

Job No: H24/15

H2H Associate Palliative Care Nurse Specialist (previously H2H Snr Nurse)

JOB DESCRIPTION

Job Title: Hospice to Home Assoc. Palliative Care Nurse Specialist

Accountable to: Director of Clinical Services

Responsible to: Hospice to Home Manager

Main Purpose of Post:

To practice and promote a high level of specialist palliative care, encompassing a supportive and holistic approach to the child/young person and their family with a life-limiting condition in their home environment.

The post holder will maximise the use of the multi-skilled team within the community setting and the multi-skilled team within the Hospice to maintain continuity of care for the child/young person and their family and in line with the Claire House Philosophy.

To provide clinical leadership, support and guidance to all junior members of the Hospice to Home team.

To practice as a supplementary and independent prescriber adhering to NMC guidelines

Relevant Qualifications:

Professional background as an Registered Nurse Child, adult or learning disability
ENB 998 or equivalent
Palliative care experience
Demonstrate clinical leadership/qualification
Community nursing experience
Extended clinical competencies

Extensive post registration experience
Appraiser training/qualification
Risk assessment training
Independent and Supplementary Non medical prescribing qualification

Main Duties and Responsibilities:

1. To work without supervision as an autonomous practitioner ensuring personal accountability for practice and management in accordance to NMC's code: Standards of conduct, performance and ethics for nurses and midwives
2. To offer specialist respite, palliative and end of life care in the most appropriate setting according to the choice of the child/young person and family
3. To act as a resource on palliative care issues for all members of the multi-disciplinary team providing supervision, guidance, care and support.
4. To work collaboratively with other multi-disciplinary professionals from health, education and social care to provide joined up and seamless care.
5. To act as a contact worker demonstrating core/advanced communication skills and adapting such, depending on the specific needs of the child/young person and their family.
6. To assess, plan, implement and evaluate the clinical/emotional care for children/young people with complex, palliative and end of life care needs.
7. To support the Hospice to Home Manager inducting, orientating and training new and rotational staff.
8. To work flexibly over a 7 day period to suit the needs of the service.
9. To participate in on call arrangements for the Hospice to Home Service.
10. To participate in the formulation and review policies and procedures.
11. To provide clinical leadership for the Hospice to Home team on a shift basis to ensure the safe smooth running of the service, prioritising care using own initiative.
12. To work as an Independent and Supplementary Non Medical Prescriber ensuring practice is in accordance with NMP and NMC legislation and guidance.

DBS level: Enhanced with child and adult barred list

THE ROLE

Care:

Working in partnership with parents/carers to identify the care needs of the child/young person and plan care recognising best practice and evidence based guidelines:

1. To be responsible for assessing, planning, implementing and evaluating care based on current evidence-based and researched best practice. Amendments will be negotiated with the child/young person and their parents/carers, documented and communicated to the other members of the team and external professionals.
2. To accurately evaluate and document the care of the child/young person in accordance with NMC's guidance.
3. To share responsibility within the Hospice in order to maintain a safe but homely environment taking into account health and safety, including infection control and risk assessments.
4. To liaise with outside agencies from health, education and social care involved in the care and support of children/young people and their families.
5. To work alongside, supervise and induct junior/senior members of staff ensuring clinical tasks and work load are delegated appropriately.
6. To liaise and provide reports for the Hospice Senior team to keep them updated on children/young people receiving support from the Hospice to Home Service.
7. To be competent in Claire House's core and extended clinical competencies.
8. To provide specialist advice and care on palliative care issues.
9. To participate in the primary assessment for newly referred children/young people.
10. To participate and attend Multi disciplinary team meetings in the community setting.

11. To be responsible and accountable for the safe administration of medicines within the community ensuring medicine management policies and procedures are adhered to.
12. To adapt the delivery of care according to the emotional, physical and environmental demands.
13. To be aware and working to Safeguarding and Prevention of Vulnerable Adults policies and procedures.
14. To comply with manual handling policies and procedures.
15. To provide and take the lead for early bereavement care and support working in partnership with the Family Support Team.
16. To lead and co-ordinate hospice special interest groups.
17. To respond to parents by visiting the child/young person in their home to assess symptoms and manage accordingly.
18. To liaise with the relevant medics to make amendments to treatment in order to manage symptoms.
19. To provide a 24 hour on call service for telephone advice and home assessment visits using advanced clinical skills to base decisions on.
20. To be a supportive person to families during crisis management and bereavement care.
21. To be able to undertake the mental, physical and emotional demands of the role, whilst at the same time taking care to safeguard their own health and safety as well as fellow care team members, children, young people and their family.

Education:

1. To act as a positive role model by using evidence/research based care and practice.
2. To participate in in-house and external training programmes and teaching sessions.
3. To participate in the orientation of new staff, students and volunteers. Acting as mentor/sign off mentor as and when required.

4. To identify ways of continued quality improvement, using reflective practice through Clinical Supervision.
5. To act as a clinical supervisor and participate in ongoing training.
6. To take responsibility for maintaining his/her own professional development. Meeting with Hospice to Home Manager for regular appraisals, identifying and agreeing personal targets.
7. To act as an appraiser for junior members of staff.
8. To undertake further education to degree level.
9. To be proactive in identifying ways of improving practice. Contributing positively to the development and audit of standards and, when appropriate, taking responsibility for identified project work.
10. To attend regular meetings with the multi-disciplinary team to discuss individual children, respecting and inviting the sharing of skills and expertise.
11. To undertake research as appropriate to area of work.

Quality Control:

1. To participate in quality measures for the delivery of care to maintain high standards through best practice.
2. To participate/take lead in audits to enhance the delivery of care.
3. To liaise with the Hospice to Home Manager/Practice Development Nurse in significant event analysis.
4. To actively complete clinical incident documentation in accordance to “no blame” and whistle-blowing policy.
5. To adhere and comply with all Hospice policies and procedures.
6. To undertake risk assessments within the hospice and home and participating in appropriate training.
7. To take the lead for Infection Control for the Hospice to Home Team, participating in regular Hospice meetings reporting to the Hospice to Home Manager.

Managing:

1. To ensure the economical and appropriate use of all resources within the Hospice.
2. To be responsible for the safe use, storage and maintenance of equipment/technical apparatus.
3. To liaise with the appropriate Community teams to ensure that equipment is maintained.
4. To ensure that mileage forms are completed.
5. To maintain appropriate client records ensuring they are stored securely and confidentially.
6. To attend and participate in Hospice meetings.
7. To provide leadership and manage a small team within the hospice.
8. To report and record all accidents and incidents in line with hospice procedure safe guarding the welfare and safety of all staff during working hours with regard to the Health and Safety at Work Act.
9. To be fully involved in the process of preventing and controlling infections.
10. To maintain confidentiality in all aspects of the role, especially information regarding children/young people, their families and staff.

This job description does not attempt to describe all aspects of the role to be performed, but indicates the general role required of the post holder. It is open to review and as a result alterations and additions may be made.

Person Specification

Job Title: **H2H Associate Palliative Care Nurse Specialist**

Criteria	Essential	Desirable
Qualifications & Special Training & Education	<p>RSCN, RN (Child), RGN & RNLD with paediatric experience</p> <p>Evidence of continued professional development</p> <p>Evidence of complying with NMC/PREP requirements</p> <p>Independent & Supplementary non medical prescribing qualification.</p>	<p>ENB 998, NM 3.157 or equivalent</p> <p>Appraisal Training</p> <p>Clinical supervising training</p> <p>Advanced communication skills training</p> <p>Leadership skills training</p> <p>Palliative care qualification</p> <p>Ability to study to degree level.</p> <p>Community nursing qualification</p>
Knowledge & Experience	<p>Extensive post-registration experience in relevant paediatric environment</p> <p>Experience of working in a multi-disciplinary Team</p> <p>Understanding of specific needs of children/ young people with life limiting/ threatening conditions</p> <p>Experience in paediatric palliative/ end of life care</p> <p>Leadership experience</p> <p>Community nursing experience</p> <p>Experience of lone working and risk assessments</p>	<p>Experience of co-ordinating a shift and/or managing a small team</p> <p>Experience of undertaking audit</p> <p>Experience of risk assessments</p> <p>Experience of working in a hospice experience</p> <p>Knowledge/experience of working for a charity</p>
Skills & Abilities	Effective advanced communication skills	Willing to assist in the professional development of others

	<p>Relate well with children, families and other healthcare professionals</p> <p>Good organisational skills and ability to prioritise and delegate work load.</p> <p>Assess, plan, implement and evaluate care.</p> <p>Ability to record information in a concise, accurate and legible manner.</p> <p>Excellent interpersonal and Team working skills</p> <p>Competent in core/advanced clinical skills</p>	<p>High level of personal responsibility and accountability</p> <p>Is competent in advanced clinical care skills eg IV's, tracheostomy care, care of long term ventilation etc</p>
Personal Qualities	<p>Positive attitude</p> <p>Enthusiastic</p> <p>Supportive of colleagues, children and families</p> <p>Flexible – able to cover a range of shifts in a 24 hour period</p> <p>Ability to motivate self and others</p> <p>Professional manner.</p> <p>Approachable, fair and consistent</p> <p>Honest and trustworthy.</p>	<p>Good time management skills</p> <p>Ability to work on own initiative</p>
Special Circumstances / Additional Requirements	<p>Good IT skills</p> <p>Car driver</p>	

CLAIRE HOUSE JOB RELATED SKILLS – H2H Associate Palliative Care Nurse Specialist

There are generic competencies that work for all employees at Claire House. Here is your personalised set of job related skills for your role. If you have any queries, please speak with your line manager.

COMPETENCY	EXAMPLES OF WHAT IT COULD LOOK LIKE
<p>COMMUNICATION Excellent communication is central to everything we do, and forms part of our Claire House behaviours, Together We Achieve More and We Deliver Excellence.</p> <p>Whilst we all need to be effective communicators, for some it is a particularly important job skill for building strong empathic relationships within and/or beyond Claire House.</p>	<p>Intermediate Communication</p> <ul style="list-style-type: none"> - Has enhanced communication skills, is able to communicate confidently with a wide variety of individuals across and beyond the organisation - Promotes the work of Claire House, communicating using appropriate styles, methods and timing. - Is able to explain complex concepts or processes to other in simple and understandable ways - Takes opportunities to regularly communicate and interact with own and other teams to build strong effective relationships. - Actively builds and maintains a network of colleagues and contacts within your community
<p>SAFETY and EXTERNAL LEGISLATION Everyone in Claire House should work in a way that demonstrates awareness of key areas of safety and legislation e.g Health and Safety, Equality & Diversity, Confidentiality Fire Regulations etc</p> <p>For some there is an additional responsibility to assess the risks involved in these areas and put in place policies and procedures to manage them.</p>	<p>Assessing</p> <ul style="list-style-type: none"> - Goes through either internal or external assessing process to ensure that it meets standards (legislative, regulatory or sector) - Assess and ensure adherence to legal and regulatory requirements.
COMMERCIAL AWARENESS	Not Applicable
FINANCIAL ACUMEN	Not Applicable
<p>ICT SKILLS The use of IT in our daily lives is becoming more and more common, through the way we use our phone, computer and tablets. IT can improve the way we work, encourage better communication and sharing of information and help raise the profile of Claire House across the region.</p>	<p>Intermediate ICT Skills</p> <ul style="list-style-type: none"> - Actively uses ICT to work effectively and regularly looks for new ways to improve efficiency - Is able to use email, word-processing packages and spreadsheets as part of daily activity to ensure effective and efficient working practices - Has a good level of understanding of how to

	<p>store and delete files. Is able to problem solve basic PC and printer issues</p> <ul style="list-style-type: none"> - Can access and add to information kept on databases and produce relevant reports - Able to use the internet for research. May be required to use elements of Social Media.
<p>MANAGEMENT Whether its volunteers, colleagues or a larger team, we often get things done by coordinating and managing the work of others.</p> <p>How we do this, empowering and supporting others and feeding back on their progress is key</p>	<p>Operational Management of teams of 1 or more people</p> <ul style="list-style-type: none"> - Translates strategic priorities into clear outcome-focused objectives for individuals - Guides and supports individuals to undertake their roles and achieve team objectives - Undertakes appraisal in a fair and transparent way
LEADERSHIP	Not Applicable
BUDGET MANAGEMENT	Not Applicable
RESOURCE MANAGEMENT	Not Applicable

June 17 Change in job title from H2H Snr Nurse to H2H Assoc. Palliative Care Nurse Specialist – job description/person spec remains unchanged.