence based practice.
• Demonstrating leadership qualities such as vision, openness, flexibility, emotional intelligence and integrity.
• Evidence of teaching and learning principles.
• Evidence of advanced nursing expertise and working across care settings.
• Well developed communication and interpersonal skills.
• Knowledge of clinical quality improvement strategies.
• Ability to work both autonomously and collaboratively.
• Ability to work as a team member and achieve projected goals and targets.
• Demonstrate a commitment to the understanding of the hospice philosophy and have an understanding of the Treaty of Waitangi and openness to wider cultural diversity.
• An understanding of population health.
• Have a strong commitment to interdisciplinary team work, influencing patient/family/whanau focused practice and goal attainment.
• Have a current driver’s licence.

This job description does not intend to cover every detail that may be required within the role, and the expectation is that any other reasonable requests made by the Team Manager will be undertaken.

In order to meet the changing needs of Mary Potter Hospice, this job description may require change from time to time.

Signed: .............................................................. Date: ............................
(Job Holder)

Signed: .............................................................. Date: ............................
(Director)
Job Description Appendix

About Mary Potter Hospice

For nearly 40 years, Mary Potter Hospice has provided the highest quality specialist palliative care to people whose illnesses are incurable. We support patients and their families to deal with the host of significant and challenging changes.

At Mary Potter Hospice our vision is that people in our communities who need palliative care have access to compassionate and quality care, when and where they need it. To achieve this, we work alongside our many health partners to promote and provide education on quality palliative care and care planning services. We provide high quality specialist palliative care in our In-Patient Unit, in other care facilities and the community. The Hospice assists patients and their families with the quality of their life, their dying and their bereavement.

Our values are based on respect, compassion, dignity, hospitality, and stewardship.

In 2019/20, it will cost approximately $14 million to run the Hospice. Government contract income currently funds approximately 50% of this with the balance to be raised from the community. Revenue from donated goods sold through our retail shops is expected to exceed $2 million (gross).

Mary Potter Hospice is proud to be regarded as one of Wellington’s most loved and trusted charities.

As at May 2019