ST ANDREW'S HOSPICE
JOB DESCRIPTION

Job Title : Childrens Senior Palliative Care Nurse
Department : Childrens Services
Reports to / Line Manager : Deputy/Head of Childrens Services
Pay Range : C5

Purpose of Job

As a senior member of the children's clinical team, working alongside the Head of Childrens Services and her deputy, you will provide clinical leadership 7 days a week, co-ordinating staff & resources in an effective manner whilst providing expert skilled assistance, reflecting the aims and philosophy of Hospice care.

You will be a key member of the clinical team, contributing to the forward planning and development of Andy's Children's services to promote and maintain the highest quality of care for patients, their families and significant others.

To lead the development of robust links with key professionals in the Andys catchment areas, in hospital and community, raising awareness of the support Andy's can offer and working alongside others to support children, young people and their families in our communities.

To have oversight of and quality assure patient care on a daily basis, talking to the children/young people and their families, ensuring that their needs are assessed, high quality services provided, and robust evaluation occurs.

To work with others within the hospice and the wider locality to identify opportunities for collaborative working to benefit children and families within our communities.

To be a specialist practitioner in complex health conditions, acting as a resource to patients, families, colleagues, and widerteams.

The role will predominantly be delivered in the community, but will also provide support to children, young people, their families and colleagues within the hospice.

This role will work alongside colleagues to provide 24-hour care, seven days a week.

Main responsibilities

People Management

To effectively line-manage a team of clinical staff, including conducting and completing team members' 1:1 and CDR's in an effective and timely manner, sickness/absence management, development of competencies, performance management and providing supervision as required.

To support staff to achieve the required competencies to care for children/young people with increasing complex palliative and end of life needs.

To ensure all team members mandatory training is up to date through regular 1:1's

To assist staff to develop and maintain appropriate professional boundaries, in line with NMC code of conduct and hospice policy.

To induct and supervise students on placement ensuring they get good oversight, support and experience.

To induct and supervise volunteers ensuring they are utilised for the skills and knowledge they have and feel supported to do so.

Create a supportive and nurturing environment to develop staff, recognising potential and identifying future aspiring leaders within the Nursing Team.

To contribute to the programme of team meetings within the service in liaison with the Head/Deputy of Children's services.

To promote high staff morale by inspiring a shared vision and common goal.

To promote engagement with clinical supervision strategy amongst all staff.

To promote high staff morale by inspiring a shared vision and common goal.

Operational Management

To support the 24-hour service provision of Andy's children's service, including being part of the on-call rota.

To provide care and support 7 days a week in the hospice and our communities to the children, young people and their families accessing Andys services ensuring the appropriate coordination of staff activity.

Provide leadership and direction to the children's team on a daily basis

To respond to all referrals proactively providing a fast response to prevent crisis and carer breakdown as required.

To undertake comprehensive nursing assessments, agreeing a plan of care for children/young people and their families based on clear goals intended to bring about effective, measurable patient /family outcomes.

To deliver, monitor and regularly review the care of children/young people and their families including those with a high level of complexity.

With the support of the Clinical Nurse Specialist provide specialist palliative and end of life care and support to children and young people in the place of their choosing.

To attend meetings identified through child/young person assessment or as delegated by Head/Deputy of Children's Services both within the hospice and externally.

To attend the weekly Childrens MDT, complex care and other patient related meetings
To ensure that the child/young person's dignity is promoted and respected and that equality, diversity and inclusion are a top priority in the care of children/young people and their families.

To ensure accurate and contemporaneous record keeping is maintained in accordance with NMC guidelines and Hospice policy.

Monitor and ensure the safe administration and management of medicines including controlled drugs as stated in the Misuse of Drugs Act 2001, and CQC requirements,reporting any issues or incidents immediately to the Hospice's Controlled Drug Accountable Officer (CDAO).

To work within the hospice safeguarding policies and procedures to ensure effective management of safeguarding concerns maintaining the safety of children/young people and their families.

To work in accordance with the requirements of the Mental Capacity Act (2005) to ensure that patient Capacity is determined, and actions taken appropriately.

Ensure confidentiality is maintained at all times

Work according to the hospice equality and diversity policy, supporting equality, diversity and rights of all, including children, young people and their families and staff.

Actively promoting the consultation of children, young people and families and encouraging their involvement and participation in decision-making.

Respecting individual and cultural choices and observances

To initiate and take responsibility for the reporting of any incident reporting for the Children's Service, including Drug and Medication Errors and complaints, ensuring the appropriate action is taken, the situation is diffused, and the process is communicated effectively in conjunction with the Head/Deputy of Childrens services.

To ensure that child/young person / families preferred place of care/death is clearly discussed and identified and advanced care plans are in place wherever possible.

To make proactive child/young person referrals to appropriate internal or external services.

To actively plan and discharge child/young person's when identified through MDT that they no longer meet the criteria

To work effectively as part of a team to ensure the highest standards of care and quality are delivered.

To support collecting productivity and quality data as required by the Head/Deputy of Childrens Services.

To attend identified meetings and feedback to the Head/Deputy of Childrens Services and where appropriate to the rest of the team.

To ensure promotion of good health, safety and security of staff, patients, relatives, and significant others. Understanding Hospice health and safety procedures as well as possessing knowledge of COSHH regulations.

Clinical Leadership

To develop and display a high level of clinical and technical palliative care expertise which will include drug management, use of syringe drivers and feeding pumps, and act as a resource for other junior members of staff within the organisation, acting always within NMC guidelines and St Andrew's Hospice policies, procedures, and guidelines.

To provide advice and guidance related to symptom management, with support from the Clinical Nurse Specialist when needed and psychological,social and spiritual needs, including those high-level complexity, with reference to appropriate professional or service accordingly.

To evaluate documentation of self and others and always ensure that it is accurate, legible, and appropriate and complies with NMC guidance and Care Quality Commission requirements.

To be positive and support change management within the children's services, communicating with and encouraging staff throughout the process.

To identify and respond to needs of young people around transition as per NICE guidance, locality practice and hospice procedures.

To work with the Transition Lead Practitioner to identify and support our young people to transition into appropriate adult services seamlessly and smoothly including any training for adult staff required.

To provide clear explanations and education to children/young people and their families as appropriate to ensure that they have the information they require in a timely fashion.

To be involved with the development and implementation of evidence-based services/interventions to meet the needs of the children, young people and their families/significant others. i.e. Community Hubs

To have identified key areas of interest and responsibility i.e. Safeguarding, Antenatal, Epilepsy, Oncology, Childhood Dementia, etc and lead on development and training as required.

To be the key link in our communities promoting the work of the hospice in all settings: Hospital (acute) – attending ward rounds and clinics, Community – developing Community Hubs, working alongside CCN's, Schools – supporting staff with training etc, encouraging collaborative working and the referral of appropriate patients.

To support and work with others in the delivery of palliative and end of life care and support to children, young people and their families across our communities.

To utilise and help develop the use of information technology within Children's Services in order to ensure high quality patient care, maximise patient benefit and make best use of resource.

To work effectively as part of a team to ensure the highest standards of care and quality are delivered.

To ensure all clinical equipment is maintained within the relevant timescales and in liaison with the Head of Estates and Facilities/team.

To identify any clinical requirements e.g. training needs, new equipment to the Head of Children's services.

Support the bids and grant processes as directed by the Head/Deputy of Childrens services

Education, training and professional development

To proactively assess own development needs and seek out development opportunities, which will enable enhanced contribution to meet the objectives of the Hospice Strategy.

To participate in the induction, training and support of new staff and students within the hospice.

To participate in the development and delivery of teaching and training including internal and external courses, education and awareness raising events for professionals.

To work closely with the Head of Training and Education to identify areas of need within the children's services team and support the learning of the team to enable the deliver a quality service.

To develop extended skill in communication pre and post bereavement with patients, their families, and colleagues within the Hospice multi-disciplinary team.

To attend and participate in mandatory training and relevant meetings on a regular basis and ensure all mandatory training is up to date.

To participate in external and 'in-service' training, developing expertise in palliative care.

Ensure personal and professional development through reflective practice and peer supervision.

Provide mentorship, clinical and professional supervision to other members of the adult services team

Governance, Quality, Audit and Research

Working alongside the Director of Governance and Quality, contribute to achieving the required compliance in relation to the CQC Key Lines of Enquiry.

To identify opportunities for and actively participate in regular clinical audit to aid ongoing service improvement and development.

To keep up to date of research and audit activity to ensure that practice is appropriately updated in line with latestguidance, research findings and local policies and procedures.

To assess, report and manage risks in line with the Nursing and Midwifery Council's Code and hospice policies.

To identify and report verbal complaints and compliments in line with hospice policy.

To share responsibility for reviewing patient safety alerts, ensuring any pertinent to the Childrens Services clinical team are distributed for information and any actions identified and discussed with the Head/Deputy of Children's Services.

Working with the Head/Deputy of Childrens services, have insight into investigations of incidents, medication errors and complaints, implementing any actions identified.

To contribute to the Governance framework of the hospice undertaking the updating of policies and procedures in linewith government proposals, national and local guidelines, as required by the Head of Children Services and/or Director of Governance and Quality.

Keep up to date, informing the team of any changes in relations with governance activity and latest policies and procedures.

To undertake the collection of productivity and quality date as required by the Head of Childrens services.

To encourage patient and family participation in service development

To proactively identify areas where changes to routines and practices willresult in quality improvements

To participate in research and audit aimed at enhancing patient and family care

To ensure promotion of good health, safety, security of staff, patients, relatives and significant others. Understanding hospice health and safety procedures as well as possessing knowledge of COSHH regulations

To maintain the information on the Quality Board keeping it up to date and fresh

General
To be able to manage own workload along with that of others, by ensuring appropriate prioritisation and delegation utilising the most effective skills and capabilities.

To conduct oneself in a professional manner acting as a role model to ensure high standards of patient care and the clinical environment are kept to a high standard.

To act as a role model for staff and an ambassador for the organisation at a local, regional, and national level as required

To ensure that you work at all times to the highest professional standards adhering to the NMC Code of Professional Conduct working within and accepting responsibility for maintaining agreed levels of competence

Adhere to relevant professional code of conduct. Abide by national and local policies, procedures and guidelines

Understand and promote principles and practice relating to confidentiality

Act with honesty and integrity at all times.

Use learning opportunities and 'reflective practice' to contribute to personal development and to improve the quality of service you provide

Ensure the quality of patient records and data collection meets all mandatory and any additional requirements. Implement and monitor agreed ways of working and legislation regarding the recording, storing and sharing information

Keep up to date with current literature and research in general and palliative care nursing

Management of People

Direct: Registered Nurses, Advanced Nursing Assistants, Nursing Assistants & volunteers

The post holder should provide development and contribution assessment information on the children's services staff, seeking to assist them in the development of their skills and competencies

Indirect: Other clinical staff and volunteers when necessary to take charge of a clinical situation, under the guidance of the Head/Deputy of Children Services

Contacts & Relationships

Regular contact with staff, volunteers, and managers to ensure optimum service levels.

To act as a point of reference for peers and subordinate staff for general departmental queries.

Follow processes to satisfy the requirements of the Hospice policies and procedures and the Care Quality Commission regulations and standards.

To continually seek to improve systems within the Hospice, by means of constructive suggestions via personal contact, written communications, and meetings.

To provide an internal and external specialist advisory role.

To maintain clear communications with the multi-disciplinary teams.

Take part in regular staff meetings, which may be on an informal or formal basis.

To attend and participate in external palliative care planning meetings, as directed by the Head of Children's Services.

Frequent contact with distressed patients and relatives, exposure to patients who are agitated and confused.

Resources

No specific budgetary control but to have an understanding of budget management within the Hospice, promoting and delivering all aspects of care in a resourceful manner

Person Specification

Qualifications

Essential
Registered Childrens Nurse on the NMC register other Registered Nurse discipline may be considered depending on experience
Educated to Degree level or Evidence of relevant post-registration learning.
Palliative care qualification or willing to work towards
Advanced Communication or willing to work towards
Driving license and access to a vehicle

Desirable
Non- Medical Prescribing or willing to work towards
Leadership and Management Qualification or willing to work towards
Bereavement training
Psychological Support Level 2 Training or willing to work towards
Practice Assessor / Practice Supervisor qualification or willing to work towards

Experience
Essential
Extensive post registration experience.
Proven ability to supervise staff

Desirable
Experience in paediatric palliative care
Management experience

Knowledge/Skills
In-depth knowledge of complex health conditions
Symptom management knowledge in palliative care
Knowledge of assessment, care planning and review process and pathways
Management of people, the ability to influence change.
Good interpersonal skills and teamworking skills.
Confident in using information technology and electronic patient records (SystmOne)
Effective time management skills and the ability to organise and prioritise own work without direct supervision.
Self-motivated with excellent interpersonal communication skills.
To be able to demonstrate sound problemsolving, facilitation and team building skills, contributing to policy and strategy development
Knowledge of local, regional and national developments in complex children's palliative care and how they can impact on Hospice services
Understanding of regulatory safeguarding policies and procedures
Understanding of regulatory Mental Capacity Act and Deprivation of Liberties
Understanding of governance and quality assurance within health, social care and the voluntary sector

Qualities
Excellent organisational skills
To be receptive to change and to act as achange agent.
Able to communicate effectively with a wide range of people and with sensitivity.
The ability to assess situations and defuseconflict.
To demonstrate a calm and logical approach to problem solving.
To consistently demonstrate a dedicated approach to the quality of patient services in a constructive and efficient way.
Ability to supervise others.
Able to deliver on deadlines, maintainingaccuracy and attention to detail.
Personal grief/loss resolved sufficiently toperform and cope in an environment thathas potential exposure to bereavement concerns.

General

To maintain confidentiality at all times.

Policies and Procedures – The post holder must carry out his/her duties with full regard to all relevant Policies and Procedures. The post holder will remain responsible and accountable to any professional body and professional code of conduct appropriate to the role.

Other Duties – The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties, which may be required from time to time. Any such duties should not however substantially change the general character of the post.

Contribution and Development Review – The post holder should proactively assess his/her own development needs and seek out development opportunities, which will enable enhanced contribution to meet the objectives of the Hospice Business Plan, always following the 'Staff Development and Contribution' process.

Mandatory Training – The post holder must complete and maintain the required level of mandatory training required for the role.

Equality and Diversity – The post holder must carry out his/her duties with full regard to the Hospice's Equality and Diversity Policy.

Health and Safety – The post holder must carry out his/her duties with full regard to the Hospice's Health and Safety Procedures.

The managerial and clinical philosophy of the Hospice is based upon a multi-disciplinary approach. Staff regardless of grade or discipline are required to participate in this concept. The role of volunteers is integral with the work of St Andrew's and paid staff are required to underpin this in their attitude and actions.

All staff must be sympathetic to and able to project the philosophy and concept of hospice care

The Hospice has in place provision for staff support. Staff are expected to exercise responsibility in accessing whatever forms of support might be appropriate for them to ensure that they are able to offer the professional care for which they are employed.

St Andrew's Hospice is very much a community and all members of staff are encouraged to support the various social and fundraising events which are part of its day to day life.

An extract from the summary of the Health & Safety at Work Act 1979 stated:-

"Employees at Work: It is the duty of every employee while at work to carry out their work in a manner which is safe and free from risk to the health of himself/herself and other persons who may be affected by his/her acts or omissions. It is an employee's duty to assist and co-operate with his/her employer in complying with any relevant statutory regulations imposed on his/her employer".

This Job Description may change and the duties listed are not exhaustive, but such change will only be made following consultation between the (relevant) "Manager" and the post holder. A job description review automatically takes place as part of the Contribution and Development Process.

Signature	**Date**
Prepared by K Higgins	11/02/2025
Confirmed by……..	……
Received by……..	……
Name (Print)……..	……