



POSITION DESCRIPTION

POSITION TITLE: Palliative Care Nurse **DEPARTMENT:** Palliative Care
Boundary Trails Health Centre

CLASSIFICATION: Nurse III **APPROVED BY:** Regional Lead – Human
Resources

UNION: Manitoba Nurses’ Union (MNU) **DATE APPROVED:** July 2017

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Manager, Health Services – Cancer Care/Dialysis/Medical/Palliative Care

POSITIONS SUPERVISED: Activity/Recreation Coordinator, Volunteers

POSITION PURPOSE

The Palliative Care Nurse reports directly to the Manager, Health Services and is an expert resource in the area of palliative care to patients, caregivers, staff and volunteers. The Palliative Care Nurse is responsible for the development, delivery and management of palliative care services including the volunteer program at Boundary Trails Health Centre in collaboration with the regional palliative care program. The Palliative Care Nurse provides direct clinical services to patients and consultation to other health care providers about palliation.

The incumbent adheres to the nationally established Canadian Hospice Palliative Care Nursing Standards of Practice (Canadian Hospice Palliative Care Association), the College of Registered Nurses of Manitoba Standards of Practice and Canadian Nurses’ Association Code of Ethics.

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

- Applies the nursing process in the assessment of patient’ physical, psychosocial and spiritual needs.
- Assesses the patients’ caregiver support system.

- Participates in the development of a plan of care in collaboration with the patient and his/her care providers and the health care team.
- Evaluates outcomes using professional judgment and skills to guide further decision making.
- Provides holistic direct nursing care to patients and caregivers as necessary, including bereavement care.
- Teaches patients and caregivers about management of their disease, illness and/or treatments.
- Empower patients and caregivers to make decisions about goals of care.
- Facilitates transfer of palliative patients between care settings.
- Facilitates discharge of patients in collaboration with the regional palliative care nurses and the health care team.
- Refers to other programs and services as required.
- Coordinates and participates in case reviews and care conferences for palliative care patients.
- Supports the practice of and teaches other health care providers (including students and volunteers) about palliative care theory, specialized skills and developments in the field of palliative care.
- Documents patient encounters in the patient chart.
- Identifies and brings forward learning opportunities and ethically challenging patient care situations or occurrences for discussion and involvement of the Regional Palliative Care Team.
- Actively participates as a member of the Regional Palliative Care Team, which includes development and evaluation of palliative care services at the site and regional level.
- Actively participates in research related activities approved by Southern Health-Santé Sud.
- Assumes responsibility for own professional growth and development.
- Works collaboratively with the volunteer coordinator in:
 - a) Selection and recruitment of volunteers
 - b) Providing educational programs and resources for volunteers
 - c) Initiating volunteer placement and matching to patient
 - d) Facilitating volunteer support meetings
 - e) Providing regular and ongoing supervision and support to volunteers
 - f) Annual performance evaluation of volunteers
 - g) Planning developing and evaluating volunteer services within established performance standards
 - h) Facilitating fundraising events and participates in volunteer recognition day
 - i) Develops annual goals and objectives
- Participates in provincial palliative care planning as appropriate.
- Responsible for collecting and reviewing statistical data.
- Prepares yearly report and submits to the foundation.
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

PERFORMANCE MEASUREMENTS

1. Adherence to Professional Standards of Practice and Code of Ethics.
 2. Expectations within job description.
 3. Practice congruent with Southern Health-Santé Sud core values, strategic plan, policies/procedures and guidelines.
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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Graduate of a diploma or baccalaureate nursing program.
- Proof of registration with the College of Registered Nurses of Manitoba and the scope of practice as defined by the Regulated Health Professions Act (RHPA).
- Canadian Nurses' Association certification in hospice palliative care nursing preferred.

KNOWLEDGE REQUIRED:

- Demonstrated knowledge of palliative care theory and standards of practice.

EXPERIENCE REQUIRED:

- Minimum of one (1) year relevant experience working directly with palliative patients.

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Demonstrated oral and written communication skills.
 - Demonstrated ability to work effectively in a collaborative interdisciplinary environment.
 - Demonstrated ability to function and make clinical decisions independently.
 - Demonstrated ability to use an analytical and inquiring approach to solve problems.
 - Demonstrated ability to be flexible and well-organized.
 - Demonstrated ability to use Microsoft Office, Outlook and Excel.
 - Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required.
 - Proficiency of both official languages is essential for target and designated bilingual positions.
 - Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums.
 - Demonstrated ability to meet the physical and mental demands of the job.
 - Good work and attendance record.
 - Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate.
 - All Health Care workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy.
 - Requires a valid Class 5 driver's license, an all purpose insured vehicle and liability insurance of at least \$1,000,000.00.
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WORK CONDITIONS:

- No hazardous or significantly unpleasant conditions.
 - May work occasionally evenings and weekends as necessary.
 - Will be required to travel to other regional facilities as the position duties may require.
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SALARY SCALE:

As per MNU Collective Agreement Salary Scale.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.