

## CLINICAL NURSE SPECIALIST

### JOB DESCRIPTION

<b>Reporting to:</b>	Director of Clinical Services
<b>Employment Status:</b>	Full time - 40 hours per week
<b>Date Prepared:</b>	April 2016

### POSITION PURPOSE

The Clinical Nurse Specialist (CNS) is an expert in Palliative Care and professional development. The role is responsible for providing role-modeling, and ongoing education and professional development across the service to the Inpatient unit and Community teams.

Alongside the Director Clinical Services (DCS), IPU Manager (IPUM) and Community Service Manager (CSM), the role is responsible for the identification of training needs from the inpatient unit and community teams. The CNS works directly with patients and staff in the clinical area (IPU and Community) as an expert resource.

### RESPONSIBILITIES

#### Education and Mentoring

- Identify, lead and provide specialty education across the organisation
- Design education and training programs/materials to support the service development.
- Initiate and facilitate regular reflective practice and case reviews
- Assist clinical managers in the development of learning plans for nursing staff; identify opportunities, barriers, and support required. Provide direct supervision and feedback requested.
- Facilitates the development of ACP and other initiatives
- Demonstrate advanced clinical practice
- Lead and support the PDRP process for nursing staff
- Facilitate and support the NetP programme when required
- Support and oversight of clinical resource roles
- Support orientation processes
- Supports staff to develop effective presentation skills
- Support resource role, for student clinical placements

#### Professional

- Supports and demonstrates the organizations Values and Mission and inspires others accordingly
- Supports DCS and Clinical Managers to ensure staff are aware of and understand the strategic direction for Mary Potter Hospice

- Contributes to the leadership of the organization by assisting DCS in the development of strategic projects
- Ensure nursing clinical competencies are current. Facilitate and support competency maintenance.
- Encourages career planning and professional development of others
- Supports education department in maintaining accurate staff education records.
- Maintain currency of knowledge and research in nursing practice within palliative care. Ensure training programmes reflect current standards of care
- Maintain own clinical competencies by participation in clinical practice
- Ensure nursing practices within services meet required standards of best practice
- Lead and support the development and implementation of evidence based clinical practice
- In conjunction with the Director Clinical Services, Quality Manager and Team Leaders, ensure all required audit standards are maintained
- Contribute actively to policy review and development
- Contribute to achievement of strategic goals
- Other duties:
- Actively participate in appropriate committees and projects
- Assists and supports DCS with clinical projects and leave coverage

## **Health and Safety**

- 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 Team Leader
- Contribute to ensuring that a safe working environment is maintained at all times
- Participate in mandatory health and safety training as required

This job description does not intend to cover every detail that may be required within the role, and the expectation is that any other reasonable requests made by the Team Manager will be undertaken.

## **FUNCTIONAL RELATIONSHIPS**

### **Internal**

- IPU and Community Service Managers
- Community Team Leader
- Triage CNS
- Executive Team
- Quality Manager
- Palliative Care Educators
- Research Fellow
- Multidisciplinary team
- Resource Roles
- Education Team

**External**

- Education providers
- Professional Boards (HPCA requirements)
- External Health Professionals / Agencies
- C&CDHB CNS PDRP

**EDUCATIONAL REQUIREMENTS**

- Registered Nurse with NCNZ and a current Annual Practicing Certificate
- A post graduate qualification in nursing preferably including papers with an emphasis in palliative care

**PERSON SPECIFICATION**

The following requirements are sought for this position:

- Have a commitment to ongoing personal and professional development
- Understand the philosophy of the Mary Potter Hospice and have empathy for the care of terminally ill people and their families
- Have extensive experience in palliative care
- Demonstrate the ability to communicate effectively both verbally and in writing
- Have experience in staff development, preceptorship and supervision
- Demonstrate the ability to relate to people and have good listening skills
- Be approachable and have an interest and understanding of people, both socially and in a crisis situation
- Demonstrate the ability to work in a team and to have a proven history of being a team player
- Have current skills with the Microsoft workstation platform.

In order to meet the changing needs of Mary Potter Hospice, this job description may require change from time to time.

Signed: ..... Date: .....  
(Job Holder)

Signed: ..... Date: .....  
(Director)

## Job Description Appendix

### **About Mary Potter Hospice**

For 35 years, Mary Potter Hospice has provided the highest quality specialist palliative care to people whose illnesses are incurable. We support patients and their families to deal with the host of significant and challenging changes.

At Mary Potter Hospice our vision is that people in our communities who need palliative care have access to compassionate and quality care, when and where they need it. To achieve this, we work alongside our many health partners to promote and provide education on quality palliative care and care planning services. We provide high quality specialist palliative care in our In-Patient Unit, in other care facilities and the community. The Hospice assists patients and their families with the quality of their life, their dying and their bereavement.

Our values are based on respect, compassion, dignity, hospitality, and stewardship.

In 2015/16, it will cost approximately \$11.4 million to run the Hospice. Just less than 50% is currently funded by Government, with the balance to be raised from the community. Nearly \$2 million (gross) comes from donated goods sold through our retail shops.

Mary Potter Hospice is proud to be regarded as one of Wellington's most loved and trusted charities.

**As at January 2016**