

VOLUNTEER VACANY

<u>ORGANISATION</u>	:	GREENDALE HOUSE PALLIATIVE & HOSPICE CARE
<u>DEPARTMENT</u>	:	Clinical Home Care Unit
<u>TITLE</u>	:	Registered + Enrolled Nurses
<u>DATE</u>	:	Immediately
<u>REPORTS TO</u>	:	Nursing Services Manager

PURPOSE

The Home Care Nursing Sister provides palliative home care services and support to Greendale House patients and families in their homes.

KEY RESPONSIBILITIES

- To assess patients' suitability for admission to Greendale House
- To offer palliative and terminal care
- To support patients and their families
- To provide holistic care for the patient by incorporating the use of the multidisciplinary team
- Presentation of patients at clinical meetings
- Administration: Includes good record keeping, files, drug registers, statistics and letters to doctors and motivation letters to medical aids
- Attend meetings such as clinical meetings and professional forum meetings.
- Attend supervision and in-service training.
- Training of students where necessary and relevant (medical students, palliative care nursing students etc)
- To keep updated in palliative care e.g., read journals and attend conferences.
- Assist with training for the organization where necessary.
- To actively network and promote Greendale House and palliative care in your area in order to increase patient numbers in both Homecare and in IPU
- To mentor where necessary
- To supervise and delegate patient plans to community care workers that you are responsible for
- To educate patients and families
- Maintain effective discipline according to the Greendale House code of conduct, ethics, and disciplinary procedures.
- Develop and maintain teamwork and sound employee relationships.

- Counsel patients, families and any affected person who requires counselling in the absence of a counsellor but only within your field of expertise.
- Charge sheets to be submitted every week of the month.
- Audited files to be submitted every month end (for the previous 2 months at least)
- Quality improvement programme to be submitted monthly e.g., Pain Management

QUALIFICATIONS/EXPERIENCE

- Formal nursing qualification
- 5 – 10 years' experience in a healthcare environment, preferably palliative services, with at least 5 years' experience as a home care nurse

Should you wish to apply for this vacancy, please include a CV and completed volunteer application form. Applications must be forwarded to the Volunteer Coordinator for attention:

Buhle Mtolo

Email: volunteer@greendalehouse.co.za