

Job Description and Person Specification

Job Title:	Hospice Community Nurse Specialist
Line Manager:	Family Support Team Leader
Professionally Accountable to:	Director of Patient Services

JOB SUMMARY

Responsible for the management of a palliative care caseload, working independently in the community. Provides specialist clinical advice and support to maintain a high standard of holistic care to those living with incurable disease. Liaises with other hospices, Primary Health Care teams, hospital and volunteer staff.

CLINICAL RESPONSIBILITIES

- To be conversant and follow Hospice procedures for Clinical Governance
- To be responsible in identifying, prioritising and implementing initial and ongoing assessments of the physical, mental, emotional, spiritual, social and practical needs of the patients and their families/carers
- To establish and maintain good professional relationships with members of the Primary Health Care Team providing knowledge and expertise in the care of patients with incurable disease. This includes advice on pain and symptom management, social, psychological care and communication
- To build and maintain a continuing caring therapeutic relationship to enable the patient and their family/carer opportunities to discuss problems, anxieties, fears hopes and joys.
- To offer advice and support to meet the physical, psychological, social and spiritual needs of patients and their families/carers
- To liaise with the hospice doctors on issues relating to patient care
- To maintain accurate patient records in accordance with the NMC Code of Practice
- To undertake administration and recording of drugs in accordance with hospice policy
- Report, record & deal with all accidents, incidents & complaints in line with Hospice policy
- To evaluate the effectiveness of nursing interventions and treatments
- To take supervised responsibility for the management of own patient caseload & assist in the planning, implementing, evaluation & documentation of direct patient care to meet agreed clinical objectives & standards of care
- To be a resource to patients, carers & staff & provide support as required
- To support bereaved relatives
- To ensure Health & Safety, Risk Management, & legislation are adhered to
- To promote health education with patients & their carers

LEADERSHIP AND MANAGERIAL RESPONSIBILITIES

- To keep HCNS Manager informed of caseload, particularly any problems arising from its management
- Involved in Clinical Governance programmes & risk management
- To participate in any accreditation or inspection process required by the Health Authority or other legislation
- Ensure current regulations are adhered to
- To liaise with Family Support Team Leader to keep updated on issues

- To support and supervise clinical practice of Hospice Community Nurse
- To promote an environment responsive to individualised patient /carers needs
- To develop & participate in effective induction programmes & staff development

EDUCATIONAL RESPONSIBILITIES

- Facilitate and train in teaching programmes run by Weston Hospicecare
- Participate in formal and informal education and training; and dissemination of professional and clinical knowledge to others – GPs, District Nurses, Student Nurses, Medical Students and Volunteers
- Provide formal and informal education and training as required, both internal and external
- To take personal responsibility for own professional development, remain updated with changes in practice and legislation; and where possible, to make full use of training and education facilities available
- Actively participate in experiential & academic learning in line with the position of Hospice Community Nurse Specialist
- Participate in the orientation and development of new staff members and volunteers
- Keep up to date with current practice and legislation
- Maintain and extend personal knowledge and expertise in all aspects of the role and to share information
- Attend all statutory and mandatory training as required

LIASES WITH

- All members of the Hospice Community Nursing team (HCNS)
- Hospice Doctors
- All other health & social care professionals
- Other voluntary services
- Any other services caring for patients and their family/carers.

PROFESSIONAL RESPONSIBILITIES

- To be a safe practitioner, and work within the Nursing, Midwifery Council Code of Professional Conduct (NMC)
- To maintain & develop own knowledge & skills ensuring compliance with the Post Registration Education & Practice (PREP) requirements
- To undertake Clinical Supervision
- Maintain continued membership of a professional body indemnity scheme
- To maintain statutory & mandatory updating
- Participate in the Performance Review Process
- To maintain confidentiality.
- To work within the policies and guidelines of Weston Hospicecare.
- To be familiar with fire, emergency and safety regulations, ensuring attendance at statutory updates.
- To maintain good working relationships with all members of the hospice staff and volunteers.

REPRESENTATIONAL ROLE

- To represent the Hospice at external meetings and events
- To take responsibility for the management of own patient caseload and assist in the assessment, planning, implementation, evaluation and documentation of direct patient care to meet agreed clinical objectives and standards of care.

RESEARCH & DEVELOPMENT

- Take an active part in audit, monitoring & research programmes
- To identify areas for research and/or audit and present to Audit Group

STRATEGY/POLICY/PROTOCOL DEVELOPMENT

- As part of the Multi-Disciplinary Team, be involved in developing standards of care

HEALTH AND SAFETY

Under the provision of the Health and Safety at Work Act 1974, it is the duty of every employee:

- To take reasonable care of themselves and others at work
- To co-operate with the hospice as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided, including personal, protective equipment for health and safety or welfare at work
- Weston Hospicecare operates an In-house **NO SMOKING** policy for staff.

DATA PROTECTION

You are required to obtain process and/or use information held on computer. This must be undertaken in a lawful way. Data held must not be disclosed in a way that is incompatible with such a purpose. Breaches of confidentiality in relation to data will result in disciplinary action, which may result in dismissal.

ADDITIONAL JOB FACTS

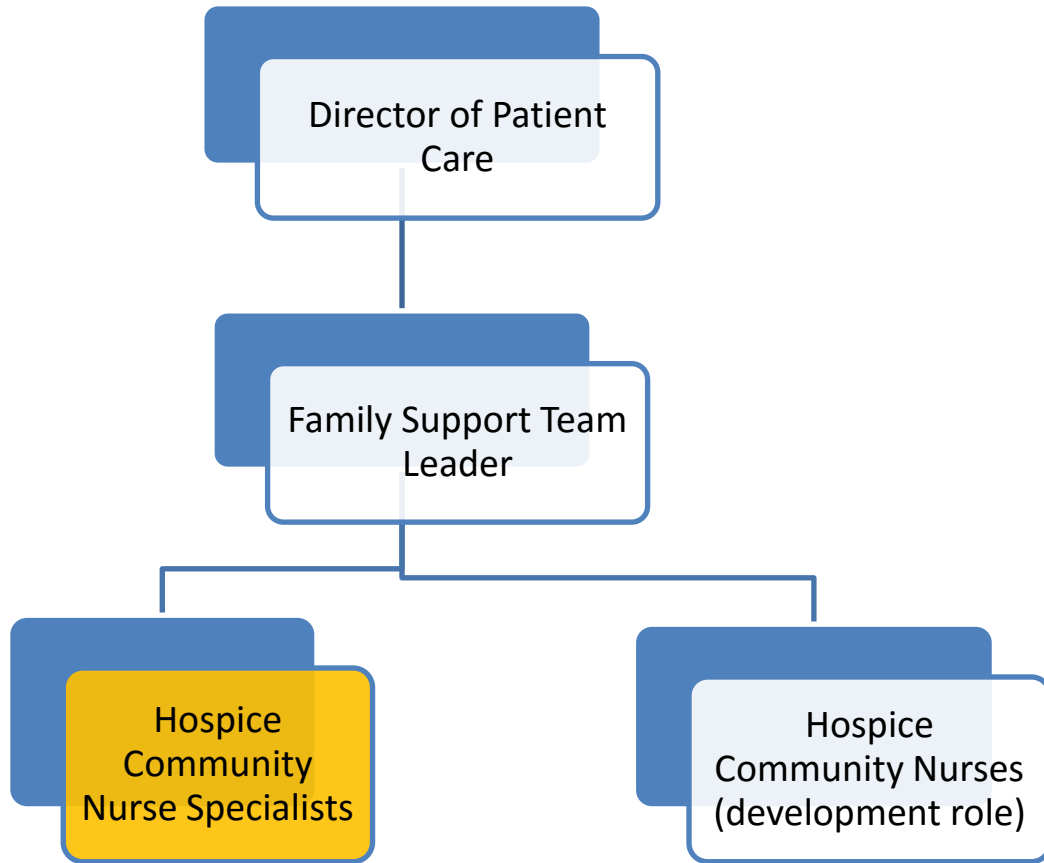
- To maintain a smart, professional appearance at all times in line with Hospice policy.
- To maintain a responsible attitude towards economy and care of equipment and other resources.

SCOPE OF JOB DESCRIPTION

This job description reflects the immediate requirements and objectives of this post. It is not an exhaustive list of the duties, but gives a general indication of work undertaken which may vary in detail in the light of changing demands and priorities. Substantive changes will be carried out in consultation with the post holder.

This job description is subject to periodic review and amendment

ORGANISATIONAL CHART



PERSON SPECIFICATION – HOSPICE COMMUNITY NURSE SPECIALIST

Criteria	Essential/ Desirable	How Evidenced & Assessed
Qualifications and Training		
<ul style="list-style-type: none"> ▪ First level RGN with minimum 5 years experience ▪ Relevant degree or working towards ▪ Evidence of continuing professional development ▪ Teaching qualification – communication skills module ▪ BSc in Palliative Care or relevant social science 	E E E D D	Application
Experience		
<ul style="list-style-type: none"> ▪ 5 years at senior nurse level, at least 2 in specialist palliative care or community ▪ Formal teaching experience ▪ Management skills ▪ Community experience 	E E E D	Application/ Interview
Communication and people skills		
<ul style="list-style-type: none"> ▪ Good communication skills including verbal, non-verbal, written, electronic & presentation. Communication will be mostly in a clinical environment with other professional, patients, carers & public, including out of hours advice line ▪ Basic PC skills including email and use of patient software system. Communication includes clinical, confidential, sensitive & complex issues, often of an emotional nature 	E E	Application/ Interview/ Case Study Application
Organisational Skills		
<ul style="list-style-type: none"> ▪ Own time management and prioritising work of other staff in an unpredictable environment ▪ On-going day to day management of patient caseload ▪ Management of resources to ensure smooth running of caseload ▪ Understanding complex symptom management 	E E E E	Interview
Special Knowledge		
<ul style="list-style-type: none"> ▪ Symptom management in Specialist Palliative Care ▪ Data Protection 	E E	Application/ Interview
Other Requirements		
<ul style="list-style-type: none"> ▪ Reflective practitioner ▪ Self motivated ▪ Manual Handling ▪ Able to transport yourself within community catchment area 	E E E E	Interview Interview Application/ Interview

Key: E = Essential D = Desirable