

ST RICHARD'S HOSPICE

JOB DESCRIPTION

Job Title: Senior Staff Nurse, Hospice at Home

Responsible to: Clinical Nurse Specialist

Accountable to: Care Director

Values:

Our Core Values underpin everything we do and all employees are expected to comply with our Values and reflect these in their day-to-day work.

Caring

Caring is at the heart of everything we do.
We are inclusive and treat everyone as an individual who we respect and value.
We take time to listen and respond to the needs of each person.

Compassionate

We work with empathy, sensitivity and understanding.
We are considerate, kind and fair.
We support and empower individual choice.

Committed

We are dedicated, reliable and hard working.
We continuously strive to deliver high-quality services.
We support each other and work together for the benefit of our patients and loved ones.

Professional

We aspire to be the best in everything we do.
We are innovative and develop our skills through continuous learning and evaluation.
We take responsibility for our actions and are accountable.

Job Summary:

- To provide a responsive, flexible, high quality community specialist palliative care service, 7 days per week, to patients and their families, ensuring that the service delivered reflects the Hospice strategic priorities and upholds Care Quality Commission requirements.
- To work autonomously in the community as part of the Hospice at Home Service, providing assessment of patients with complex palliative care needs.
- To develop management options, advising others involved with the patient's care and evaluate the plan in the face of changing needs.
- To work with multi-disciplinary team members, contributing to education programmes for a variety of professionals and organisations.
- To work collaboratively and co-operatively with clinical colleagues to contribute to the continual development of services and quality of care delivered.

Main Duties and Responsibilities:

Clinical

- To work closely with the Clinical Nurse Specialists and Senior Clinical Nurse Specialists in the management of a complex caseload of patients, prioritising need, using clinical reasoning based on professional, evidence-based knowledge.
- To undertake comprehensive assessment of patients displaying sensitive and complex palliative care needs within their own homes and assess family member/care needs. Work with patients and carers in a therapeutic way to address physical psychological, spiritual and social needs.
- To assess symptoms in ways appropriate to your role, including using assessment tools, history taking, appropriate physical/clinical examination and relevant investigations. Know when to refer concerns to senior/specialist colleagues.
- To administer prescribed medication.
- To contribute to the planning, implementation and evaluation of care delivery according to changing health care needs, wishes and culture. Working in partnership with patients and carers to enable them to make informed choices and set goals within the care planning process.
- To undertake Hospice at Home reviews as required and liaise as to identified care needs.
- To support the step-up, step-down approach to care delivery and support, based upon the Karnofski, Phase of Illness tool, directed by senior colleagues.
- To facilitate discussions around advance care planning, providing information and assisting with completion of documentation as required. Discuss informed decisions regarding resuscitation with professionals and ensure all documentation is complete.
- To utilise and maintain clinical skills to deliver the required elements of the patients plan of care and to support junior staff within clinical skills.
- To communicate effectively with a range of people on a range of matters in a form that is appropriate to them and the situation recognising need to talk openly and honestly to support discussions on treatment options.
- Report on issues which are deemed to be actual or potential palliative care crises and support the development of RESPECT forms and action plans, involving other professionals, the patient and family members as appropriate.
- To maintain communication with people about difficult and complex matters or situations related to end-of-life care. Advising others involved in the care of the patient, using specialist knowledge of the options for achieving symptom control. Instigate and encourage regular medication reviews in relation to palliative care.
- To apply the general principles of pharmacodynamics and pharmacokinetics for drugs commonly used in palliative and end of life care with the support of senior colleagues.

- To attend GP Gold Standard Framework meetings
- To attend the capacity and multi-disciplinary meetings, to support effective working with colleagues in the sharing of information
- To maintain clear service and role boundaries, seeking support from senior colleagues as appropriate
- As an approved non-medical prescriber, prescribe medicines within hospice policies and guidelines as appropriate.
- To undertake effective team clinical supervision and reflection on a monthly basis
- To work collaboratively with other professionals and agencies to ensure patient needs are met, especially in relation to on-going care needs.
- To develop a trusting relationship with family members supporting them to care for patients, preparing them for end of life issues and needs, impending loss and grief.
- To assess need for bereavement service referral and undertake initial post-bereavement support.
- To collect, collate, evaluate and report information, maintain accurate patient records both written and electronic.
- To keep up to date with the latest evidence base, theories and new activity in relation to practice.
- To take part in the on-call rota and weekend rota as required, providing access to specialist palliative care advice outside normal working hours.

Leadership and Management

- Support junior members of staff and visiting students.
- Participate in clinical supervision
- Manage clinical demands, ensuring best use of available resources, under the supervision of senior staff.
- Participate in and inform service evaluation, reviews and developments.
- Maintain contemporaneous and accurate records as required by the Hospice/ NMC.
- Complete statistical and other returns as requested and be involved in the audit process.
- Ensure correct implementation of Hospice policies, procedures and guidelines.
- Ensure correct implementation of relevant statute/Department of Health directives.
- Ensure an effective relationship with other disciplines both internally and externally.
- Demonstrate excellent communication across the wider multi-disciplinary team.
- To attend GSF meetings if required.

Research and Audit

- To support relevant research and audit projects.

Education and Learning

- Participate in agreed development programmes including competency-based assessments.
- Participate in formal and informal education programmes, internally and externally.
- Undertake the role of mentor to those undergoing training in palliative care as required i.e. student nurses and act as a role model for junior colleagues
- Identify personal training/educational requirements and seek appropriate training.
- Maintain an awareness of relevant research findings and in conjunction with colleagues work towards these being appropriately incorporated into practice.
- Promote clinical effectiveness by application of evidence-based practice.
- Assist in the development of policies and guidelines.

Clinical Governance/Quality

- To conduct and document risk assessments in respect of clinical care or self and take appropriate action. Ensure lone working policy is followed.
- To identify near misses and incidents via electronic incidence reporting system and document and address these in a timely way, ensuring appropriate action and communication.
- Ensure care is evidence based where available and comply with policies, procedures guidelines and professional body guidance adopted by St Richard's Hospice.
- To participate in regular peer review of caseload.
- To utilise research findings in the delivery of specialist palliative care and disseminate relevant findings to other staff.
- To co-operate and support clinical practitioners wishing to undertake research projects within the hospice, community or local trust.
- To contribute to any audits and evaluation of service provision and the implementation and monitoring of guidelines, standards, policies in order to improve effectiveness of patient care.
- To be able to identify own areas of practise for audit or research and publish outcomes.

Professional Responsibility

- To maintain registration/membership of the Nursing and Midwifery Council
- To maintain own personal development by attending appropriate courses and updates to maintain and develop skills and expertise
- To participate in the Individual Performance Review (IPR) process and respond to the agreed development plan
- To undertake statutory, mandatory and role enhancement training as directed
- To maintain accurate records in accordance with confidentiality, Data Protection and Information Governance.
- To ensure all St Richard's policies, procedures and guidelines are adhered to including Information Governance, Health and Safety, Equal Opportunities, Confidentiality etc.

General responsibilities of all Clinical Staff:

Confidentiality

All employees must maintain confidentiality of information relating to;

- Personal information about our patients, their families and carers.
- Personal information about individuals who are supporters or otherwise involved in the activities organised by St Richard's Hospice.
- Information about the internal business of St Richard's Hospice.
- Personal information about colleagues working for St Richard's Hospice.

Employees must only use the information that they have been authorised to use and for the purposes that have been authorised.

Information Governance

All staff are required to comply with all relevant legislation. Staff should be aware that they may be held personally accountable for any breaches of information security for which they may be held responsible.

All staff who process and have access to St Richard's documents and records are responsible for ensuring that they act in accordance with the relevant policies, standards guidance and procedures. They also have responsibility to complete any required training or provide evidence of training.

Training and Development

All staff must ensure they are up to date with the required statutory and mandatory learning for their role. Employees should regularly review their learning record on iConnect, identify when an update is required, and agree with their line manager when this will be undertaken.

All staff have a responsibility to participate in Individual Performance Reviews (IPR). IPR is a means of two-way communication which helps to ensure that the service provided by the Hospice maintains a high-quality standard, whilst helping staff to be properly equipped for their present or future roles within the Hospice.

Safeguarding

All staff are responsible to work to encourage a culture which embraces safeguarding the welfare of children, young people and vulnerable adults for whom they are responsible for or may come into contact within the job role.

Infection control

All staff who are in direct contact with patients/clients have a responsibility to observe the precautions outlined in the Infection Control policy, to prevent further spread of infection thereby protecting patients and staff.

Equality Diversity and Inclusion

Staff at all levels have responsibility to comply with the Equality, Diversity and Inclusion Policy and treat others with respect and dignity. The personal commitment of everyone to the policy and the application of its principles are essential to eliminate discrimination and provide equality and equity throughout the organisation.

Health and Safety

St Richard's Hospice is committed to ensuring, so far as is reasonably practicable, the health safety and welfare of staff, volunteers and patients, together with those that may be affected by our activities.

All staff have a responsibility to promote a positive Health and Safety culture within the organisation and seek guidance from the line manager if unsure about any issues relating to health and safety.

Job Description

This job description is not exhaustive, and duties may be reviewed from time to time and revised and updated in consultation with you.

In addition to the above, all staff must undertake to familiarise themselves with and comply with all St Richard's policies relevant to their role.

Signed.....Date.....

ST RICHARD'S HOSPICE

PERSON SPECIFICATION

Job title: Senior Staff Nurse, Hospice at Home

Responsible to: Clinical Nurse Specialist

Accountable to: Care Director

Criteria	Essential	Desirable
Education, Qualifications and Training	<p>Has a nursing degree or study at level 6</p> <p>Practice Supervisor</p> <p>Palliative care qualification at level 6 or willingness to work towards</p>	<p>Degree in Palliative Care</p> <p>Holds or is working towards the Comprehensive Health Assessment qualification</p> <p>Holds or is working towards the masters level (level 7) assessment module using masters level (level 7) assessment skills</p> <p>Holds or is working towards the non-medical prescribing course (V300)</p>
Experience	<p>3 years post registration experience.</p> <p>Experience of working within palliative care (minimum of 2 years) or experience of working within a community setting</p> <p>Experience of multi-disciplinary team working.</p> <p>An understanding of risk management processes and procedures and how these relate to clinical practice</p>	<p>Evidence leading on audit and evaluation to enhance service delivery</p>



Knowledge	Knowledge and ability to use Microsoft office and have good IT skills Knowledge of symptom control and end of life issues. Knowledge of current research/policy	
Skills and Abilities	Provides peer support and mentoring to others Demonstrates good communication skills Leads on MDT discussions Confident with ReSPECT/ACP discussions	Demonstrates Leadership qualities Demonstrates evidence of problem solving and delegation
Personal Qualities and Aptitudes	Demonstrates motivation and commitment to professional development Able to cope with conflicting and competing demands. Able to work alone and within a team Demonstrates the ability to work alone and within a team Car owner/driver	