

Job Description

Palliative Care Nurse & Nurse Counsellors

Job Title: Palliative Care Nurse & Nurse Counsellors

Reports to: Director Nursing

Status: Full Time (42.5 hours per week & last Saturday working)

Purpose of the Job

- Coordination of patient care by the palliative care team.
- Provide nursing support, care and education to palliative care patients and their informal caregivers at home and in OPC through the palliative homecare team.
- Work as part of the multidisciplinary palliative care team to ensure quality patient care and participate in quality improvement initiatives

Essential Duties and Responsibilities

- Coordinate and prioritize homecare visits in consultation with team doctor and counselor.
- Enrol new patients, assess nursing needs, and regularly review care priorities.
- Provide nursing care, procedures, and patient/caregiver education at home and OPC.
- Assess caregiver needs and provide appropriate education and support.
- Assist the doctor in symptom assessment and management and escalate clinical concerns when required.
- Participate in out-of-hours telephone triage and provide appropriate nursing advice.
- Maintain accurate patient records in the digital app and monthly visit/prioritization records.
- Maintain medicine stock records and ensure compliance with Schedule K requirements and NDPS provisions for the dispensing, storage, and documentation of morphine in the absence of the team doctor
- Discharge patients according to established criteria.
- Support the counsellor in bereavement care and work collaboratively with the multidisciplinary team.
- Attend fortnightly coordination meetings and participate in continuing education, staff training, and quality improvement activities.
- Maintain confidentiality of patient, family, staff, and organizational information.
- Perform other duties as assigned by the reporting authority.

Additional Duties and Responsibilities

Participate in events and activities organized by CanSupport, including:

- **Bereaved Families – Remembrance Day**
- **Cancer Awareness activities**
- **Hospice/Palliative Care Day**
- **Walk for Life**
- Other organizational events and outreach activities as required.

Job Qualifications

Essential

- GNM (General Nursing and Midwifery) or B.Sc. Nursing.
- Valid registration with the appropriate Nursing Council.

Desirable

- 1–5 years of experience as a nurse in a hospital or community setting.
- Experience in homecare, oncology, geriatric or palliative care is desirable.
- Basic computer skills.