

Position Description

Role: Palliative Care Coordinator

Department: Clinical Services

Date: November 2020

This position description is designed to give an indication of the types of work and performance expected of the position 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 job description may require change from time to time.

Overview of the role

This role is accountable for the delivery and coordination of specialist palliative care services to patients and their whānau in the Porirua area.

Accountabilities also include assessment to identify patient requirements across the full range of multidisciplinary services as well as provision of specific nursing care.

Scope

Reports to: Community Manager

Location: Newtown, Porirua or Kapiti

Key Competencies

- Effective and empathetic communicator, both verbally and in writing
- Demonstrated ability to work autonomously, thinks laterally - identifying and solving problems within a collaborative multi-disciplinary context
- Demonstrates a strong work ethic and commits to working according to standards in place
- Committed to the philosophy of Mary Potter Hospice
- Shows personal commitment to continuously improve own knowledge and skills
- Able to coordinate multiple disciplines in the interests of the patient and whānau
- Remains calm and confident in challenging situations
- Committed to a bicultural service and the principles of the Treaty of Waitangi, especially in the Hospice context and open to wider cultural diversity

Key Tasks

- Provide specialist palliative care advice and support to patients and carers during their experience of illness, pre-bereavement and into the bereavement phase

- Provide specialist advice, support and education to the multi-disciplinary team (MDT), other health professionals and to the patient and whānau
- Make initial assessments of new patients and their whānau and coordinate MDT services
- Act as a collaborative member of the MDT
- Collaborate with other health care providers, e.g. General Practitioner, secondary specialists, oncology district nurses and district nurses according to individual patient's needs
- Provide an overview of patient and whānau requirements, keeping PalCare records up to date
- Ensure care coordination services are developed and delivered with an understanding of the Treaty of Waitangi and that the principles of partnership, participation and cultural affirmation are embedded in care coordination practice
- Provide education sessions as planned and discussed with the Community Manager/Education team.

Health and Safety *(all roles have an H&S component, some more detailed than others. The tasks here are the basics we would expect 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.

Outputs/expected results/Key performance indicators.

- The Patient's quality of life is maximised
- Advice and support provided enables robust patient centred decision making
- MDT effectiveness is enhanced by the PCC contribution
- Care provided is appropriate for each individual patient, their whānau and carers' needs.
- Hospice staff and other health professionals improve their knowledge and understanding of palliative care in the community

Outcomes

- The patients', patients' whānau and carers' experience is as positive and life affirming as possible
- Access to equitable care is enhanced
- Mary Potter Hospice is a safe and healthy place to work.

Person Specification

Desirable:

- A minimum of three years full time equivalent recent post registration clinical experience in palliative care nursing
- Community health experience
- Completed "Advance Care Planning (level1 – online training at advancecareplanning.org.nz)"

Essential:

- Registered Health Care Practitioner with current practicing certificate
- Recognised by peers as having specialist skills in palliative care/end of life care or oncology and a role model and mentor in the field
- Full current drivers licence

Signed: Date:
(Position 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.