Associate Palliative Care Nurse Specialist

JOB DESCRIPTION

Job Title: **Associative Palliative Care Nurse Specialist (Band 6)**

Accountable to: Director of Clinical Services

Responsible to: Integrated Care Service Lead/Nurse Consultant

Main Purpose of Post:

To practise and promote specialist palliative care, encompassing a supportive and holistic approach to the baby/child/young person and their families who require palliative or end of life care in the community, hospice or hospital setting.

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

This role will be a point of contact for symptom management, support and advice for babies/children/young people, families and clinical teams from the hospice, community and hospital setting throughout the palliative care journey from diagnosis to death and through to bereavement.

This role will support the wider Rapid response leadership team in the implementation of service developments regarding palliative and end of life care services in all care settings to ensure children and families receive evidenced based care of the highest possible standard.

To provide clinical leadership, support, and guidance to junior members of the Nursing team and other external professionals who are less experienced or skilled.

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

Position of the role in Claire House

- The post holder reports to the Palliative Care Nurse Specialist and is accountable to the Integrated Care Service Lead/Nurse Consultant and Director of Clinical Services.
- The post holder works as part of the Rapid Response on call and hospice prescribing teams if qualified NMP.
- The post holder works collaboratively with Lead Clinicians, the Hospice, Specialist Palliative Care and Community Children's Nursing Teams to ensure seamless care is provided to children and their families and to develop excellent channels of communication.
- The post holder will influence palliative care through networking, education and training.

Scope of Job

- To offer and provide specialist "hands on" palliative and end of life care in the most appropriate setting according to the choice of the baby/child/young person and family, home, hospice or hospital.
- To act as a resource on palliative care issues for all members of the multi-disciplinary team providing supervision, guidance, care and support across all care settings.
- To be a key point of contact for all referrals for end-of-life care in all care settings and to co-ordinate, with partner services, care provisions ensuring a timely but safe transfer to preferred place if care.
- To co-ordinate the care for a case load of babies/children/young people, ensuring that all they receive safe and effective care and support to meet their identified needs in a timely manner in a setting of choice, using the Band 7 Palliative Care Nurse specialists for guidance.
- To facilitate and forge external links with hospitals and community services to ensure that professionals are aware of service provisions that Claire House offer.

Dimensions and Limits of Authority

- To work without supervision as an autonomous practitioner ensuring personal accountability for practice and management in accordance with NMC's code: Standards of conduct, performance and ethics for nurses and midwives.
- To work collaboratively with other multi-disciplinary professionals from health, education and social care to provide joined up and seamless care.
- This post holder will take line management responsibility for identified staff within the team, including appraisals and sickness absence related issues. Appropriate advice should be sought from the Integrated Care Lead/Nurse Consultant or HR.
- To provide a 24 hour on call service for telephone advice and home assessment visits using advanced clinical skills to base decisions on.
- To be delegated the clinical leadership for the Rapid response team on a shift basis to ensure the safe, smooth running of the service, prioritising care using own initiative.

Relevant Qualifications:

- Professional background as a Registered Nurse Child, adult or learning disability
- ENB 998 or equivalent
- Palliative care experience
- Demonstrate clinical leadership
- Community nursing experience
- Extensive post registration experience
- Appraiser training/qualification
- Risk assessment training
- Non-medical prescriber (desirable – or willing to undertake)

Main Duties and Responsibilities:

- 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
- To offer specialist palliative and end of life care in the most appropriate setting according to the choice of the baby/child/young person and family

- To act as a resource on palliative care issues for all members of the multi-disciplinary team providing supervision, guidance, care and support.

- To work collaboratively with other multi-disciplinary professionals from health, education and social care to provide joined up and seamless care.

- To act as a key worker demonstrating core/advanced communication skills and adapting such, depending on the specific needs of the baby/child/young person and their family.

- To assess, plan, implement and evaluate the clinical/emotional care for babies/children/young people with complex, palliative and end of life care needs.

- To support the Rapid Response leadership team inducting, orientating and training new and rotational staff.

- To work flexibly over a 7-day period to suit the needs of the service.

- To participate in the 24/7 on call rota for the Rapid Response Service.

- To participate in the formulation and review polices and procedures.

- To provide clinical leadership for the Rapid Response team on a shift basis to ensure the service is safe, effective and responsive, prioritising care using own initiative.

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 baby/child/young person and plan care recognising best practice and evidence based guidelines:

- 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 baby/child/young person and their parents/carers, documented and communicated to the other members of the team and external professionals.

- To accurately evaluate and document the care of the child/young person in accordance with NMC's guidance.

- 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.

- To liaise with outside agencies from health, education and social care involved in the care and support of babies/children/young people and their families.

- To work alongside, supervise and induct junior/senior members of staff ensuring clinical tasks and workload are delegated appropriately.

- To liaise and provide reports for the Clinical Leadership team to keep them updated on babies/children/young people receiving support from the Response Team.

- To be competent in Claire House's core and extended clinical competencies.

- To provide specialist advice and care on palliative care issues.

- To participate in the assessment for newly referred neonates/children/young people.

- To participate and attend Multi disciplinary team meetings in all settings, advocating for the family.

- To be responsible and accountable for the safe administration of medicines within the community/hospice ensuring medicine management policies and procedures are adhered to.

- To adapt the delivery of care according to the emotional, physical and environmental demands.

- To be aware of, and working to, Safeguarding and Prevention of Vulnerable Adults policies and procedures.

- To comply with manual handling policies and procedures.

- To provide and take the lead for early bereavement care and support working in partnership with the Butterfly and Family Support Team.

- To lead and co-ordinate hospice special interest groups.

- To respond to parents by visiting the baby/child/young person in their preferred place of care to assess symptoms and manage accordingly.

- To liaise with the relevant medics to make amendments to treatment in order to manage symptoms.

- To provide a 24 hour on call service for telephone advice and home assessment visits using advanced clinical skills to base decisions on.

- To be a supportive person to families during crisis management and bereavement care.

- 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, neonates, children, young people and their family.

Education:

- To act as a positive role model by using evidence/research-based care and practice.

- To participate in in-house and external training programmes and teaching sessions.

- To participate in the orientation of new staff, students and volunteers. Acting as mentor/sign off mentor as and when required.

- To identify ways of continued quality improvement, using reflective practice through Clinical Supervision.

- To act as a clinical supervisor and participate in ongoing training.

- To take responsibility for maintaining his/her own professional development. Meeting with line manager for regular appraisals, identifying and agreeing personal targets.

- To act as an appraiser for junior members of staff.

- To undertake further education to degree level.

- 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.

- To attend regular meetings with the multi-disciplinary team to discuss individual children, respecting and inviting the sharing of skills and expertise.

- To undertake research as appropriate to area of work.

Quality Control:

- To participate in quality measures for the delivery of care to maintain high standards through best practice.

- To participate/take lead in audits to enhance the delivery of care.

- To liaise with the Integrated Care Service Lead/Practice Development Team in significant event analysis.

- To actively complete care improvement documentation in accordance to “no blame” and whistle-blowing policy.

- To adhere and comply with all Hospice policies and procedures.

- To undertake risk assessments within the Rapid Response and participating in appropriate training.

Managing:

- To ensure the economical and appropriate use of all resources within the Hospice.

- To be responsible for the safe use, storage and maintenance of equipment/technical apparatus.

- To liaise with the appropriate Community teams to ensure that equipment is maintained.

- To ensure that mileage forms are completed.

- To maintain appropriate client records ensuring they are stored securely and confidentially.

- To attend and participate in Hospice meetings.

- To provide positive leadership.

- To report and record all accidents and incidents in line with hospice procedure safeguarding the welfare and safety of all staff during working hours with regard to the Health and Safety at Work Act.

- To be fully involved in the process of preventing and controlling infections.

- To maintain confidentiality in all aspects of the role, especially information regarding babies/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: Associate Palliative Care Nurse Specialist

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

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

CLAIRE HOUSE JOB RELATED SKILLS – 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
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. 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.	Intermediate Communication - 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
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 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.	Assessing - 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
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.	Intermediate ICT Skills - 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 store and delete files. Is able to problem

	solve basic PC and printer issues - 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.
MANAGEMENT Whether its volunteers, colleagues or a larger team, we often get things done by coordinating and managing the work of others. How we do this, empowering and supporting others and feeding back on their progress is key	Operational Management of teams of 1 or more people - 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