

# Job Description

*Hospice Taranaki works in partnership with patients, their families/whanau and organisations to provide and influence best practice care, support and understanding at the end of life.*

<b>Position title</b>	Registered Nurse
<b>Reports to</b>	Clinical Services Director
<b>Functional Relationships</b>	<p>Clinical Services Director            Medical Director and Medical Officers            Chief Executive Officer            Registered and Enrolled Nurses and Health Care Assistants            Hospital In-reach team            Aged Care Clinical Nurse Specialist            Triage Nurse            Quality and Systems Manager            Support Services Manager            Volunteer and Hospitality Manager            Pharmacist            Counsellors and Social Workers            Day Programme Coordinator            Kaiawhina and Maori Liaison staff            Oncology team members            TDHB allied health staff including community support services, physiotherapists, occupational therapists, dieticians, speech and language therapists, Maori Health team, assessment/treatment and rehabilitation team, Mental Health for the Older Person, Alcohol and Drug unit team members, Mental Health team            Community Health providers including GP practice staff, aged residential care facility staff, nurse practitioners, Maori Health providers, Disability Support services, Home care agencies</p>
<b>Last updated</b>	24 November 2020

## Position Summary

Registered nurses are responsible for the assessment, care planning and evaluation and care coordination for all patients registered with Hospice Taranaki. The care is holistic in nature and incorporates the Te Whare tapa Wha model of health. The care may be provided in the patient's home, hospice inpatient unit, hospital, aged care facility or disability support residence. The registered nurse works within the Scope of Practice required by Nursing Council New Zealand. The registered nurse is responsible for the direction of Enrolled Nurses and Health Care assistants and delegation of care to these health professionals.

Key Objectives	Performance indicators/outcomes
<b>Patient Care Management and Care Coordination</b>	<ul style="list-style-type: none"> <li>• Provides nursing care in association with the patient and/or family/whanau to achieve identified outcomes</li> <li>• Understands the Te Whare tapa Wha model of health and incorporates this into care planning and care provision</li> <li>• Undertakes comprehensive and accurate nursing assessment of patients in a variety of settings</li> <li>• Actively promotes an environment that enables patient safety, independence and quality of life and health</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensures documentation is accurate and timely and maintains confidentiality of all information</li> <li>• Acts appropriately to protect oneself and others when faced with unexpected patient's responses, confrontation, personal threat or other crisis situations</li> <li>• Evaluates patient's progress toward expected outcomes in partnership with patients/family/whanau</li> <li>• Establishes, maintains and concludes therapeutic interpersonal relationships with service users</li> <li>• Provides health education appropriate to the needs of the patient within a nursing framework</li> <li>• Works with other service providers to obtain a high standard of care for patients</li> <li>• Ensures effective communication both verbally and written with all staff and family/whanau involved in patient care</li> <li>• Assists with patient/family/whanau health and safety whilst also own health and safety</li> <li>• Promotes safe practices in medication management practices</li> </ul>
<b>Clinical and Professional Leadership</b>	<ul style="list-style-type: none"> <li>• Accepts responsibility for ensuring his/her nursing practice and conduct meet the standards of professional, ethical and relevant legislative requirements</li> <li>• Demonstrates accountability for directing, monitoring and evaluating nursing care that is provided by Enrolled nurses and Health Care assistants</li> <li>• Acts as an advocate and resource for specialist palliative care for other services</li> <li>• Actively seeks opportunities to advance practice and share knowledge and skills with other staff</li> <li>• Provides constructive feedback to enhance care provision</li> </ul>
<b>Service development and quality improvement</b>	<ul style="list-style-type: none"> <li>• Willingly contributes to service development opportunities</li> <li>• Identifies areas for improvement and offers possible solutions</li> <li>• Actively utilises the QHub incident management system to report incidents/events and participates in any investigations and service developments as required</li> <li>• Attends nursing meetings to ensure knowledge and practice remains current</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Actively engages in professional development opportunities</li> <li>• Maintains mandatory competency requirements for practice</li> <li>• Maintains a PDRP portfolio</li> <li>• Seeks opportunities to grow skills and knowledge and share this with peers</li> </ul>
<b>Resource Management</b>	<ul style="list-style-type: none"> <li>• Consciously ensures efficient and effective use of resources</li> <li>• Adheres to processes involved in equipment loan and retrieval</li> <li>• Ensures comprehensive knowledge of wound management and use of specific dressing products</li> <li>• Effective time management practices</li> </ul>
<b>Education/Clinical teaching</b>	<ul style="list-style-type: none"> <li>• Partakes in ongoing education sessions</li> <li>• Uses knowledge and skills to teach others</li> <li>• Responds positively to requests for clinical teaching if required</li> </ul>
<b>Cultural Safety</b>	<ul style="list-style-type: none"> <li>• Demonstrates cultural competence</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Takes responsibility for own health and safety within the work environment</li> <li>• Promotes health and safety within the organisation</li> <li>• Participates in self-care and attends regular clinical supervision</li> </ul>
<b>Variation to duties</b>	<ul style="list-style-type: none"> <li>• Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope of function of this position. Duties and responsibilities and be amended from time to time by either addition, deletion or straight amendment however this will only be done in consultation with the employee.</li> </ul>

<b>Capability requirements:</b>	Capabilities are the behaviours demonstrated by a person performing the job. Capabilities identify what makes a person most effective in a role. Those listed below are expected for any team role in the organisation. The required capabilities can change as the organisation develops and the roles change.
<b>Effective communication</b>	<ul style="list-style-type: none"> <li>• Shares well thought out, concise and timely information with others using appropriate mediums. Ensures information gets to the appropriate people within the organisation to facilitate effective decision making.</li> </ul>
<b>Decision Making / Problem Solving</b>	<ul style="list-style-type: none"> <li>• Demonstrates effective and timely decision making /problem solving techniques. Aware of the impact of decisions on key stakeholders and consults as appropriate utilising available resources. Is proactive and effective when problem solving is required.</li> </ul>
<b>Innovative/initiative</b>	<ul style="list-style-type: none"> <li>• Continually strives for new and improved work processes that will result in greater effectiveness and efficiencies. Questions traditional ways of doing things when choosing a course of action or finds new combinations of old elements or from an innovative solution.</li> </ul>
<b>Resilience /flexibility</b>	<ul style="list-style-type: none"> <li>• Articulates differing perspectives on a problem and will see the merit of alternate points of view. Will change or modify own opinions and will switch to other strategies when necessary. Adjusts behaviour to the demands of the work environment in order to remain productive through periods of transition, ambiguity, uncertainty and stress.</li> <li>• Can identify when needs the assistance/support of supervision or EAP and seeks that support.</li> </ul>
<b>Cultural Safety</b>	<ul style="list-style-type: none"> <li>• Demonstrates a commitment to cultural safety by meeting and exceeding cultural needs of customers/clients/colleagues. Manages cultural ambiguity and conflicting priorities well.</li> <li>• Understands concepts of whanaungatanga and manaakitanga and Maori cultural orientation to whanau, hapu and iwi.</li> <li>• Demonstrates commitment to the culture and philosophy of Hospice Taranaki.</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Works to build team spirit, facilitates resolution of conflict within the team, promotes / protects reputation, shows commitment to contributing to team success.</li> </ul>

<b>Interpersonal Skills</b>
<ul style="list-style-type: none"> <li>• Demonstrates effective listening and communication skills</li> <li>• Recognises situations where de-escalation techniques need to be applied</li> <li>• Actively seeks support from team leader or manager as required</li> <li>• Recognises and values the roles and skills of all members of the health care team in the delivery of care</li> <li>• Reflects upon, and evaluates with peers and other experienced staff, the effectiveness of nursing care</li> <li>• Is respectful and courteous in manner</li> </ul>

<b>Education and Qualification and Experience</b>
Registered nurse with a current practising certificate to work in the area of general nursing. Preferred RN with post graduate nursing qualification Advance clinical practice in a range of settings (preferably) Leadership qualities Team player who is self motivated and flexible

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<b>Fit with HT Values</b>
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**It is expected that our employees will be aligned with our organisation's values as below**

- Fairness - Tika
- Honesty - Pono
- Choice - Puwharu
- Respect - Whakaute
- Compassion - Aroha
- Trust - Whakawhirinaki
- Dignity – Whakarangatira

- Are professional in dealings with others
- Demonstrate respect for other staff, clients and community group members
- Understand the need for confidentiality
- Apply the principles of the Treaty of Waitangi to aspects of their job as appropriate
- Interact with other agencies and organisations
- Display a high standard of personal presentation

<b>Date Effective:</b>	
<b>Manager's Signature:</b>	
<b>Employee's signature:</b>	