

**Position Title:** Registered Nurse

**Direct Reports:** Nil

**Location:** **Waipuna Hospice**

**Date:** June 2025

**Reporting To:** Clinical Nurse Manager

### POSITION OBJECTIVE

The Registered Nurse role is responsible for providing specialist palliative nursing care within Waipuna Hospice, in consultation with patient, family/ whanau and other members of the interdisciplinary team.

### KEY ACCOUNTABILITIES

#### Professional Standards

- To practice in accordance with Waipuna Hospice Philosophy and the rules, vision, mission statement, objectives and policies of Waipuna Hospice.
- To practice in accordance with the NZNO standards for Nursing Practice, Nursing Council of NZ Code of Conduct, HNZ Standards, and the HNZ Guidelines for Hospice / Palliative Care Nurses.
- To monitor and evaluate their own standards and to participate in ongoing education, annual performance appraisals and PDRP.
- Active involvement in audit processes

#### Management of Nursing Care and Interpersonal Relationships

- Establish maintain and conclude therapeutic interpersonal relationships with patients, families / whanau.
- Practise nursing in a negotiated partnership with the patient and their family / whanau.
- Communicate effectively with clients and members of the health care team.
- Undertake comprehensive and accurate nursing assessment/s of symptoms and end of life issues as the basis for holistic care planning.
- Provide education appropriate to the needs of the palliative care patient and their family / whanau.
- Ensure robust interdisciplinary/ multidisciplinary discharge planning.
- Document accurate and factual records in a consistent way as per Waipuna Hospice standardised protocols.
- Deliver planned nursing care as documented in nursing care plan as agreed by Patient/ whanau and IDT.

#### Contributes to Inter-professional health care & quality improvement

- Recognise and value the roles and skills of all members of the interdisciplinary team and ensuring timely referrals to them.
- Refer and liaise with internal and external healthcare providers relevant to the care of the patient.
- Promote the services offered by Waipuna hospice to other health professionals and community organizations.

Initial \_\_\_\_\_

- Holds or will undertake development of a PDRP to align with National nursing competencies
- Contributes to the ongoing professional development of the interdisciplinary team to support the philosophy of a learning organisation

### **Legislation, Regulations and Organisational Policies**

- Seek to honour principles of The Treaty of Waitangi both in spirit and in the letter of the law relating to the Treaty
- Shows sensitivity to diversity and cultural complexity in the workforce and patient population
- Adhere to the Privacy Act and the Health Information Privacy Code and subsequent amendments in regard to the non-disclosure of information
- Strict confidentiality of patient, applicant and employee information is maintained at all times
- Promote the vision and mission of Waipuna Hospice in all dealings
- Be familiar with and adhere to the provision of all relevant acts and regulations, organisational policies and relevant procedure manuals

### **General Professional Standards**

- Maintain relevant qualifications, including registrations and practising certificates, required for legal and safe practice
- Keep yourself up to date on knowledge, best practices and legislation relating to your work
- Make a personal contribution towards effective and efficient working relationships with your team and other Waipuna Hospice Teams
- Ensure you carry out your work in a way that is customer focused and meets professional standards
- In conjunction with your manager, identify your own training needs and plan to meet these needs
- Manage your own time and prioritise your work effectively
- Comply with conditions and terms of your contract/agreement
- Respect and maintain the confidentiality of information obtained, including but not limited to, electronic, written and verbal information
- Comply with all policies and procedures
- Participate in Annual Performance Review

### **Behaviours**

- Ensure you carry out your work in a way that is customer focused and meets professional standards by acting with fairness, honesty, integrity and openness
- Respect the opinions of others and treat all with equality and dignity without regard to gender, race, political beliefs, religion, marital status, disability, age or sexual orientation
- Provide safe and positive experiences for those receiving Waipuna Hospices services
- Maintain professional relationships with colleagues, patients and family/whanau and adhere to the professional boundaries policy
- Make every reasonable effort to ensure Waipuna Hospice does not raise community, supplier, or stakeholder expectations that cannot be fulfilled
- Avoid commenting or offering any public opinion, criticism or statement detrimental to Waipuna Hospice's reputation
- Behave and work in a responsible and ethical manner that is consistent with your profession
  - Positive about what we can achieve, high standards and motivate others to achieve
  - Open, flexible and accepting of challenges
  - Treat others as you would like to be treated
  - Honest with yourself and with others
  - Resources are used thoughtfully and effectively
  - Behave and work in a responsible and ethical manner that is consistent with your profession
  - Understand that everyone has a voice and therefore you listen, acknowledge and respond appropriately

Recognise that each individual brings unique qualities to contribute to the group

## GENERAL RESPONSIBILITIES

### Quality, Health & Safety

- Contribute to maintaining a safe and hazard free work environment by proactively identifying and managing hazards
- Carry out work in a healthy and safe manner encouraging and assisting others to work in the same way
- Reporting and rectifying any unsafe workplace conditions/practices by cooperating, supporting and promoting health and safety actions and initiatives in the workplace
- Understand and comply with the health and safety processes and procedures
- Keep your knowledge of identified hazards up to date
- Works towards implementing a proactive continuous quality improvement culture which reflects current trends and the Waipuna Hospice quality framework
- Document policy reviews and quality improvement activities, ensuring opportunities for continuous improvement activities are captured as they arise.

*This job description is not regarded as exclusive or exhaustive, it is intended as an outline indication of the intended areas of activity and may be subject to change as the needs of the organisation change.*

## IMPORTANT WORKING RELATIONSHIPS

### Internal

- CEO and Clinical Leadership Team
- All Waipuna Staff and Volunteers

### External

- Funeral Directors
- Western Bay of Plenty Community
- Primary Health Care Teams
- BOP Te Whatu Ora Staff
- Other Key Stakeholders and Health Care Providers

## PERSON PROFILE

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Registered Nurse qualification</li> <li>• Current practicing certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Current PDRP</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A minimum of 4 years' postgraduate experience</li> <li>• A background in either palliative care, oncology or medical nursing experience</li> </ul>	<ul style="list-style-type: none"> <li>• A background in specialist palliative care</li> </ul>
<b>Skills Knowledge Behaviour</b>	<ul style="list-style-type: none"> <li>• Effective organisational and time management skills</li> <li>• Effective communication skills (verbal, written, non-verbal)</li> <li>• Ability to work independently and as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Intermediate level computer and keyboard skills, advanced level in the use of Microsoft applications and telemedicine</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Empathy</li> <li>• Compassion</li> <li>• Non-judgmental approach</li> </ul>	

## REPORTING LINE

Manager

Clinical Nurse Manager

Your Role

Registered Nurse

## PROFESSIONAL STANDARDS OF WAIPUNA HOSPICE EMPLOYEES

The job holder accepts as a fundamental requirement of their employment that they must demonstrate a personal commitment to modelling organisational values at all times and maintaining a safe healthy working environment and relationships, working in line with all legislation and organisational policies.

This includes engaging in an effective and meaningful partnership with tangata whenua. We are committed to developing our knowledge and understanding of te reo Māori, tikanga Māori, mātauranga Māori and our partnership with tangata whenua.

## OUR VISION | PURPOSE | VALUES

Our Vision:

A world where there is compassionate end-of-life care for all.



Our Purpose:

To champion equitable end-of-life care for our communities



Our Values:

We are inclusive –  
Kotahitanga

Everyone matters

We are courageous – Kia  
Mānawanui

Be brave

We make it simple – Kia  
Ngāwari

Make it easier

We are guardians –  
Kaitiakitanga

Caring about today and  
tomorrow

## DECLARATION

I have read and understand this position description and understand that the percentage allocated to key responsibilities is an indication only.

Further, I understand that I may be asked to perform other duties as reasonably required by the employer in accordance with the conditions of the position. This position description may evolve over time and may be amended by the employer following reasonable notice to me. I sign as confirmation of understanding and acceptance of the role and its key areas of accountability and expected outcomes and behaviours.

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Manager's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_