

## JOB DESCRIPTION PALLIATIVE CARE CO-ORDINATOR (PCC)

<b>Reporting to:</b>	Palliative Care Team Leader, Community Services
<b>Employment Status:</b>	Monday to Friday To cover community services between the hours of 8am and 8pm
<b>Date Reviewed:</b>	September 2015

### POSITION PURPOSE

Mary Potter Hospice has a specialist inpatient unit in Newtown and three community palliative care teams based in Wellington, Paraparaumu and Porirua. Central to the delivery of specialist palliative care is the care co-ordination of services for patients and their families in the community. This service co-ordination component involves taking a role to ensure patients have access to the full range of multidisciplinary services where assessed as appropriate and in a timely manner. The PCC will provide co-ordination and care for people with a life-limiting illness in the community.

### RESPONSIBILITIES

- To provide co-ordination and care for people with a life limiting disease. This will incorporate multidisciplinary assessment and palliative care provision
- To ensure palliative care service co-ordination by providing specialist advice, support and education to the multidisciplinary team, other health professionals and to the patient and family, with the objective of maximising their quality of life. Anticipatory care planning is an essential and integral element of this.
- To be an integral and effective team member of the multidisciplinary team
- Ensure that care co-ordination services are developed and delivered with an understanding of the Treaty of Waitangi and that the principles of partnership, participation and cultural affirmation are embedded in care co-ordination practice
- To liaise and keep informed the other health care providers e.g. General Practitioner, secondary specialists, oncology district nurses and district nurses according to the patient's needs and appropriate for each person
- To provide specialist palliative care advice and support for patients and carers during their experience of illness, pre-bereavement and into the bereavement phase
- Provide education sessions as planned and discussed with the Palliative Care Team Leader/Education Team to hospice staff and other health professionals.
- To participate in review, research and in one's own professional development and the professional development and training of multidisciplinary team
- To continue to identify quality improvement issues and implement programmes to ensure the continual development of a quality care co-ordination service for Mary Potter Community Hospice.

## 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

Patients and their families and whanau/significant people  
Multidisciplinary team from Mary Potter Hospice localities  
Professional Advisory Group  
Volunteers  
Executive Team  
PERQI  
Fundraising, Marketing and Communications Team

### External

District Nurses  
Community Health Services  
Primary Healthcare Services  
Community GP's  
Aged Care Residences  
Care Coordination Centre  
Home Based Support Providers  
Secondary / Tertiary Healthcare Services  
Other Mary Potter Hospice stakeholders as necessary

## EDUCATIONAL REQUIREMENTS

- Be a Registered Nurse with the Nursing Council of New Zealand with a current annual practicing certificate
- Have completed a recognised postgraduate qualification in Palliative Care or equivalent.

## PERSON SPECIFICATION

The following requirements are sought for this position:

- A minimum of three years full time equivalent recent post registration clinical experience in palliative care nursing. (desirable)
- Have community health experience (desirable)
- Recognised by peers as having specialist skills in palliative care/end of life care or oncology and a role model and mentor within the field.
- Have a commitment to own educational development
- Have a commitment to teaching and increasing the knowledge of others in the field of palliative care practice
- Demonstrate an ability to communicate clearly and effectively both verbally and in writing
- Have an ability to work independently and show initiative with accountability for actions, to think laterally and problem solve
- Demonstrate a commitment to the understanding of the hospice philosophy and have an understanding of the Treaty of Waitangi and openness to wider cultural diversity.
- Have a strong commitment to multidisciplinary team work, influencing patient/family/whanau focused practice and goal attainment
- Have the ability to assist with and undertake research in the field of palliative care
- Have a current drivers license

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 September 2015**