

Job Description and Person Specification

Registered Nurse

GOAL

To be a vibrant, learning and sustainable organisation that delivers excellence in specialist palliative care for the people of Whanganui

This job description is written for the position as at February 2024 and is subject to amendment from time-to-time.

Position title:	Registered Nurse
Primary place of work:	Hospice Whanganui
Position status:	Permanent
Hours of work:	Part-Time or Full-Time
Reports to:	Nurse Leader

Purpose of position

To provide excellent and equitable palliative care to patients and their whānau within the clinical scope of this position.

To provide a 24/7 nursing service on a rostered and rotational basis to all Hospice Whanganui patients, including the community, out-patient clinic and in-patient unit, with the primary focus being working in the community.

To work collaboratively with external partners, including GPs, DHB teams, District Nurses, Aged Residential Care Providers, St John's Ambulance and others and to coordinate care.

To actively contribute to HW's clinical excellence as part of an inter-disciplinary team, in line with its holistic ethos and in accordance with the NZ Palliative Care Standards.

To be a champion and ambassador for Hospice Whanganui and to represent the organisation's values at all times.

Values of Hospice

We Do the Right Thing	<ul style="list-style-type: none"> · We communicate our ideas and decisions openly and transparently · We have courageous, honest and respectful conversations where everyone retains their dignity · We consider the impact of our words and actions on others · We show grace and kindness to others and have the best intentions toward them · We listen compassionately, seeking to understand other perspectives.
We are Stronger Together	<ul style="list-style-type: none"> · We work together on our challenges and our solutions · We welcome and embrace each other's differences and uniqueness

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	<ul style="list-style-type: none"> · We celebrate our achievements and successes · We respect and support organisational decisions · We actively pursue positive and meaningful partnerships with others · We resolve conflicts and put things right with each other in a healthy and respectful manner
We Always strive for the Best	<ul style="list-style-type: none"> · We are relentlessly patient and whānau-centred in all that we do · We challenge ourselves and we are open to learning new ways of doing things · We are accountable for our actions and strive to bring our best · We proactively seek, and respond to feedback from patients, whānau and our colleagues · We commit to our individual growth and development

Summary of Key Duties	
1. Clinical responsibilities	2. Training and Professional Development
3. Teamwork, Collaboration and Values	4. Health and Safety
5. Te Tiriti o Waitangi	6. Other Duties

1. Clinical responsibilities	
Responsibilities	Key Performance Indicators
Ensure that the highest standard of clinical care and management is provided to Hospice patients and their whānau in line with the NZ Palliative Care Standards, Mauri Mate and NZ Nursing Council Standards.	<ul style="list-style-type: none"> • Provide an equitable, 24/7 palliative nursing service that responds to the holistic needs of patients and their whānau. This includes symptom management, end of life care, and psycho-social support, in line with Hospice philosophy. • Support the effective triage of referrals, admissions and discharges from the service, based on a sound understanding of referral and admission criteria. • Assess and review patients in a timely and efficient manner, with optimal involvement of the inter-disciplinary team. • Participate in patient and whānau meetings and conversations to empower them to retain full control and ownership of their decisions and desired care.

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	<ul style="list-style-type: none"> • Develop and maintain a shared care plan for all patients in collaboration with the patient and their whānau that reflects individual goals of care and the principles of Te Whare Tapa Whā. • Respond promptly to patient needs and document all patient interventions appropriately. • Complete comprehensive and holistic assessments that take into account the patient’s physical, psycho-social, spiritual and whānau needs, and which use accepted assessment tools and methods (such as IPOS, AKPS etc). • Deliver care that is tailored to the patient’s preferences, which includes visits to the patient’s place of residence, the hospital, providing out-patient clinics, facilitating ‘virtual’ consultations or supporting care for patients admitted to the Hospice in-patient unit. • Work closely with the inter-disciplinary team, in person or virtually, to anticipate and manage complexity, using critical thinking in a calm, considered manner. • Bring in external supports where needed, to effectively meet patient and whānau needs, in a timely and proactive manner. • Communicate effectively with DHB teams, primary care providers (including GPs, DNs and ARCs) as well as other providers (such as allied services, St John’s Ambulance, hospital staff and other community/health services) to ensure seamless and integrated care for the patient. • Support patient needs overnight/after hours, as part of the on-call roster. • Record all patient information and incidents in the required manner that meets audit requirements and good practice.
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2. Training and Professional Development

Responsibilities	Key Performance Indicators
Contributes to specialist palliative care training and education and	<ul style="list-style-type: none"> • Regularly, and as agreed with the Nurse Lead, contribute to education and training of in-house and external colleagues.

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<p>commits to ongoing professional development in specialist palliative care.</p>	<ul style="list-style-type: none"> • Regularly attend and contributes to the annual HW Education and Training Calendar, including developing and delivering sessions where needed. • Stays abreast of current developments and best practice in specialist palliative care and is aware of emerging trends and issues impacting on palliative care (such as End of Life Choice Act, changes to Health & Disability Standards etc) • Commit to ongoing professional development in line with agreed annual professional development goals. Expectation to achieve an Expert PDRP and/or post-graduate qualification within 5 years of service. • Engage proactively in regular clinical supervision and performance appraisal discussions with manager and acts on all feedback in a professional, objective and quality-focused manner. • Demonstrate reflective practice and constructively participates in IDT / case discussions with the aim of continuous learning and improvement.
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3. Teamwork, Collaboration and Values

Responsibilities	Key Performance Indicators
<p>Teamwork is exemplified in the timely and constructive support provided to the IDT as well as specialist advice and support to other providers.</p>	<ul style="list-style-type: none"> • Live out the organisational values at all times. • Positively and proactively engage in meetings and conversations including weekly IDT meetings, hand-over meetings and non-clinical meetings. • Value and respect input from all members of the multidisciplinary team equally, basing management of patient / whānau needs on shared assessment and care planning. • Actively support induction and training for new or visiting staff members (eg RNs, HCAs or other clinical staff). • Effectively communicate with external partners to ensure seamless continuity of patient care.

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	<ul style="list-style-type: none"> • Works flexibly across the Community, out-patient clinic and In-patient unit in a non-siloed manner leads to effective and productive outcomes. • Resolves conflicts and tensions in a timely, respectful and courageous manner to maintain a culture of kindness and respect. • Holds Kotahitanga (unity), Māia (courage), manaakitanga (respect, generosity, kindness) and accountability as foundational principles in all aspects of work and relationship at HW. • Positively represents Hospice Whanganui in all dealings with stakeholders, partners and our community. • Contributes to the ongoing learning, development and excellence of the clinical team at Hospice Whanganui through innovation and best practice. • Engages effectively and positively with all non-clinical staff and volunteers of HW, including the wider management team and Board where required.
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4. Health and Safety

Responsibilities	Key Performance Indicator
<p>Comply with all safe-work procedures, policies and instructions.</p> <p>Report all incidents, hazard, near misses and injuries in a timely manner.</p>	<ul style="list-style-type: none"> • Completes Hospice Whanganui mandatory training. • Takes personal responsibility for maintaining safe environment for self, colleagues and the patient / whānau. • Completes timely, full and accurate notification of accident, incident and hazard forms, if and when required, including falls, complaints, new pressure injuries and medication errors.

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5. Te Tiriti o Waitangi	
Responsibilities	Key Performance Indicator (Job holder is successful when)
<p>Commitment to the principles of Te Tiriti o Waitangi</p> <p>Understanding of and commitment to addressing the barriers to equitable access to our service</p>	<ul style="list-style-type: none"> • Demonstrates an understanding of Te Tiriti and its principles and integrates those principles into all practices and communications where possible. • Commits to ongoing learning to better support our Māori community and to address any real or perceived barriers to equity. • Works collaboratively with Māori service providers to ensure positive and culturally appropriate outcomes for Māori.

6. Other Duties	
Responsibilities	Key Performance Indicator
<p>Other duties are performed as agreed with Manager</p>	<ul style="list-style-type: none"> • Other duties that fall outside of this Job Description and are reasonably requested by the Manager are performed to expectations.

Functional Relationships	
<u>Internal:</u>	<p>Chief Executive Officer and members of the HW Management Team</p> <p>Integrated Services Director</p> <p>Clinical Nurse Lead</p> <p>Medical Lead</p> <p>Multi-disciplinary team (medical, clinical, whānau support)</p> <p>Clinical Administrator</p> <p>Partnership Coordinator</p> <p>All Hospice Whanganui staff and volunteers</p>
<u>External:</u>	<p>Patients and Whānau in our Service</p> <p>Te Whatu Ora Whanganui clinical teams and district nursing teams</p> <p>Pharmacies and other community health providers</p> <p>GPs and Primary Care teams</p> <p>Māori Health Service Providers</p> <p>St John's Ambulance</p> <p>Community Healthcare Agencies</p> <p>Aged Residential Care providers</p>

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Person Specifications	
Experience and Skills	<ul style="list-style-type: none"> • A minimum of two years' clinical experience is desirable although training will be provided to more recently registered nurses. • Experience working in a clinical setting with a holistic kaupapa or philosophy is desirable. • Some experience or exposure to a palliative care setting or with patients with life-limiting conditions is desirable but not essential. • An interest in palliative care and willingness to continue learning and to gain qualifications where necessary. • An understanding of Te Tiriti o Waitangi, tikanga Māori and addressing barriers to equity in healthcare.
Qualifications, other requirements	<ul style="list-style-type: none"> • Will be an appropriately qualified and Registered Nurse in New Zealand with a scope of practice that enables them to undertake the duties of this position. • Will hold a current Annual Practicing Certificate. • Has attained or is willing to work towards a PDRP or post-graduate qualification. • A commitment to the Hospice philosophy. • Current drivers' license is essential as a large component of this role involves visiting patients and whānau in the community, including rural areas. • Fluency in English (written and verbal) is essential as is the ability to communicate and interact effectively with a diverse range of people.
Essential Personal Attributes	<ul style="list-style-type: none"> • Able to maintain a high level of professionalism and resilience even when under pressure. • Approachable and willing to engage positively with colleagues at all times. • Able to reflect on own practice and act on constructive feedback from others.

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	<ul style="list-style-type: none"> • Able to work effectively as part of a cohesive, interdisciplinary team, recognising the value of others' inputs and expertise. • Able and willing to solve problems and contribute to solutions in the interest of the organisation. • Able to make effective and timely decisions. • Able to work autonomously in the community setting, whilst still recognising when to bring in others from the team. • Able to teach and support other clinical staff while working. • Excellent time management and prioritisation skills and able to be highly productive. • Loyal to the organisation and committed to its ongoing development and improvement. • Committed to the values of the organisation at all times.
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