

ST ANDREW'S HOSPICE **JOB DESCRIPTION**

Job Title	: Advanced Nurse Practitioner
Department	: Adult Services
Reports to / Line Manager	: Palliative Care Consultant/Medical Director
Pay Range	: C6B

Purpose of Job

To provide expert clinical leadership and advanced decision-making to deliver holistic, patient-centred care for individuals with life-limiting illnesses. The role involves autonomous assessment, diagnosis, symptom management, and coordination of care, ensuring dignity, comfort, and quality of life for patients and their families.

To contribute to the development of adult inpatient and wellbeing services and related policies as a lead specialist.

To work at all times within the scope of professional practice and guidance on advanced practice adhering to all relevant professional, legal and regulatory guidelines.

To provide high quality, evidence-based specialist care to patients and their families, with respect, compassion and dignity

To lead and develop clinical practice across the hospice, working collaboratively with the Palliative Care Consultant/Medical Director to deliver agreed organisational strategy and delivery plans.

Main responsibilities

- To be part of the adult clinical team reporting to the Palliative Care Consultant/Medical Director using advanced practice skills to identify, assess, diagnose, treat and manage patients with palliative care needs.
- As part of a multidisciplinary team exercise complex levels of judgement, discretion and decision making in clinical care.
- Make appropriate use of the latest evidence base to supervise practice, audit clinical care.
- To champion innovative practice within the field of hospice and end of life care and work closely with both the Head of Adult Inpatient Services and the Medical team to develop progressive professional practice policies identifying opportunities for succession planning.
- To act as a lead specialist within the adult inpatient unit, adult wellbeing service and in the community when required, working as part of the clinical team at an advanced practice level applying their extended knowledge and skills in the principles and practice of palliative care to support patients with the most complex needs in a range of departments and care settings as required by the hospice strategic plan.
- To support the development of community-based services i.e. Hospice at Home
- To be part of the 24/7 medical on-call rota with the support of the Palliative Care Consultant/Medical Director.

Clinical

- Work as part of the clinical team carrying out a high standard of clinical assessment, developing and providing plans of treatment / interventions, advice or support as appropriate during their span of shift and when on call.
- Use advanced clinical judgment to lead the planning, implementation and evaluation of care for patients with complex palliative needs throughout the hospice and outreach facilities as directed, sharing decision making and judgements with others.
- Participate in clinical handover, admissions and multi-disciplinary team meetings in order to optimise management plans for each patient
- Following assessment where appropriate/necessary and with the patients consent, refer appropriately to other services and agencies
- Plan patient discharges safely and effectively, including use of independent prescribing in respect of providing medications on discharge
- Ensure that care is provided in accordance with the Mental Capacity act and appropriate consent to treatment obtained
- Maintains clinical records in line with hospice and NMC guidance
- Anticipates problems and risks and takes action before crisis arise
- As an Independent Nurse/non-medical Prescriber you will ensure medicines are prescribed in accordance with legislative requirements, best practice guidelines and hospice policy and procedures in relation to medicines management
- Use advanced communication skills with patients, carers and relatives always ensuring effective communication.
- Provide a source of expertise to all health care practitioners, including undertaking joint assessments as required.
- Identify clinical issues and incidents within the specialty that may affect the quality of palliative care services reporting all incidents on Vantage and to the Head of Adult Inpatient services/Palliative Care Consultant/Medical Director to ensure the delivery of a safe effective service.
- Undertake competency assessment and training as part of daily clinical practice
- Lead reflective practice sessions in order there is a culture of learning from complex care or incidents.
- Participate in the allocated duties and responsibilities of the medical team covering the in-patient unit, wellbeing services, and outpatient clinics/other areas as required.
- Liaise daily with members of the medical team and ensures all members are kept fully briefed of all palliative care patient activity under the responsibility of the advanced nurse practitioner.
- Ensure senior nurse managers and nursing and therapy colleagues are aware of clinical developments and activities ensuring the role links appropriately with all other nursing and therapy interventions in the best interests of patients.
- Ensure that activities are undertaken in accordance with the scope of practice and the NMC code of conduct
- Recognise own limitations and seek advice from more senior medical colleagues and other members of the MDT when appropriate.
- To facilitate weekly rapid access clinics for complex symptom management of patients from the community.

Leadership

- Provide strong leadership for palliative care practice across the Hospice

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- Work closely with the medical, nursing and allied health care professional teams ensuring that service provision is undertaken efficiently and effectively
- Facilitate seamless patient care by fostering and maintaining effective communication both internal and external to the hospice
- To build on close working relationships with Care Plus Group (CPG) Supportive, Palliative and End of Life Care teams (Macmillan Palliative Care, Macmillan Living with & Beyond and Haven home care teams)
- To support the development of the Palliative and End of Life care agenda within our locality and the wider network.
- To support & develop services to meet patient need in the hospice and the community.
- In collaboration with the inpatient multi-disciplinary team manage referrals for hospice admission, assessing their appropriateness including home/hospital visits when necessary, managing the waiting list, bed utilisation and staff availability
- Attend and contribute to departmental and organisational meetings when required to facilitate team communication and service development
- Working with Director of Clinical Services, have an oversight of pharmacy needs and attend meetings when required.
- Plan, coordinate and manage time effectively in order to achieve the delivery of palliative and end of life care
- Ensure the Palliative Care Consultant/Medical Director and other members of the medical team are aware of any factors that may affect the treatment given to patient and produce reports when requested.
- Accept responsibility for own actions and areas of responsibility
- Ensure continuous self-development, ensuring that you have the required skills and competence to undertake the job role
- Attend relevant meetings, providing advice on clinical matters where appropriate, and participate fully in the development of policies, procedures and standards in line with the Hospice's Governance expectations.
- Support and motivate staff through the provision of planned and unplanned training, supervision and mentorship
- Participate in the induction, development and mentoring of new staff members and support practice education facilitators in their role of supporting students
- Act as a role model and be accountable for own professional actions and decisions.
- Lead the development of the service by exploring innovative ideas with others and support the development of new ways of working.
- Work with the Head of Adult Inpatient Services and the Palliative Care Consultant/Medical Director to ensure development of professional practice policies identifying opportunities for succession planning.

Communication Skills

- Network and foster good relationships with other palliative care providers and key local stakeholders ensuring effective promotion of Hospice services and that the Hospice actively participates in the development and delivery of coordinated palliative care services across Northeast Lincolnshire.
- Act as a resource of clinical knowledge and advice for Hospice staff and external agencies within competence
- Advocate for patients and other service users

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.

- Working with the Director of Governance and Quality, lead on specific quality and governance initiatives as necessary.
- Working with the Director of Governance and Quality, support the identification of an annual audit calendar and identify opportunities for and actively participate in regular clinical audit to support ongoing service improvement and development.
- To keep up to date with research and audit activity to ensure that practice is maintained in line with latest guidance, research findings and local policies and procedures.
- To contribute to the Governance framework of the hospice updating policies and procedures in line with government proposals, national and local guidelines, as required by the Head of Adult Inpatient Services and/or Director of Governance and Quality.
- Supports quality improvement initiatives and evidence based in service development plans/projects as delegated by the Head of Adult Inpatient service or the Palliative Care Consultant/Medical Director.
- To assess, report and manage risks in line with the Nursing and Midwifery Council's Code and Hospice policies.
- Participate in maintaining the profile of St Andrew's Hospice through the presentation of quality improvement initiatives at local, regional and national conferences.
- Encourage and oversee prompt reporting of adverse incidents, accidents, near misses and errors
- Work with Head of Adult Inpatient Services and the Palliative Care Consultant/Medical Director to influence the setting and monitoring of standards of practice, ensuring delivery of cost effective and evidence-based care.
- Ensure that standards relating to patient referral, assessment, admission and discharge are applied consistently
- Ensure the effective utilisation of SystmOne, promoting the use of information technology for recording patient information, communication, information governance and information sharing, implementing procedural change as necessary
- Facilitate and participate in reflective reviews of palliative care.
- To identify and report verbal complaints and compliments in line with hospice policy.
- To undertake the collection of productivity and quality data as required by the Head of Adult Inpatient Services
- To proactively identify areas where changes to routines and practices will result in quality improvements.
- 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 be aware of professional responsibilities and comply with all appropriate policies, standards and guidelines.
- Understand and comply with guidance surrounding advanced practice.

Health, Safety and Security

- Adhere to health and safety policies and procedures within the Hospice with particular emphasis on the clinical areas and specific regard to the management of risk, adverse and critical incidents, hazard notices and drug alerts
- Adhere to effective Infection, Prevention and Control measures ensuring that any risks associated with the prevention and control of infection are appropriately actioned
- Ensure policies in relation to adult and child safeguarding or adhered to and any suspicion of abuse or neglect acted upon in a prompt manner.

Education, training, and professional development

- Act as an education and specialist information resource for Hospice staff and members of the wider health and social care team providing specialist education and training to the team and support professional colleagues and to provide skilled leadership to clinical decision making.
- To assume responsibility for own professional development and updates and maintain own clinical skills as appropriate and required for the role.
- To participate in the induction, training and support of new staff and students within the hospice.
- To participate in the delivery of teaching and training including internal and external courses, education, and awareness training events for professionals.
- To work closely with the Head of Training and Education to identify areas of need within the adult 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

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: Nil

Indirect: Any clinical staff/volunteers that you encounter during your span of duty.

Contacts & Relationships

Key contacts:

Director of Clinical Services
Director of Governance and Quality
Palliative Care Consultant/Medical Director
Head of Adult Services
Hospice Doctors and Doctors in Training

Regular contact with adult inpatient unit and wellbeing nursing staff, volunteers, and managers to ensure optimum service levels.

To provide an internal and external specialist advisory role.

To maintain clear communications with the multi-disciplinary teams.

To attend and participate in external palliative care planning meetings, as directed by the Head of Adult Services and/or Palliative Care Consultant/Medical Director.

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

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.

Person Specification – Advanced Nurse Practitioner

ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<p>Registered Nurse with current NMC registration.</p> <p>Master's degree in Advanced Clinical Practice</p> <p>Independent/non-medical Prescriber qualification.</p> <p><i>For development role – Clinical Nurse Specialist with independent non-medical prescriber qualification and evidence of experience working in palliative care.</i></p> <p>Full Driving license and access to a vehicle</p>	<p>Teaching Qualification</p>	<p>Application form</p>
<p>Able to demonstrate previous successful ability of working at advanced practice level ideally in a palliative care setting.</p> <p>Management of clinical issues related to Palliative Care.</p> <p>Collaborative working across different sectors</p> <p>Demonstrable evidence of delivering formal and informal teaching</p> <p>Capable and skilled in working independently, able to plan and prioritise with advanced decision-making skills.</p> <p>Accountable for own professional actions</p>	<p>Previously worked within specialist palliative care setting.</p> <p>Clinical leadership in a multi-professional service</p> <p>Research Experience Specialist Palliative Care</p>	<p>Application form/ Interview/ Portfolio</p>
<p>Excellent communication skills. Multi agency communications Multi-disciplinary communications</p> <p>Comprehensive physical assessment, history taking and clinical decision-making skills</p> <p>Applied pharmacology and evidence – based prescribing</p>		<p>Application form/ Interview/ Portfolio</p>

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<p>SKILLS, KNOWLEDGE AND ABILITIES</p>	<p>Leadership and team working abilities</p> <p>Motivational skills both for self and others</p> <p>Effective IT skills, competence in Microsoft office programmes</p> <p>Critical evaluation skills</p> <p>Clear understanding of clinical governance – specifically related to advanced practice</p> <p>Up to date knowledge of all aspects of Palliative Care.</p>	<p>Awareness and understanding of the systems of palliative care delivery</p>	<p>Application form/ Interview/ Portfolio</p>
<p>PERSONAL ATTRIBUTES (Demonstrable)</p>	<p>Leader of people, able to bring team members along with change</p> <p>Ability to be empathic</p> <p>Enthusiastic team player</p> <p>Ability to liaise and network effectively</p> <p>Commitment to equal opportunities</p> <p>Ability to think laterally, problem solve and work flexibly</p>		<p>Application form/ Interview/ Portfolio</p>
<p>OTHER RELEVANT REQUIREMENTS</p>	<p>Available to be on call and work flexibly over a 24 / 7 365 day per year service as services and patients' needs dictate.</p> <p>Ability to manage time, self and own workload</p> <p>Physical effort – moderate – some lifting/moving equipment /moves patients</p> <p>Mental effort – frequent concentration on patient assessments, injections, reports.</p> <p>Emotional effort – highly distressing and emotional circumstances</p> <p>Working conditions – frequent unpleasant conditions – body fluid/odours/</p>		<p>Application form/ Interview/ Portfolio</p>

	<u>Signature</u>	<u>Date</u>
Prepared by :		12/05/2026
Confirmed by:
Received by:
Name (Print)