

## Job Description and Person Specification

|                                       |  |
|---------------------------------------|--|
| <b>Job Title:</b>                     | Community Palliative Care Nurse Band 5               |
| <b>Line Manager:</b>                  | Hospice Community Palliative Care Specialist Manager |
| <b>Professionally Accountable to:</b> | Director of Patient Services                         |

### JOB SUMMARY

Work independently in the community with indirect supervision, supporting the HCNSs to provide palliative care and clinical advice and support.

Flexibility to work on IPU or in Day Hospice may be required.

Maintain a high standard of holistic care to those living with incurable disease to enable them, where possible, to remain in their preferred place of care.

### CLINICAL RESPONSIBILITIES

- Be conversant and follow Hospice procedures for Clinical Governance
- Be responsible in identifying, prioritising and implementing on-going assessments of the physical, mental, emotional, spiritual, social and practical needs of the patients and their families/carers
- 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
- 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.
- Offer advice and support to meet the physical, psychological, social and spiritual needs of patients and their families/carers
- Liaise with appropriate HCNS and hospice doctors on issues relating to patient care
- Maintain accurate patient records in accordance with the NMC Code of Practice
- Undertake administration and recording of drugs in accordance with Hospice policy
- Report, record & deal with all accidents, incidents & complaints in line with Hospice policy
- Evaluate the effectiveness of nursing interventions and treatments
- Assist the HCNS in 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 ensure that relevant legislation & guidelines are adhered to
- To promote health education with patients & their carers
- Have a flexible approach to work requirements in order to meet the needs of the patients and carers.

## **PROFESSIONAL RESPONSIBILITIES**

- Keep relevant HCNS informed of their patients, particularly any problems arising.
- Be involved in Clinical Governance programs & risk management
- Ensure current regulations are adhered to
- Liaise with supervisor/mentor to keep updated on issues
- Promote an environment responsive to individualised patient /carers needs
- Participate in effective induction programs & staff development
- Meet regularly with community team leader.
- 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 NMC Revalidation
- 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.

## **EDUCATION RESPONSIBILITIES**

- Participate in formal and informal education and training; and dissemination of professional and clinical knowledge to others
- 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 Community Palliative care nurse.
- 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.

## **RESEARCH & DEVELOPMENT**

- Take an active part in audit, monitoring & research programmes

## **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**

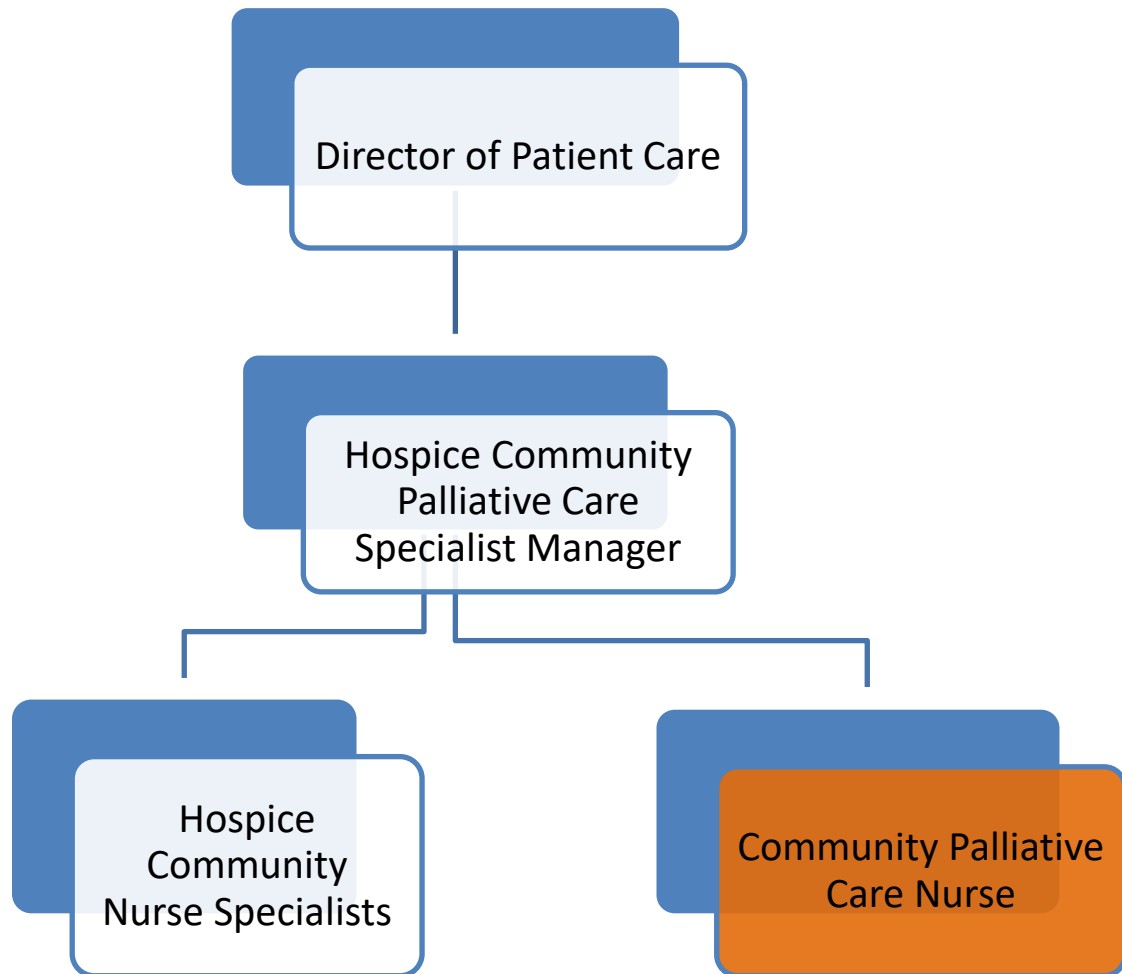
- To maintain a smart, professional appearance at all times in line with Hospice policy.
- To maintain a responsible attitude towards economy and care of equipment and other resources.

#### **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 postholder.

**This job description is subject to periodic review and amendment.**

## ORGANISATIONAL CHART



**PERSON SPECIFICATION – COMMUNITY PALLIATIVE CARE NURSE**

| Criteria   | Essential/<br>Desirable         | How<br>Evidenced<br>& Assessed    |
|--|---------------------------------|-----------------------------------|
| <b>Qualifications and Training</b>   |                                 |                                   |
| <ul style="list-style-type: none"> <li>▪ First level RGN with minimum 3 years' experience</li> <li>▪ Current NMC registration</li> <li>▪ Relevant degree or working towards</li> <li>▪ Theories and Concepts in Specialist Palliative Care or a willingness to work towards at diploma/degree level</li> </ul>   | E<br>E<br>D<br>D                | A<br>A<br>A<br>A/I                |
| <b>Experience</b>  |                                 |                                   |
| <ul style="list-style-type: none"> <li>▪ 1 years' experience / knowledge in palliative care</li> <li>▪ Experience in oncology/palliative care</li> <li>▪ Community experience</li> </ul>   | E<br>D<br>D                     | A/I<br>A/I<br>A/I                 |
| <b>Communication and people skills</b>   |                                 |                                   |
| <ul style="list-style-type: none"> <li>▪ Good communication skills including verbal, non-verbal, written, electronic &amp; presentation. Communication will be mostly in a clinical environment with other professional, patients, carers &amp; public, including out of hours advice line</li> <li>▪ Basic PC skills including email and use of patient software system. Communication includes clinical, confidential, sensitive &amp; complex issues, often of an emotional nature</li> </ul> | E<br>E                          | A/I/Case Study<br>A               |
| <b>Organisational Skills</b>   |                                 |                                   |
| <ul style="list-style-type: none"> <li>▪ Time management in an unpredictable environment</li> <li>▪ Ability to work without direct supervision</li> <li>▪ Day to day management of community team patients, as allocated</li> <li>▪ Ability to take the lead, initiate and ensure appropriate action in response to a deteriorating patient</li> <li>▪ Understanding complex symptom management</li> </ul>   | E<br>E<br>E<br>E<br>D           | I<br>A/I<br>I<br>I<br>I           |
| <b>Special Knowledge</b>   |                                 |                                   |
| <ul style="list-style-type: none"> <li>▪ Data Protection</li> <li>▪ IT Skills</li> <li>▪ Symptom management in specialist palliative care</li> </ul>   | E<br>E<br>D                     | A/I<br>A/I<br>A/I                 |
| <b>Other Requirements</b>  |                                 |                                   |
| <ul style="list-style-type: none"> <li>▪ Reflective practitioner</li> <li>▪ Self motivated</li> <li>▪ Manual handling</li> <li>▪ Flexible</li> <li>▪ Reliable</li> <li>▪ Team Player</li> <li>▪ Able to transport yourself within community catchment area</li> </ul>  | E<br>E<br>E<br>E<br>E<br>E<br>E | I<br>I<br>A/I<br>I<br>I<br>I<br>A |

Key: E = Essential

D = Desirable

A = Application

I = Interview