



JOB ORDER FORM

新加坡政府慈怀中心护士职位描述:



职位	慈怀中心注册护士 (RN)	人数	10-20 (SP)
性别	不限	国籍	中国大陆/台湾
年龄	不限	开工时间	尽快
职位描述	如附件 A		
工作期限	24 個月		
报告对象		试用期	6 个月
工作日	5 天/周 (每月 1-2 次需要周六上班, 时间是 12:30pm 到 9pm)		
工作時間	42.5 小時/周, 每天工作时间 8.5 小时, 从 8:30am 到 5:30pm, 中间休息 0.5 小时		
基本工資	3000 新币/月或以上 (依照经验而定)	交通补贴	需要去病患家里护理的时候, 雇主会支付交通费。
补贴	每次下午班补贴 5 新币	加班	无加班
工作经验	最好有 3 年或以上	资格	护照专业大专或以上学历
语言 (口语)	中/英文	语言 (写作)	中/英文
附加要求	<ol style="list-style-type: none"> 1. 最好接受过姑息治疗 (慈怀照护) 相关学习; 2. 必须通过新加坡护士局 (SNB) 注册护士考试 (RN)。 		



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工作福利

年假	21 天/年
医疗补助	有, 每年最多 500 新币
牙医补助	有, 每年最多 100 新币
病假/住院病假	14 天病假/年 ; 60 天住院假/年
工作餐	无
住宿	无, 新加坡中介会协助安排

JOB DESCRIPTION

JOB TITLE	:	STAFF NURSE
SCOPE OF WORK	:	The incumbent is responsible to deliver professional palliative care and provide compassionate support for their families.
QUALIFICATIONS	:	State Registered Nurse Degree in Nursing, preferably a Masters in Palliative Care. Post registration experience in oncology, radiotherapy or palliative care.
REPORTS TO	:	Assistant Satellite Manager Satellite Manager Medical Director (M.D.)
PROVIDES SUPERVISION FOR	:	
DATE OF COMMENCEMENT	:	

JOB SUMMARY

The incumbent coordinates and implement a care plan for the patients with life limiting illnesses referred to HCA. The incumbent must have a strong base of knowledge to act both as a specialist and a generalist nurse. He or She must demonstrate the ability to apply nursing theory into practice. The incumbent is a role model for other nurses, volunteers and caregivers. He or She will also be a public educator to raise hospice awareness.

The incumbent works in collaborate with members of an interdisciplinary team in a setting which provides twenty four hours medical and nursing care, pain and symptom management and compassionate support for their families.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

A. CLINICAL FUNCTIONS

1. Exhibits personal commitment and integrity in the care of the patient with advanced disease
2. Orientates patients and caregivers to the services provided by the organization
3. Assesses and evaluates patients referred to the organization
4. Implements and reviews care plans for the patients, working with members of an interdisciplinary team to achieve the highest level of coordinated care for the patient
5. Monitors pain and symptom management as well as assess nutritional needs in the patient with advanced disease. This includes adjusting current medication as needed so as to achieve optimal symptom control
6. Liaises with other members of the interdisciplinary team in the organization and with other agencies to coordinate the care given to the patient
7. Performs nursing procedures as needed to enhance patient comfort

Job Description of Staff Nurse

JOB DESCRIPTION

8. Educates the family in basic nursing skills such as dressings, bathing and skin care as well as the management of special equipment and appliances
9. Assumes the responsibility of referring patients to other professionals from other domiciliary care agencies for continuing care of catheters, wound management and feeding tubes
10. Refers patients to in-patient hospices when appropriate
11. Identifies patients and families in need of financial assistance and refer to MSW
12. Identifies patients and families in need of specialized counselling or support, and refer to relevant professionals
13. Prepares family caregivers for approaching death
14. Provides caregivers bereavement and emotional support when necessary
15. Performs weekend duty according to roster
16. Participates in in-service education programmes, seminars and training courses for updating of nursing skills and knowledge in hospice and palliative care as directed by the Director of Nursing or Medical Director
17. Assumes professional responsibility and accountability for outcomes in nursing practice.

B. ADMINISTRATIVE FUNCTIONS

1. Performs nursing related administrative duties
2. Provides regular reports as needed by supervisor
3. Participates in departmental and organisational activities and events

C. TRAINING AND EDUCATION FUNCTIONS

1. Initiates and participates in continual learning and development programmes
2. Supports hospice related training and development programmes