

EAST LANCASHIRE HOSPICE

Registered Charity No: 1075653

Job Title: Senior Nurse Supportive Care Team [Hospice at Home]

Accountable to: Clinical Head of Community Supportive Care

The post holder will have a key role in providing support to patients in their own home environment who have palliative and end of life care needs, role-modelling high quality care and clinical standards and promoting a learning environment for team member and other health care providers. You will be responsible for planning, assessing, implementing, and evaluating care in collaboration with the District Nurses Team in order to prevent avoidable hospital admission or support.

KEY PERFORMANCE AREAS

- Actively engage with primary and community care colleagues to identify those individuals in the last 12 months of life, raise awareness of and access to hospice services, increase opportunities for advance care planning and work to maximise patient independence, self-care and autonomy
- Provide responsive assessment and care planning to support early discharge from hospital/hospice and/or prevent avoidable admissions
- Build on the assessment and care planning of community nursing providers to enable patients to remain in their preferred place of care/death
- Effectively manage risk on a planned and responsive basis, escalating urgent/emergency situations as they arise
- Work in collaboration with those involved in a person's care including family/informal carers, to prevent crisis development and enable the person to remain in their own home in keeping with individual preferences and where admission avoidance is possible
- Deliver high quality person-centred care for those referred to the service with palliative/end of life care needs
- Provide support and supervision for the work/development of team members including for example Health Care Assistants, volunteers and those on placement including student nurses
- Ensure medicines are managed and administered in accordance with all internal policies, standard operating procedures and legislation related to the management of controlled drugs
- Ensure that patient records are completed accurately and in-line with hospice policy and professional standards
- Establish and maintain effective communications and working relationships with the multi-professional/multi-agency team
- Verify death for patients on the caseload, following procedures and best practice guidance for care after death and liaising with families, carers and others involved in care as appropriate
- Contribute and/or lead on the provision of education/development opportunities within own area of knowledge and training

PROFESSIONAL RESPONSIBILITIES

- Communicate sensitively with patients/families taking account of individual presentations and circumstance ensuring their contribution is encouraged and consent gained for agreed treatment/care plans
- Contribute positively to service developments in keeping with hospice strategy and national/local initiatives
- Carry out specific treatments and clinical procedures based on best-practice guidelines and research-based evidence
- Work within own scope of practice as a non-medical prescriber, in keeping with associated legislation, NMC guidance, professional standards and ELH policy and have up to date clinical, pharmacological and pharmaceutical knowledge relevant to field of practice
- Maintain appropriate and respectful professional relationships with colleagues and other staff
- Exercise good personal time management, punctuality, appearance and consistent reliable attendance

- Ensure that personal actions and conduct comply with hospice policies and procedures, NMC standards, Code of Conduct and professional guidelines
- Ensure effective use of hospice resources
- Act as an ambassador for the East Lancashire Hospice promoting at all times our vision which is to help everyone who comes into contact with the hospice to make the most of life. We do this by committing to our values: to care, listen, respect and work together to support people to live well until they die and support those affected by death
- Provide palliative care advice and support to patients, their families, and carers.
- Liaise effectively with other health care professionals in the community and within the hospice, receiving and sharing information through effective communication.
- Contribute to team meetings and handovers.
- Ensure that NMC requirements for nurse revalidation are fulfilled and revalidation takes place within required timeframe

PERSONAL DEVELOPMENT

- Access mandatory and essential training appropriate to the role
- Engage in the hospice appraisal system and access training and development opportunities to improve own knowledge and skills
- Participate in the education and training of others as appropriate to the role, taking a facilitative role where applicable to own skills and experience.
- Provide mentor support to new staff, apprentices, students, and volunteers
- Develop own understanding of resources, facilities, policies/systems and processes to support own wellbeing and that of team members
- Ensure own clinical knowledge and practice are up-to-date and evidence based
- Be knowledgeable about legal, ethical and professional nursing issues, such as Mental Capacity Act, Deprivation of Liberty Safeguards and consent.
- Develop and maintain own personal development plan and professional portfolio where applicable and provide evidence of continual professional development.

MANAGING SERVICES

- Take charge of the shift on a delegated/as required basis delivering the clinical leadership necessary for continuity of high quality care
- Support the Head of Department to ensure the team workload is prioritised and resource allocation is managed effectively
- Contribute to the development of the service and related policies, procedures, and guidelines
- Work across clinical departments to meet patient and service needs and support ongoing personal/professional development
- Ensure a safe environment by ensuring the reporting of hazards and incidents, completion of relevant risk assessments, investigation of incidents and implementation of risk reduction measures
- Ensure effective use of all resources promoting efficiency in practice

MANAGING PEOPLE

- Contribute to the ongoing development and support of the skill mixed team [for example Health Care Assistants and Volunteers] including completion of competency based assessments
- Contribute to the recruitment of staff and volunteers in accordance with hospice policy and procedures
- Support the induction and development of new staff and volunteers in accordance with hospice policy and procedures to ensure they have the appropriate information and training to carry out their role
- Contribute to the PDR system to assess performance and identify development needs

STATUTORY DUTIES

- Ensure the security of information accessed in the course of your duties ensuring compliance with the Data Protection Act, Caldicott principles and information governance best practice guidance

- Report any hazards or incidents in accordance with the Health Safety and Risk Management Policy and procedures
- Comply with the East Lancashire Hospice 'no smoking' policy in all hospice premises and grounds
- Be responsible for maintaining own vaccinations including Hepatitis B immunity (as applicable)
- Ensure that infection control measures are followed in relation to your role
- Work at all times to safeguard the rights of individuals promoting their wellbeing and protecting those at risk from harm, acting on any concerns related to safeguarding children and adults at risk in line with policy and local guidance
- Work at all times to respect people's individuality, rights and diversity to ensure equality

WORKING HOURS

The post holder will work their hours flexibly. These will be worked according to a rota of up to any 5 days of a 7 day working week.

NOTES

This job description reflects how the post currently meets the needs of the service. Since the hospice is constantly developing and changing its services to ensure it meets the needs of the community it serves, the role and responsibilities of the post holder may change accordingly.

This job description will be reviewed annually at the annual PDR and may change as is deemed necessary.

Equality and Diversity

We support an inclusive and holistic working environment and aim to empower our people to bring their authentic self to work. We are committed to this and so encourage applications from all individuals with the required skills for the role inclusive of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, colour, caste, nationality, ethnic or national origin, religion or belief, socio-economic background, trade union membership status, marriage, and civil partnerships. ELH is committed to equality of opportunity for all staff and volunteers.

ACCEPTANCE OF JOB DESCRIPTION

I confirm I accept the duties contained in the above job description.

PRINT NAME:

SIGNED:

DATE:

EAST LANCASHIRE HOSPICE
Person Specification

Date 07/10/2022	Post Registered Nurse: Supportive Care [Hospice at Home]	Recruiting manager Gaynor Barlow. Head of Community Supportive Care		
	Criteria	Essential	Desirable	Assessed By
Experience	E1 Working with adults with life limiting illness E2 Palliative/end of life care experience E4 Community / home based nursing E5 Multi-disciplinary / multi agency working	E1 E5	E2 E4	Application & Interview
Qualifications	Q1 1 st Level Registered Nurse (Adults) Q2 Evidence of professional development Q3 Palliative care qualification/willing to undertake Q4 Community Practitioner Nurse Prescribing Q5 Mentorship or equivalent	Q1 Q2 Q3	Q4 Q5	Application Certificates NMC Check Portfolio
Knowledge	K1 Care Planning process including assessment and evaluation of care K2 Current best practice/developments in nursing K3 Advance Care Planning K4 Current thinking and approaches to 'Care outside Hospital'	K1 K2	K3 K4	Interview
Skills	S1 Well developed communication skills to enable effective communication with patients, colleagues and a wide range of partners in care S2 Solution focused approach to problems/risk S4 Sensitive and responsive to patient/carer need S5 Ability to identify and respond flexibly to changing priorities S6 Effective organisation and negotiation ability S7 IT skills including inputting to clinical records systems S8 Full UK driving with business class insurance and access to a vehicle for work purposes	S1 S2 S4 S5 S6 S7 S8		Interview
Personal Attributes	PA1 Able to work independently while recognising and valuing the contributions of colleagues, formal and informal carers and wider MDT PA2 Commitment to an enabling/empowering and non-discriminatory approach to patient care PA3 Able to contribute to a 7 day rota including weekends and Bank Holidays PA4 Good attendance record with a flexible approach to meet service need PA5 Ability to engage in clinical interventions that may include moving and handling people and/or equipment	PA1 PA2 PA3 PA4 PA5		Interview References