

## Job Description and Person Specification

<b>Job Title:</b>	Lead Nurse, Day Hospice
<b>Line Manager:</b>	Director of Patient Services
<b>Professionally Accountable to:</b>	Director of Patient Services

### JOB SUMMARY

Responsible for the management of the palliative caseload within Day Hospice  
Provide specialist clinical advice and support to maintain a high standard of holistic care to those living with incurable disease.

Provide day-to-day leadership of Day Hospice, including supervision and training of the volunteers and HCA within Day Hospice.

Take responsibility for the planning, co-ordination, implementation and evaluation of the Day Hospice service, including the volunteer drivers

Develop services in collaboration with our consultant, Director of Patient Services and wider multi-disciplinary team.

Support and work in other clinical departments if required

Liaise with other hospices and attend the South West Day Hospice meetings

### Clinical Responsibilities

- To be conversant with the policies and procedures for Weston Hospicecare
- To build therapeutic relationships and make ongoing assessments of the physical, mental, emotional, spiritual, social and practical needs of the patients attending Day Hospice
- Plan, implement and evaluate patient care, considering also the needs of their families/carers
- To monitor individual programmes and be aware of changing needs
- To achieve a relaxed and calm environment enabling patients time to discuss any difficulties, anxieties, hopes or fears
- 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
- To report, record, deal and monitor all accidents, incidents and complaints as appropriate
- To work with the team to plan and implement diversional therapy, utilising the skills of volunteers
- To be a resource to patients, carers and staff and provide support as required
- To promote health education with patients and their carers
- To participate in the weekly multi-disciplinary team meeting

### Leadership Responsibilities

- Take leadership responsibility for the HCA working within Day Hospice, the Day Hospice volunteers and our volunteer drivers, providing supervision and training
- To be involved in Clinical Governance programmes and risk management
- To participate in any accreditation or inspection process required by the CQC, or other legislation
- To promote an environment responsive to individualised patient/carers needs
- Ensure accurate patient records are maintained
- Ensure all staff and volunteers attend statutory training

- Develop effective induction programmes and staff development including appraisals
- To produce reports required by the Director of Patient Services

### **Professional Responsibilities**

- To be a safe practitioner and work within the NMC code of professional practice
- To maintain & develop own knowledge & skills ensuring compliance with NMC Revalidation requirements
- To undertake Clinical Supervision
- Will, at times, receive confidential and sensitive information and will deal with it according to policy
- To work in accordance with Hospice policies and procedures and with national clinical guidelines.
- To undertake Personal Development Review (PDR) and to critically reflect on own performance through clinical supervision and mentoring.
- Be familiar with fire, emergency and safety regulations, ensuring attendance at statutory updates
- Maintain good working relationships with all members of the hospice staff and volunteers
- Maintain a smart, professional appearance at all times in line with hospice policy
- Maintain a responsible attitude towards economy and care of equipment and other resources

### **Education Responsibilities**

- To facilitate and train in teaching programmes run by Weston Hospicecare
- To participate in formal and informal education and training and disseminate professional and clinical knowledge to others
- To take responsibility for own continuing professional development, remain updated with changes in practice and legislation, and where possible to make full use of training and education facilities available and performance including identifying own development needs.
- To attend all statutory and mandatory training and ensure records of such training are kept up to date.
- To participate in the orientation and development of new staff members and volunteers

### **Liases with**

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

### **Representational Role**

- Represent the Hospice at external meetings and events

### **RESEARCH AND DEVELOPMENT**

- Take an active part in audit, quality improvement, monitoring and research programmes
- Identify areas for research and/or audit and present to Audit and Assurance Group

### **STRATEGY/POLICY/PROTOCOL DEVELOPMENT**

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

### **Health & 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 control and process data held on computer. This must be undertaken lawfully in compliance with the UK's GDPR and Data Protection Act. Breaches of confidentiality in relation to confidential, personal or sensitive data will result in disciplinary action, which may include dismissal.

### **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.

## PERSON SPECIFICATION - LEAD NURSE, DAY HOSPICE

Criteria	Essential/ Desirable	How Evidenced & Assessed
<b>Qualifications and Training</b>		
<ul style="list-style-type: none"> <li>▪ First level RGN with minimum 2 years' experience</li> <li>▪ Evidence of continuing professional development</li> <li>▪ Current NMC registration</li> <li>▪ Qualification in palliative care</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p>A</p> <p>A/C/I</p> <p>A/C</p> <p>A/C</p>
<b>Experience</b>		
<ul style="list-style-type: none"> <li>▪ At least 2 years' experience as a registered nurse</li> <li>▪ Clinical assessment and evaluation skills</li> <li>▪ 1 years' experience in palliative care</li> <li>▪ Teaching and presentation experience</li> <li>▪ Management skills</li> <li>▪ Community experience</li> <li>▪ Research skills</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>	<p>A</p> <p>A/I</p> <p>A</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<b>Communication and people skills</b>		
<ul style="list-style-type: none"> <li>▪ Good communication skills including verbal, non-verbal, written, electronic and presentation. Communication will be mostly in a clinical environment with other professionals, patients, carers &amp; public. Communication includes clinical, confidential, sensitive &amp; complex issues, often of an emotional nature</li> <li>▪ Basic PC skills including email and use of patient software system</li> <li>▪ Ability to react to stress in others and to oneself, managing this appropriately and sensitively</li> </ul>	<p>E</p> <p>E</p> <p>E</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p>
<b>Organisational Skills</b>		
<ul style="list-style-type: none"> <li>▪ Own time management and prioritising work of other staff in an unpredictable environment</li> <li>▪ On-going day to day management of patient caseload</li> <li>▪ Management of resources to ensure smooth running of caseload</li> <li>▪ Able to work flexibly</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>I</p> <p>A/I</p> <p>I</p> <p>I</p>
<b>Special Knowledge</b>		
<ul style="list-style-type: none"> <li>▪ Understanding complex symptom management in specialist palliative care</li> <li>▪ Data Protection/GDPR/Information Governance</li> <li>▪ Manual Handling</li> <li>▪ Oncology experience</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<b>Other Requirements</b>		
<ul style="list-style-type: none"> <li>▪ Reflective practitioner</li> <li>▪ Self-motivated</li> <li>▪ Team player</li> <li>▪ Reliable</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>I</p> <p>I</p> <p>I</p> <p>i</p>

**Key:**        **E = Essential**        **D = Desirable**  
                 **A= Application**    **I = Interview**        **C = Certificate**