

Job Description: Permanent professional nurse for Zazen Respite Care's Inpatient Unit

Purpose

Zazen is a small organisation, so all job descriptions are not exhaustive, and we work as a team to ensure quality patient care. The key responsibilities below are a guideline but the responsibilities for this role will be adjusted as the employee and the current Zazen team fall into a new rhythm.

Zazen's mission

Zazen is a palliative care centre, providing palliative care as well as hospice care (end of life care). We support a large number of palliative patients who are earlier in their journey and require complex medical care. We have very purposefully not called ourselves a hospice, as our care expands to palliative care which starts at the beginning when a person is diagnosed with an advanced illness. Therefore, we are often liaising with other medical professionals to ensure holistic care for our patients while at Zazen and after.

Qualification

For the permanent professional nurse position, the nurse must be a registered nurse with either the PGDip Pall Med (UCT) or the CCPN qualification. We will also consider those who will be completing either course by the end of 2026.

Post

The permanent nurse post is Monday- Friday: either 08h00-16h00 or 09h00-17h00. The nurse is on call two nights per week and two weekends per month.

Remuneration

We offer competitive salaries based on years of experience and training in palliative care appropriate to your clinical post.

Key responsibilities

Below are a basic list of responsibilities, but is not exhaustive.

Day shift responsibilities:

- Day to day palliatively-oriented clinical management of Zazen's patients, in collaboration with other nurses on duty and with the support of the on-call palliative doctor
 - This role provides day-to-day continuity for Zazen's patients.
 - Performing accurate holistic assessments of patients and their families, planning, implementing, and evaluating care.



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- Working jointly with all IDT members.
- Attendance of family meetings, where necessary
- Liaising with families
- Completion of all paperwork associated with a patient admission, stay and discharge
- Daily electronic record keeping of your clinical notes on Zazen's electronic system
- Packing of pillboxes and patient medication management

On call responsibilities

- When on call overnight, the nurse must be available by telephone from when she leaves the premises until 08h00 the next morning. During this time, the nurse must implement clinical management, as per the discussions of the clinical team, to ensure patients are well looked after overnight. This is done by instructing the staff on site on what medication to administer or how to act based on the symptoms described.
 - The nurse is expected to be able to act independently during telephonic call, using her clinical judgment and the day's planning discussions with the doctor and team to decide on the most appropriate clinical management.
 - At 7am, the nurse will send a 'morning message' to each family WhatsApp group with a brief, non-clinical update on how the patient's night was. If there is anything concerning clinically, the nurse will ask the family for a call to update them.
 - If someone passes during a nurse's on call shift, she is expected to inform the family as per their wishes (either immediately or the next day at 6am) and when the family are ready, to call the funeral parlour to come and collect the body

Miscellaneous responsibilities

- Infection prevention control monitoring – including any advice on what to do differently for best outcomes
- Management of the carer team when you are on duty, to ensure quality care
- Stock-take once a month on Zazen's electronic stock system
- Liaising with all Zazen's various providers and suppliers in a professional manner

If interested, please send your CV to: jodiwishnia@zazenrespite.org



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