



MICs Group of Health Services

JOB DESCRIPTION

Department:	<u>HOSPICE</u>	Position:	<u>NP Palliative Care Lead</u>
Date:	<u>January 6, 2025</u>	Classification:	<u></u>
Revised:	<u></u>	Facility:	<u>MICs</u>

GENERAL ACCOUNTABILITIES

The MICs Palliative Care Clinical Coordinator reports directly to the MICs Care Transitions Coordinator and is responsible for providing clinical support to nursing Team Members and Clinicians as well as direct patient care at all three sites: Bingham Memorial Hospital, Anson General Hospital and Lady Minto Hospital.

NATURE AND SCOPE

The MICs Palliative Care Clinical Coordinator is a full-time position that provides support and acts as an expert role model and resource for the delivery of high quality care. Specific accountabilities include: 1) Palliative Care Program; 2) Patient Care; 3) Administrative Duties; 4) Health and Safety and 5) Patient Safety for Team Members.

SPECIFIC ACCOUNTABILITIES

1) Palliative Care Program

- Work with Palliative Care Program Lead to develop and maintain Palliative Care Program with special focus on palliative care patients who do not have a primary care provider
- Assist in developing policies and procedures related to Palliative Care
- Follows evidence-based, federal and provincial or territorial Palliative Care guidelines
- Assess clinical palliative care and educational needs of nursing staff and clinicians on an ongoing basis
- Provide case-base education and mentoring to MICs clinicians
- Help build capacity among front-line service providers in the delivery of high-quality palliative care by providing support and acting as expert role model and resource
- Offer consultation to MICs clinicians in person, by telephone, video conference or through email regarding care i.e. assessment and management of palliative care needs
- Link patients, their families and MICs service providers with specialized hospice and palliative care resources
- Provide patients and staff with education regarding MAiD
- Foster positive staff interactions and promote a positive culture
- Integrate quality indicators, program priorities and MICs values into frontline education and service delivery
- Create and enable a culture of professional development, incorporating a novice to expert approach
- Provide support with patient care in emergent situations
- Perform other duties as may be assigned by the direct manager
- Support documentation standards

2) Patient Care

- Assume responsibility and care of hospitalized palliative care patients who do not have a primary care provider by providing high quality palliative care including but not limited to pain

and symptom management, development of thorough care plans, end-of-life care, interdisciplinary collaboration, cultural competence, emotional support and counselling, ethical and legal understanding, assessment and planning, education, assessment of caregiver stress/burden and advocacy

- Oversee care needs of identified palliative care patients who do not otherwise have a primary care practitioner including but not limited to providing community based orders
- Carry out clinician responsibilities pertaining to MAiD including education, assessment, documentation and the provision of MAiD to those individuals requesting the same in within the MICs catchment area
- Support patients and their caregivers, ensuring that their questions are answered and a seamless care approach is in place. Build a trusting relationship to understand the patient goals
- Collaborate with service providers to assess, plan, and coordinate with patients, caregivers, and other members of the care team to establish, review, and revise palliative care plans that support patients wishes including to die in their preferred place of death

3) Administrative Duties

- Work within the allocated budget to implement optimal palliative care
- Maintain a central repository of education activities provided/attended
- Attend and participate in team meetings (departmental/organizational)
- Use measurement methods to monitor progress towards goals
- Ensure timely, accurate completion of document and learning requests
- Travel to other MICs sites as needed based on organizational activity, meetings and educational needs

4) Health & Safety

- Work in compliance with the Ontario OH&S Act and Regulations
- Use personal protective equipment, clothing and safety devices in accordance with MICs Workplace Health & Safety and/or Infection Control policies and procedures
- Report any known missing or defective equipment to the Supervisor
- Report any known workplace hazard or safety issue to the Supervisor
- Report any known violation of the Ontario OH&S Act and Regulations to the Supervisor
- Use or operate equipment in a way that is not dangerous to self or others
- Participate in WHMIS programs and follow WHMIS information and instructions as required when using hazardous materials
- Comply with policies and processes to eliminate/minimize unsafe acts or conditions including identifying/reporting near miss and actual events
- Comply with MICs Emergency Plan policies and procedures as outlined for each type of emergency as required

5) Patient Safety for Team Members

- Participate in promoting a culture of patient safety
- Demonstrate a commitment to patient safety by speaking up about patient safety issues and changing practices to reflect and enhance safety
- Participate in near miss and incident reporting through established reporting mechanisms and demonstrate shared accountability for safe practices
- Participate in processes and strategies related to improving patient safety (Team Leaders are responsible to lead the team to establish processes and strategies related to improving patient safety.)
- Demonstrate knowledge of and abide by the requirements of practice for patient safety as

outlined by Accreditation Canada (i.e. effective communication, infection prevention and control)

- Participate in initial and ongoing patient safety education and take responsibility for maintaining competency (applicable in long-term positions only)

QUALIFICATIONS

General

- Typical working hours are Monday to Friday 0800-1600, however one must demonstrate some flexibility and be available to work occasional evenings and weekends based on patient needs
- The position is based out of Anson General Hospital, however one must have the ability to travel between MICs hospital sites based on patient and provider need.

Educational

- Registered Nurse Practitioner, Extended Class, with current College of Nurses of Ontario registration, without restrictions
- Minimum 5 years recent and relevant clinical experience in both palliative and acute care
- Knowledge and experience in clinical setting
- Organization and prioritization skills
- Superior leadership and interpersonal skills
- Excellent communication skills, both written and verbal
- Excellent computer skills – working knowledge of Meditech Expanse and Microsoft Office Word & Excel and Learning Management software (Surge Learning)
- Keen interest in providing high-quality palliative care
- Evidence of a commitment to continuous learning
- Demonstrated ability to be self-directed and to function in both leadership and collaborative roles

The preceding described duties are representative and should not be construed as all-inclusive.