

ST ANDREW'S HOSPICE
JOB DESCRIPTION

Post title : Palliative Care Nurse
Department : Children's Services
Reports to / Line Manager : Head of Children's Service's
Pay Range :

Purpose of Job

To be a key member of the clinical multi -disciplinary team.

To contribute to the effective and efficient delivery of holistic care for patients with life limiting illnesses, their families and significant others.

To promote the highest quality care and support for patients, their families and significant others. To work as a member of the multi -disciplinary team using initiative in planning and evaluating patient care.

To work in a variety of settings including the hospice and within the community.

To be motivated, enthusiastic and forward thinking in developing a holistic focussed service.

Main responsibilities

Clinical Lead

Working within your own limitations ensure that patients' care is assessed, planned, implemented and evaluated within a holistic, patient centred approach and to continually review and update nursing care plans and documentation.

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

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.

At times this role requires you to work alongside colleagues to provide 24-hour care, seven days a week.

Observe and report accurately any obvious changes in a child/young person's condition – physically or emotionally and liaise, as necessary, with the Senior Palliative care Nurse regarding any changes which may affect nursing care.

To ensure the highest clinical standards and quality of care are maintained, contributing to and sustaining a caring and friendly environment.

To work within the multi-disciplinary team in the community with telephone support of a Senior Palliative care Nurse.

To have an awareness of lone working and the risk assessments required when working in the community. To ensure the Senior Palliative care Nurse is kept updated with any concerns in this respect.

To be responsible for the holistic care of the child/young person, including the social aspects. To play and entertain the child with activities appropriate to their age and ability.

Using initiative in decision-making and taking responsibility for own actions.

Following successful probationary/preceptorship period manage the unit for the span of duty as the Nurse-in-Charge when required.

To be the key worker to designated children/young people and their families and deliver care prescribed with optimum attention to detail. To negotiate any changes in care with the child/young person and their family and other professionals.

To promote the delivery of effective communication amongst all disciplines, children/young people and their families, communicating sensitive information in a considerate and confidential manner.

Work flexibly alongside the children/young people and their families and acknowledge that they are the experts in their care and following discussion, allow the family to choose the level of involvement of the care team.

Liaise with Health and Social Care professionals involved in the child/young person's care where appropriate.

To coordinate referrals to other specialist agencies as and when required.

To work as an autonomous clinical practitioner developing and maintaining an advanced level of clinical and technical expertise. This will include drug management, use of syringe drivers, central venous catheters, tracheostomies, non-invasive ventilation and feeding pumps, whilst acting always within the NMC guidelines and St Andrew's Hospice Policies.

To review and evaluate documentation of self and of the nursing team to ensure that this is accurate, legible and appropriate, ensuring confidentiality at all times.

To plan and implement comprehensive care plans and ensure that all staff are following said care plans appropriately.

To communicate via the patient's notes using SystmOne, and maintain store and retrieve appropriate records. Receive and transmit information pertaining to patient care to others within the multi-disciplinary team.

To develop skills in communication both pre and post bereavement with children/young people and their families, their significant others, and colleagues within the Hospice multi-disciplinary team.

To initiate and take responsibility for the reporting and investigating of incidents and complaints, ensuring the appropriate action is taken, the situation is diffused and the process is communicated effectively in conjunction with the Senior Palliative care Nurse/Deputy/Head of Children's Services.

To remain aware of current Health & Safety legislation in relation to the environment and to ensure compliance is maintained in accordance with the relevant St Andrew's Hospice policies and procedures.

To have a full understanding and assist with the safe transportation of patients in hospice vehicles.

To work effectively within a team of nurses and other health-care professionals to help ensure the smooth running of the unit to deliver a high level of care.

To apply intellectual, practical and ethical judgment to complex decision-making.

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

To develop and maintain key working relationships with the multi professional team to facilitate discussion of complex issues involved in the planning, implementation and evaluation of palliative care.

Conduct one's self in a professional manner, being a role model and leading the staff, to ensure standards of patient care and the clinical environment are kept to a high standard.

To provide support and direction to the advanced/nursing assistants and volunteers and act as an associate mentor for students within Children's Services. Through this process, teaching may be undertaken on a one to one basis or to a variety of groups.

To be involved in the collection of data and evidence to support audit and quality outcomes (Hospice Governance) as requested by the Senior Palliative care Nurse/Deputy/Head of Children's services

To undertake the updating of policies and procedures in line with government proposals, national and local guidelines, as required by the Senior Palliative Care Nurse/Deputy/Head of Children's Services

Personal Professional Responsibilities

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

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

Partake in external and 'in-service' training, developing expertise in palliative care

To attend and participate in mandatory training relevant meetings on a regular basis

To undertake additional responsibilities to enhance the smooth running of the Service

Management of People

Direct: When in charge of a shift, all employees and volunteers for that span of duty.

Indirect: Other clinical employees and volunteers when a situation arises that requires clinical direction, under the guidance of the Senior Palliative Care Nurse, Clinical Nurse Specialist or Nurse on call.

Contacts & Relationships

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

Monthly staff meetings, which may be on an informal or formal basis.

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

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

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

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

To provide an internal consultancy/specialist advisory role.

To maintain clear communications with inter and multi-disciplinary teams.

To attend and participate in external palliative care planning meetings, as directed by the Senior Palliative Care Nurse/Deputy/Head of Children's services.

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

Frequent exposure to bodily fluids, including blood.

To work within the boundaries of the hospice lone working policy and procedures.

Resources

No specific budgetary control but to deliver all aspects of care in a resourceful manner.

Person Specification

Qualifications

Essential

Current first or second level Registered Nurse, on the NMC register
Evidence of post registration learning
Full driving licence

Desirable

Registered Childrens Nurse qualification
Diploma in Palliative Care or equivalent
Bereavement training
Teaching and mentoring qualification

Experience

Desirable

Post registration experience in a children's, community or palliative care setting,

Knowledge/Skills

Understanding of Childrens Palliative and End of Life Care
Knowledge of assessment, care planning and review process and pathways
Awareness of regulatory safeguarding policies and procedures
Awareness of application of the Mental Capacity Act
Good interpersonal skills and team working skills
To be able to evidence good decision making skills
Awareness of general pain and symptom management guidelines, desirable
To be confident in using information technology including use of SystemOne - desirable
Self motivated with good interpersonal and communication skills

Ability to make clear and effective verbal and written reports (e.g. incident reporting, patient notes, team meetings, etc)

Qualities

Good interpersonal skills

Effective time management skills and ability to organise own workload without direct supervision

To be receptive to change and to act as a change agent

Ability to maintain excellent rapport with patients, colleagues and visitors to the Hospice

Able to perform the role with empathy and consideration for the needs of patients and their relatives

To be able to manage own time effectively

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

General

To understand the principles of and 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.

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 it 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.

| <u>Signature</u> | <u>Date</u> |
|-------------------------|--------------------|
| Prepared by..... | |
| Confirmed by..... | |
| Received by..... | |
| Name (Print)..... | |