



POSITION DESCRIPTION

Position Title: Nurse Manager
Reports To: CEO
Job Status: Permanent, Full-time
Remuneration: Salary range, from \$86,000 (plus benefits), dependent on experience

Organization Overview

Hospice Halifax is a compassionate and supportive community of staff members, volunteers and donors dedicated to making dying and living as comfortable and meaningful as possible at the end of life. Our hospice residence is an inclusive space where individuals and their families receive personalized and dignified end-of-life care.

Hospice Halifax continues to take action against racism and discrimination in the workplace and to identify and address systemic barriers to full and equal participation. As such, each member of our team must be committed to fostering a safe working environment where all members of the team experience an authentic sense of inclusion and belonging.

Primary Function of the Position

Working in partnership with the Medical Director and others on the Hospice leadership team, this position oversees all aspects of the clinical care provided to patients and families, from pre-admission to death or discharge. The position manages and supports our team of healthcare professionals (RNs, LPNs, and CTAs) and ensures that the nursing care provided is of the highest quality possible. This position has significant responsibility within the organization and is integral to its long term growth and success.

Duties and Responsibilities

Ensure Delivery of Quality Care

- Ensure clinical care is managed, coordinated, and individualized to the needs of each patient
- Ensure all required policies and procedures are appropriate and updated as required
- Ensure that practices are consistent with legislative requirements, professional practice standards, and regulations that govern patient care
- Collaborate with and act as liaison between all members of the care team, including family members, volunteers, food service, and support services
- Contribute to the development of Hospice in our community through program development, partnership with NS Health and by understanding the needs of our patient population and the current gaps in our system and areas to expand/improve upon
- Keep systematic records of incident reports and follow up on incidents as required

- Complete regular audits of patient files to ensure safe and legal documentation of nursing practice
- Ensure that all necessary patient care supplies and materials are available to the clinical/medical teams and manage budget for same
- Ensure the accurate and safe distribution, tracking, and disposal of all medications and supplies according to established standards and procedures
- Co-Chair the Hospice Quality Committee with the Medical Director
- Conduct daily rounds on the patient level to ensure quality care and to provide guidance as required, provide consistent clinical presence for the nursing team
- Act as clinical lead for the electronic medical record (EMR)

Manage the Team of RNs, LPNs and CTAs (with possibility of other team members as well)

- In consultation with others, determine and implement the appropriate model of care to support the needs of the patient population and their families
- With operational support from our People Services Manager, have ultimate responsibility for staff schedules that ensure safe patient care coverage, including contingency plans
- Effectively manage the budget associated with clinical staffing costs
- Identify needs, recruit, select, and provide orientation for new clinical staff (with operational support from People Services Manager)
- Coach, motivate, train, and provide ongoing feedback to all clinical staff in palliative care delivery
- Conduct an annual review for each team member
- Facilitate a positive work environment and effectively address conflict in the workplace; hold team members accountable for standards of care
- Ensure all clinical staff are adequately trained in workplace health and safety and appropriate safe use of equipment
- Understand the learning needs and goals of the clinical team; coordinate or lead relevant educational opportunities for clinical staff
- Delegate responsibilities to other members of the team in the absence of the Nurse Manager

Hospice Admissions

- Coordinate the assessment and screening of patients for appropriateness of admission (may delegate tasks to others when appropriate and/or create new roles within the team to facilitate same)
- Consult with other providers (e.g. hospital staff, family doctor, palliative care) prior to admissions
- Oversee and coordinate admissions in collaboration with the attending physicians; has ultimate responsibility for patient waitlist and maintenance of same
- Ensure that patients and families receive an orientation to the hospice and services available
- Ensure the needs of the family are met during the admission of their loved one
- Keep and manage the statistical data required for all requests, admissions, discharges, and all relevant patient data; has responsibility for reporting data to NS Health

- Respond to inquiries from prospective patients and family members; this position is the primary point person for the Hospice admission process

Support for the Hospice Cause

- Give presentations as requested or as audiences are identified
- Represent Hospice Halifax at fundraising, community, or educational events, at specific meetings, and/or on various health care committees
- Complete reports as required in accordance with established timelines
- May be asked to write articles, give lectures, and/or write grant requests or letters that express the views of the Hospice and the philosophy of care
- Be able to convey the definition and purpose of palliative care, the need for it in the community, the mission of Hospice, etc., to health care providers, the general public, or interested stakeholders in the context of financial requests, fundraising ventures, education purposes or publicity for Hospice Halifax

Essential Qualifications

Skills and Abilities:

- Demonstrated leadership skills and a compassionate approach to work
- Experience with hiring, scheduling, and managing the human resource needs of a team
- Demonstrated strong communication skills, both written and verbal
- Excellent mentoring, interpersonal, and problem solving skills
- Organized with great attention to detail; ability to remain calm when faced with multiple demands
- Proficiency with computers, including the use of Microsoft Office (Word, Excel, PowerPoint) or Google Workspace; experience using an electronic medical record would be an asset
- Demonstrated ability to work collaboratively with an interdisciplinary team

Education and Experience:

- Minimum 5 years of clinical nursing experience
 - Hospice Palliative Care Nursing experience preferred
 - CNA Certification in hospice palliative care would be an asset
- Minimum of 3 years experience in a formal management role
- Current registration with the Nova Scotia College of Nursing
- Experience in program development and evaluation, strategic planning and goal setting

How to Apply:

Please forward a cover letter and resume to careers@hospicehalifax.ca and reference “**Nurse Manager**” in the subject line of the email.

Hospice Halifax is committed to fostering a diverse and inclusive work culture. We welcome and encourage applicants who are BIPOC, LGBTQ2S+ and persons with (dis)abilities to self-identify in their cover letter.

We thank all applicants for their interest in working with Hospice Halifax. Only those selected for interviews will be contacted.

Competition closes May 10, 2022