

NIGHT SITTER, INPATIENT UNIT

JOB DESCRIPTION

ORGANISATION UNIT	Inpatient Unit (IPU)
LOCATION	24A Takahe St, Tikipunga, Whangarei
RESPONSIBLE TO:	Clinical Nurse Leader, In Patient Unit (CNL-IPU)
DIRECT REPORTS	Nil
PRIMARY FUNCTIONS OF THE POSITION:	To assist with the safe care and services of patients in IPU who have a special level of need not able to be met through usual staffing arrangements
HOURS OF WORK	Casual as required usually 2000 hrs. - 0800 hrs. Additional hours may be negotiated on a case by case basis.

FUNCTIONAL RELATIONSHIPS

The Night Sitter, IPU will at all times work under the direction and delegation of a registered nurse, and will develop and maintain effective relationships with:

Internal

RNs and HCA staff on duty
 Patients and family/whānau
 Other North Haven Hospice staff

External

NORTH HAVEN HOSPICE VALUES

North Haven Hospice has developed a set of values that provide a framework for shaping and building our future. The following values and supporting statements have associated behaviours and there is a clear expectation that all staff will demonstrate these behaviours in their interactions with patients, families/whanau, other staff, and the wider community.

VALUES

SUPPORTING STATEMENT

Integrity <i>Tu Tangata</i>	Integrity requires courage, strength and commitment – it builds trust and trust creates a solid foundation from which respect can grow
Compassion <i>Aroha</i>	Compassion requires partnership and genuine engagement – it is caring and empathy in action
Respect <i>Whakaute</i>	When we treat people with respect we affirm dignity and a sense of self-worth
Excellence <i>Te Hiranga</i>	A culture of excellence inspires confidence, supports learning, and encourages innovation
Teamwork <i>Mahitahi</i>	Teamwork means creating a culture that values collaboration and a belief that better outcomes are achieved if we work together co-operatively and harmoniously
Stewardship <i>Kaitiakitanga</i>	Trustworthiness as an organisation and accountability to the community is shown through the careful management of all resources entrusted to us

KEY RESPONSIBILITIES AND EXPECTED OUTCOMES:

1. Under the direction of a registered nurse, provide continuous supervision of patients requiring this level of support to remain safe and support the family/whānau as appropriate in the circumstances
2. Maintain ongoing competency for this position and other requirements for the provision of high quality services to patients and their family/whānau .
3. Meets core organisational requirements

The outcome requirements of the above key responsibility areas are outlined below.

KEY RESPONSIBILITY 1:

Under the direction of a registered nurse, provide continuous supervision of patients requiring this level of support to remain safe and support the family/whānau as appropriate in the circumstances

Expected Outcomes:

- 1.1 Prior to attending the patient, receive a handover report and directions from nursing staff for the care and supervision of the patient,
- 1.2 Establish a partnership relationship with the patient and family/whānau so their personal, cultural and spiritual needs are met, and they understand the role of the night sitter.
- 1.3 Maintain a safe environment for yourself, the patient and family/whānau and other staff: identify and take steps immediately to eliminate any potential or actual hazards, never leave the patient unattended, stay awake, use the call bell to summon assistance and to take a break at regular intervals.
- 1.4 Attend to the patient's physical and emotional needs in a timely manner, and assist RN and/or HCA as required with care needs such as, toileting and personal hygiene, food and fluids, massage, reading, etc.
- 1.5 Respect patient dignity and maintain their privacy.
- 1.6 Monitor for any signs of distress such as pain and anxiety in both the patient and family/whānau and report immediately any identified signs to the RN on duty
- 1.7 Keep the RN informed and give a comprehensive handover report prior to completion of the shift on the care provided, observations made, outcomes achieved and any changing needs identified for the patient and family/whānau.
- 1.8 Report immediately any adverse or unexpected events to the RN, and complete a reportable event form before leaving work for the day.

KEY RESPONSIBILITY 2:

Maintain ongoing competency for this position and other requirements for the provision of high quality services to patients and their family/whānau.

Expected Outcomes:

- 2.1 Attend ½ day orientation, annual mandatory clinical training on manual handling and transferring patients, de-escalation, and other relevant training as agreed with the CNL-IPU..
- 2.2 At least annually meet with the CNL-IPU for feedback and assessment.
- 2.5 Notify the CNL-IPU or senior RN on duty as soon as possible if unable to do a pre-arranged shift.
- 2.6 Complete a timesheet for all work undertaken and submit this for verification to the CNL-IPU at completion of the pay period.

KEY RESPONSIBILITY 3: Meet core organisational requirements

Expected Outcomes:

- 3.1 Know, uphold and model the values, philosophy, policies and standards of North Haven Hospice and current recommended best practice standards relevant to the position.
- 3.2 Keep informed about and comply with legal and regulatory requirements including any code of conduct relevant to the position.
- 3.3 Participate in the North Haven Hospice continuous improvement and risk management programme.
- 3.4 Participate in the North Haven Hospice health and safety management programme, acting in accordance with the agreed standards and accountabilities of staff as set out in the Health and Safety policy.
- 3.5 Observe and promote safe work practices and be proactive in hazard management.
- 3.6 Honour the Treaty of Waitangi, respecting the beliefs and values of those who identify as Maori, supporting tikanga practices as they are incorporated into hospice care and services.
- 3.7 Respect the beliefs and values of all people including those of particular cultural, religious, social and/or ethnic groups.
- 3.8 Participate in performance review and development, including attending training relevant to the position.
- 3.9 Act as an ambassador for hospice in the community through work and own social networks whilst maintaining the confidentiality of individuals and not acting or speaking on behalf of or representing North Haven Hospice unless so authorised by the Chief Executive Officer.

VARIATION OF DUTIES:

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit the scope or functions of the position. Duties and responsibilities may be amended from time to time, in consultation with the employee, to meet changing service requirements.

Signed Employee _____ **Date** _____

Signed Employer _____ **Date** _____

NIGHT SITTER, IPU
PERSON SPECIFICATION.

ESSENTIAL

Experience in a personal care role

Has an understanding of the impact of the health care environment and living with a terminal illness on patients and family/whānau.

Non-judgmental with proven good interpersonal relationships in a family setting.

Understanding of and commitment to the Hospice philosophy

Well-developed verbal and written communication skills.

Holder of a current class B NZ driving license

DESIRABLE

Have undertaken health care assistant or nurse training in the past

AWARENESS AND UNDERSTANDING OF:

Values of hospice

Te Tiriti o Waitangi / Treaty of Waitangi

Health and Safety at Work Act 2015

Health Information Privacy Code 1994, revised edition 2008

Code of Health and Disability Consumers' Rights 1996, reviewed edition 2009