



## **POSITION DESCRIPTION**

**POSITION TITLE:** PALLIATIVE CARE SPECIALIST- NURSING

**DEPARTMENT:** HOME CARE

**CLASSIFICATION:** NURSE III

**UNION:** MNU

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## **REPORTING RELATIONSHIPS**

**POSITION REPORTS TO:** CLINICAL TEAM MANAGER HOME CARE NURSING AND PALLIATIVE CARE

**POSITIONS SUPERVISED:** N/A

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## **POSITION SUMMARY**

Reporting to the Clinical Team Manager Home Care Nursing and Palliative Care, the Palliative Care Specialist – Nursing is responsible as a member of the integrated Regional Palliative Care Team to ensure professional hospice palliative care is delivered as a specialized service of the Regional Home Care Program.

The Palliative Care Specialist – Nursing works in partnership with other RHA programs and community agencies to develop and mobilize resources to support individuals and families living with terminal illness and subsequently dealing with grief and bereavement. This individual provides leadership in the development and maintenance of effective and cohesive interdisciplinary teams with an emphasis on planned physical, emotional and spiritual support. This individual also provides direct clinical and consultation services.

The incumbent will exercise professional judgment in the completion of their duties and action to be taken on unusual day to day matters. The position functions in a manner that is consistent with the mission, vision and values of the Interlake- Eastern Regional Health Authority.

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## **ESSENTIAL FUNCTIONS AND DUTIES**

The Palliative Care Specialist - Nursing is responsible for the development and delivery of professional palliative care to identified clients within the region, which includes but is not limited to the following:

- Reviews all applications to Palliative Care services and the Drug Access Program for eligibility and completes initial intake work.
- Collaborates with Clinical Team Manager Home Care Nursing and Palliative Care regarding referrals that may marginally meet program requirements or require care that may be beyond normal practice.
- Delivers and/or supports the delivery of palliative care services to clients registered for palliative care services.
- Adheres to all regional policies and procedures and ensures that nationally established hospice palliative care standards are met.
- Participates in the development, review and maintenance of regional (i.e. acute care, long-term care and community program) policies pertaining to the delivery of palliative care services.
- Assists in the development of education programs and training materials for delivery to multi-disciplinary caregivers and volunteers using the norms and standards of practice in palliative care as outlined by the Canadian Hospice Palliative Care Association.
- On referral refers the client to the appropriate Home Care Case Coordinator and ensures an appropriate plan of care is developed in collaboration with all relevant team members (includes client and family and may include acute care, long-term care, or community team members).
- Provides expert consultation and coordination of services in order to improve the delivery of palliative care, and promote the appropriate utilization of palliative care services within the region.
- Acts as a liaison alongside the Clinical Team Manager Home Care Nursing and Palliative Care between the major medical providers of palliative care within the region and facilitates communication on relevant palliative care issues and initiatives.
- Assists in the facilitation of public awareness and education on palliative care issues.
- Advocates and works towards regional system changes to deliver palliative care consistent to provincial Norms of Practice.
- Advocates and conducts professionalism adhering to the Canadian Hospice Palliative Care Nursing Standards
- Advocates and conducts professionalism adhering to the Canadian Community Health Nursing Standards of Practice.
- As a central core of nursing practice the Canadian Nurses Association Code of Ethics for Nurses will guide the ethical practice that is expected of this position.
- Works in collaboration with the entire palliative care team and the Volunteer Coordinator to develop volunteer services and programs.
- Supports volunteers in the delivery of bereavement follow-up services for families.
- Communicates pertinent services issues and needs to the Clinical Team Manager Home Care Nursing and Palliative Care and to the Steering Committee in a timely fashion.
- Works with the CTM Home Care Nursing & Palliative Care and the Steering Committee to set goals for Palliative Care services, with achievable targets and measurable objectives.
- Works with the CTM Home Care Nursing & Palliative Care to address needs identified by the Regional Steering Committee in order to ensure that palliative care service planning is responding effectively to client needs.
- The incumbent will make decisions within the parameters of the program as assigned, and will function independently on a day-to-day basis and manage assigned duties accordingly.

- Contributes to making the organization safe for patients, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Assumes responsibility for own professional growth and development.

**OTHER**

- Performs other duties as assigned
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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:**

- Hospice Palliative Care Nursing Standards of Practice
  - Standards of Practice for Registered Nurses
  - Community Health Nursing Standards of Practice
  - Canadian Nurses Association Code of Ethics
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**QUALIFICATIONS**

**EDUCATION/CERTIFICATION:**

- University Degree in Nursing or Diploma in Nursing
- Proof of registration with CRNM
- CHPCN Certification through the Canadian Nurses Association

**REQUIRED KNOWLEDGE:**

- Demonstrated knowledge of the health care system and the programs and regional facilities and services available within Interlake-Eastern Regional Health Authority
- Demonstrated knowledge of relevant legislation and standards
- Demonstrated knowledge of palliative care standards of practice
- Demonstrated knowledge of home care systems and programs
- Demonstrated proficiency in computerized office systems (Microsoft Word, Excel, Power point, and Access)
- Demonstrated experience in adult education and training

**EXPERIENCE REQUIRED:**

- Minimum of one year recent, relevant experience in palliative care
- Minimum of three years of nursing experience preferably in a Home Care setting
- Recent relevant experience in case management

**SKILLS/COMPETENCIES:**

- Demonstrated oral and written communication skills
- Demonstrated ability to function within the professional code of ethics, professional standards and legislative requirements of the profession

- Demonstrated ability to foster a collaborative interdisciplinary environment that supports quality services/quality improvement and staff empowerment
  - Demonstrated ability to effectively perform the tasks and responsibilities of the position
  - Demonstrated ability to function independently and meet deadlines
  - Demonstrated ability to lead and make clinical decisions independently
  - Demonstrated ability to use an analytical and inquiring approach to problem-solving
  - Valid driver's license and reliable vehicle (travel throughout the region is required)
  - Completes and maintains a satisfactory pre-employment security check.
  - Satisfactory employment record.
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#### **WORK CONDITIONS**

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
  - Will be required to travel throughout the region as duties may require.
  - Require a road worthy vehicle, a valid driver's license and liability insurance of at least \$1,000,000.00.
  - No hazardous or significantly unpleasant conditions.
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#### **WORKPLACE SAFETY AND HEALTH**

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

#### **PATIENT SAFETY**

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.
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Created: April 2013  
Date

Revised: October 2013  
Date

Approved by: \_\_\_\_\_  
Regional Manager/ Supervisor Date

Approved by: \_\_\_\_\_  
Vice President/ CEO Date

Reviewed by: \_\_\_\_\_  
Executive Director, Human Resources Date

*Position 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.*