

VOLUNTEER VACANY

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

PURPOSE

To provide professional and comprehensive palliative nursing care for the IPU patients at Greendale House so that the needs of the patient and family are met.

KEY RESPONSIBILITIES

MEDICATION

- Giving, checking, controlling of all medication to patients.
- Checking, controlling, and ordering of all ward stock medication and scheduled drugs
- Ensuring that all medication in the unit is given, stored, and checked according to the drug control policies.

SUPERVISING

- Assist with the supervision of all staff in the IPU to enable the patient care to be of a high standard that is required.

COUNSELLING

- Counselling of patients, families, and any affected person who require counselling in the absence of a counsellor. This will be required of all staff trained to do so. All members of staff will be required to undergo training so as to be equipped to handle situations when a counsellor is not available.

RECORD KEEPING

- Documentation and record keeping of all drugs, procedures, orders, and patient progress must be maintained.

DOCTORS ORDERS

- Carry out all instructions that has been given by the doctor, or/and Unit Leader as well as the Palliative Services Manager within Greendale House.
- Attend the morning round with all members of the interdisciplinary team and contribute to the information sharing that contributes to the care of the patient.
- Be able to take control of staff and maintain working environment within the unit conducive to high patient care.

QUALIFICATIONS/EXPERIENCE

- Formal nursing qualification
- Registration with South African Nursing Council with proof of current professional indemnity
- Minimum of five (5) years nursing experience, preferably palliative services

SKILLS/KNOWLEDGE

- Knowledge of caring for and necessary skills to look after Palliative Care patients holistically.
- Nurturing and caring skills
- Exercise patience and be presentable and professional.
- Knowledge of disease, dying process, medication, and side effects
- Good communication skills
- Positive attitude
- Insight and punctuality
- Decision making
- Work with minimal supervision

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