

Position Description

Role: Nurse Practitioner

Department: Medical

Date: February 2023

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 position description may require change from time to time.

Overview of the role

Nurse Practitioner provides a high quality service within a multi-disciplinary team (MDT). This role will contribute where appropriate to hospice clinical, educational and service development activities. This role will work across inpatient unit and community teams in an overall hospice setting. This role involves assessment, diagnoses and management of patients with palliative care needs including the prescription of medications.

This role is likely to involve predominantly community work but with the flexibility to work in the Inpatient Unit if required.

Scope

Reports to: Medical Director

Location: Mary Potter Hospice Newtown, Kapiti and Porirua bases and Community

Key Competencies

- An ability to build relationships with a wide range of people
- Demonstrated strong communication skills with an ability to communicate at all levels, written, oral and presentations
- Empathy for the care of terminally ill people and their whānau
- Excellent networking skills including experience in building positive relationships with colleagues and other stakeholders
- A commitment to, and an understanding of, the Treaty of Waitangi and multi-culturalism
- A commitment to collaborative work in a multidisciplinary team setting
- A high level of professionalism
- A high level of integrity and understanding of what this means in a Hospice environment and how this fits with the values of Mary Potter Hospice
- A “can do”, problem solving approach and the ability to prioritise and respond quickly to daily challenges
- Self-knowledge and the ability to ask for help when needed.

Clinical Responsibilities and Work Schedules/Patient Care and Service Delivery Responsibilities

- Manage a service development portfolio in collaboration with and supervised by the Medical Director
- Provide education across the MDT and externally including to nursing and medical students
- Clinical management of palliative care patients in Mary Potter Hospice commensurate with clinical competence
- Work collaboratively as a member of the MDT for the benefit of the patient and family
- Liaise with other clinical services regarding patient care
- The ability to assess, examine and diagnose patients and formulate management plans including prescription of medicines as required.

Community Work

- Attend weekly MDT meeting
- Undertake house visits with Palliative Care Coordinator, other members of the MDT or alone as appropriate
- Document visits in Palcare and advise via letters to involved health practitioners
- Liaise with General Practitioner or other Health Practitioners by telephone when significant changes occur or advice is needed
- Undertake discussion with PCCs by phone when on duty
- Provide prescriptions, ambulance orders and District Nursing medication orders as appropriate
- Involvement in triage as appropriate
- Provide support for Hospice@Home community nursing and Aged Residential Care palliative care specialist nurses from Mary Potter Hospice.

Patient Care and Service Delivery Responsibilities – Inpatient Unit

- Attend MDT handovers
- Review all inpatients on a daily basis as appropriate and provide medical assessment information back to team through accurate recording in Palcare and verbal handover to appropriate staff member
- Treat clinical problems arising in Inpatients unit as appropriate
- Admit patients from the community or outpatients or from the hospital
- Plan investigations, ensure that they are performed and that the results are seen and acted on without delay
- In consultation with the clinical team, arrange appropriate discharge consistent with patients' needs, comforts and social situation
- Ensure that on discharge the GP is contacted and that discharge summary, medications, scripts and medication summaries are completed prior to discharge
- Liaise with, and advise by phone GPs and other health practitioners (including MPH Palliative Care Co-ordinators) regarding patients in the community.

Health and Safety

The Nurse Practitioner is required to undertake their clinical responsibilities and to conduct themselves in all matters relating to their employment, in accordance with best practice and relevant ethical and professional standards and guidelines, as determined from time to time by:

- The Nursing Council of New Zealand
- The practitioner's relevant professional association
- The Health and Disability Commissioner
- The employer's policies and procedures except to the extent that they may be inconsistent with any other provision of this Agreement
- 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 to the appropriate managers
- Contribute to ensuring that a safe working environment is maintained at all times
- Participate in mandatory health and safety training as required

Outputs/expected results/Key performance indicators

- The NP's nursing leadership positively influences the health outcomes of people with palliative care needs
- Competencies for Nurse Practitioner Scope of Practice (www.ncnz.org.nz) appendix 1 are demonstrated
- Tests and investigations are based on the patient's clinical status and outcomes are measurable
- Patients and whānau have sufficient and appropriate clinical information in a language and style that is respectful of the End of Life experience and supports informed decision making
- All clinical care is holistic, evidence and best practice based
- Clinical risks are managed and processes and systems are improved

Outcomes

- Patients and whānau receive comprehensive, equitable and appropriate palliative care
- Mary Potter Hospice is a safe and healthy place to work.

Person Specification

- Registered nurse with NZNO
- Master's degree or equivalent
- Post graduate qualification in palliative care

- Extensive and recent palliative care nursing experience
- Strong knowledge and understanding of evidence based practice
- Knowledge and understanding of medico/legal and ethical responsibilities for the Nurse Practitioner role
- Full drivers licence
- Qualified as a Nurse Practitioner within the Palliative Care scope of practice. This qualification must be accepted in New Zealand including the ability to prescribe medications.

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.