

## Position Description

**Role:** Specialist Palliative Care Advisor – Registered Nurse

**Department:** Clinical Services

**Date:** July 2022

*This position description is designed to give an indication of the types of work and performance expected of the job holder. It does not provide an exhaustive list of duties or performance standards, and the position holder agrees to undertake any other tasks that are consistent with the position and with the provisions of quality service to Mary Potter Hospice patients and their families and whānau. In order to meet the changing needs of Mary Potter Hospice, this position description may require change from time to time.*

### Overview of the role

This role strengthens the interface between Hospice, Aged Residential Care and Primary Health Care. The role provides advice, mentorship and education to promote the co-ordination of a cohesive and consistent quality of palliative care for Hospice patients.

### Scope

**Reports to:** Community Manager, Kapiti

**Location:** Wellington Region

### Key Competencies

- Demonstrated strong understanding of evidence based practice
- Reflective practitioner
- Strong ability to build constructive relationships
- Excellent communication skills
- Ability to provide timely and helpful information to colleagues and external stakeholders
- Knowledge of clinical quality improvement strategies
- Demonstrated ability to work both autonomously and collaboratively
- Strong commitment to understanding and practising the Mary Potter Hospice values and an understanding of the Treaty of Waitangi and openness to wider cultural diversity
- Demonstrated history of a strong commitment to interdisciplinary team work, contributing to patient/family/whānau focused practice and goal attainment

## Key Tasks

- Facilitate the transfer of hospice palliative care patients from the community, hospital or Inpatient Unit into an Aged Residential Care (ARC) facility and provide ongoing support for patients, as required, until discharge from the hospice service
- Attend Multi-disciplinary team (MDT) meetings within ARC and Primary Health Care (PHC) facilities as required
- Work collaboratively with Primary Health Care Providers and Aged Care facilities
- Work collaboratively with the hospice Community Managers, Triage Team, Inpatient Unit Coordinator, Social Workers and the Education Team
- Promote evidenced based guidelines of palliative care
- Assist ARC staff with debriefing, case reviews and bereavement support
- Assist ARC facilities to develop strategies to effectively manage palliative care 24/7 as required
- Evaluate and participate in the development of appropriate Quality Assurance and Clinical Governance activities to ensure continuous quality improvement.
- Maintain accurate records including statistical information and reports
- Identify educational needs specific to ARC and PHC
- Develop and maintain the ARC Link Nurse programme
- Participate in ongoing professional development and supervision.

**Health and Safety** *(all roles have a H&S component, some more detailed than others. The tasks here are the minimum expected of all roles)*

- Practise within Mary Potter 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
- Participate in mandatory health and safety training as required
- Follow Health & safety policies and procedures of ARC & PHC facilities

## Outputs/expected results/Key performance indicators

- Support is provided in a timely and effective manner.
- Support ARC facilities with their knowledge and understanding of the delivery of specialist palliative care
- Patients and their families receive coordinated supportive specialist palliative care
- Continue to build and grow relationships between Hospice, ARC and PHC
- Use statistical information & reports to support service development.

Outcomes

- Seamless transition and support for hospice patient care patients moving to ARC facilities
- Contribute to PHC support of Hospice palliative care patients
- Mary Potter Hospice is a safe and healthy place to work.

Person Specification

- Registration with the Nursing Council of New Zealand in the Registered Nurse scope of practice and holds a current practicing certificate
- ACP level 1 (or working towards)
- Specialist palliative care nursing experience preferred
- Ability to work at a level of advanced practice in palliative care with strong assessment, critical thinking and triage skills.
- Willing to participate in Palliative Care postgraduate certificate and PDRP at proficient to expert level
- Knowledge of community Health Services, PC and ARC
- Full current drivers licence.

Signed: ..... Date: .....

(Job Holder)

Signed: ..... Date: .....

(Director)

## Position Description Appendix

The values of the Venerable Mary Potter and the vision of Dame Cecily Saunders are deeply held by Mary Potter Hospice staff and volunteers and underpin all the work we do.



### Our values

- Mana/Respect
- Aroha/Compassion
- Rangatiratanga/Dignity
- Manaakitanga/Hospitality
- Kaitiakitanga/Stewardship

### Our vision

That people in our communities who need palliative care have access to compassionate and quality care, when and where they need it.

### Our approach

Taking a whole person approach, we will provide and promote high quality specialist palliative care, grief support, education and care planning services. Working alongside our health partners, we aim to make a difference in the communities we serve.

### Mary Potter Hospice and Volunteers

We value our volunteers highly and consider them to be an integral part of our workforce. Many of our roles supervise volunteers and all roles interact with volunteers to a greater or lesser degree.