



Post number: 17

JOB DESCRIPTION

JOB TITLE: HOSPICE CLINICAL NURSE

POST HOLDER:

PART 1: JOB PROFILE

1. Main Purpose of Job

To provide a high level of specialist palliative care, encompassing a supportive and holistic approach to the child/young person with a life limiting condition and their family in the Hospice setting, and in the child/YP's home environment. The post holder is responsible as a registered, accountable, and autonomous nurse to always uphold the best interests of the child/ young person and their family. You will maximise the use of the multi-skilled team to plan, deliver, evaluate, and maintain safe, compassionate, and effective care. You will be required to demonstrate leadership qualities and be open, transparent, and trustworthy. This is in accordance with the Nursing and Midwifery Council (NMC) Code of Practice and Claire House vision and values.

To work flexibly including rotation onto nights to cover a 24/7, 365-day service.

2. Position of the role in Claire House

The post holder reports to a Hospice Lead Nurse and is accountable overall to the Director of Clinical Services

3. Scope of Job

- To act as a resource for all members of the multi-disciplinary team providing supervision, guidance, care and support
- To act as a contact worker on shift demonstrating a good level of core communication skills to meet the specific needs of the child/young person and their family
- To assess, plan, implement and evaluate the clinical and/or emotional requirements of children/young people with complex, palliative and end of life care needs

4. Dimensions and Limits of Authority

- Hospice Clinical Nurses (HCN) new in post will only take on the full aspects of the role post Probationary/Preceptorship period. For Newly Qualified HCNs this will be a minimum preceptorship period of 12 months
- To work without supervision ensuring personal accountability in accordance with the Nursing and Midwifery Council (NMC) code: Standards of conduct, performance and ethics for nurses and midwives
- To refer to a senior member of the clinical team for advice/guidance during a shift
- To contribute to the coordination of a shift (post probation/ preceptorship period)

5. Qualification and Skills Level

- Professional background as a Registered Nurse- Child, Adult or Learning Disabilities
- Knowledge and/ or experience working in a children's hospice or caring for children with life limiting/life threatening conditions

Part 2: MAIN DUTIES AND RESPONSIBILITIES

1. Responsibility for Staff

- To act as a positive role model by displaying CH values, attitudes, and behaviour. In clinical practice, role model by using evidence/research-based care and practice
- To participate in in-service training programmes and teaching sessions
- To participate in the orientation of new staff, students, and volunteers, acting as mentor when requested
- To work alongside, supervise and induct new members of staff ensuring clinical tasks are delegated appropriately
- To provide training and assessment in core competencies to new members of the team
- To take responsibility for the appropriate delegation of duties to non-registered members of the care team
- To assist and participate in the safe and smooth coordination of a shift, reporting to the senior clinical lead on duty at the time

2. Responsibility for Patient Care

- To work in partnership with parents/carers to identify the care and emotional needs of the child/young person. To plan care recognising best practice and evidence-based guidelines
- To be responsible for maintaining the care plans. Assessing and implementing care based on current evidence-based and researched best practice. Amendments will be negotiated with the child/young person and their parents/carers, documented, and communicated to the other members of the team
- To accurately evaluate and document the care of the child/young person in accordance with NMC's guidance on documentation
- To deliver all aspects of care following the individual's care, pain and manual handling assessment plan
- To ensure patient safety by appropriate delegation of duties to suitably trained members of staff
- To share responsibility within the Hospice 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 children/young people and their family
- To be responsible and accountable for the safe administration of medicines on a shift basis ensuring medicine management policies and procedures are adhered to
- To adapt the delivery of care according to the changing emotional, physical, and environmental demands
- To be aware of and work to Safeguarding Children and (Vulnerable) Adult's policies and procedures
- To comply with manual handling policies and procedures
- To attend regular meetings with the multi-disciplinary team to discuss individual children, respecting and inviting the sharing of skills and expertise
- To provide early bereavement care and support, working in partnership with the Family Support Team
- 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, children, young people and their family

3. Responsibility for Clinical Governance and Quality

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

- 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 participate in audit to enhance the delivery of care
- To identify ways of continued quality improvement, using reflective practice through Clinical Supervision
- To attend, actively participate and learn from significant event analysis
- To actively complete clinical incident documentation in accordance with “no blame” and whistle-blowing policy
- To adhere to and comply with all Hospice policies and procedures

4. Responsibility for Clinical Leadership and Practice Development

- To take responsibility for maintaining his/her own professional development. Meeting with Senior Nurse/Team Coordinator for regular appraisals, identifying and agreeing personal targets
- To share previous knowledge and experience that promotes best practice
- To be competent in Claire House’s core clinical competencies and working toward extending such clinical skills
- 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 maintain appropriate client records ensuring they are stored securely and confidentially
- To attend and participate in Hospice meetings
- To report and record all accidents and incidents in line with Hospice procedure safe guarding 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 children/young people and their families
- To participate in hospice special interest groups

5. General Claire House Requirements

- Adhere to and comply with organisational policies, procedures and guidelines at all times

- Implement risk management strategies (including reporting, registering risk and learning), taking all reasonable steps to manage and promote a safe and healthy working environment which is free from discrimination
- Implement Health and Safety regulations through risk assessment. Maintain a constant awareness of health, welfare and safety issues affecting colleagues, service users, volunteers, visitors and themselves, reporting any accidents or faults in line with organisational policy. Participate fully in health and safety training
- Comply with the organisational policy on confidentiality and the Data Protection Act 1998 relating to information held manually or on computerised systems
- Respect the confidentiality and privacy of children, young adults, volunteers and staff at all times
- Participate in personal training, development and appraisal, and attend all relevant training courses as required
- Take part in organisational research
- Embrace the positive volunteer culture which Claire House strives to create.

The post holder must act at all times in a professional and responsible manner and have due regard to confidentiality and Health & Safety legislation.

This is an outline job description and should not be regarded as an inflexible specification. Responsibilities will be reviewed periodically in line with service priorities and duties may change or new duties be introduced after consultation with the post holder. As a term of your employment you may be required to undertake such other duties, such as link roles, and/or hours of work as may reasonably be required, commensurate with your general level of responsibility with the organisation, at your initial place of work or at any other of the Claire House establishments.

DBS level: Enhanced with child and adult barred list

Our working premises are no smoking areas.

Person Specification

Job Title: Hospice Clinical Nurse

Criteria	Essential	Desirable
Qualifications & Special Training & Education	RSCN/RN (Child), RGN & RNLD with relevant experience (including experience during Nurse Training for Newly Qualified Staff) Understanding/ evidence of NMC requirements in regard to continuous professional development (revalidation)	Recognised Mentorship qualification (degree level min)
Knowledge & Experience	Knowledge and/ or Experience of working with children and young people with complex health needs	Experience of working in a children's hospice (either through previous employment or student placement) Experience in paediatric complex health care palliative/ end of life care Experience of a variety of clinical skills Post registration consolidation/ experience in a relevant setting Knowledge/experience of working for a charity
Skills & Abilities	Effective communication skills; Communicate with peers and supervisors alike; Relates well with families and other healthcare professionals Motivated and willing to assist in the motivation and professional development of others Good organisational skills and ability to prioritise work load. Ability to assess, plan, implement and evaluate care Ability to record information in a concise, legible and accurate manner Good interpersonal and Team working skills.	Supervisory skills

Personal Qualities	<p>Positive attitude, values and behaviours</p> <p>Flexible – able to cover a range of shifts in a 24-hour period</p> <p>Professional and approachable</p> <p>Supportive of colleagues, children and families</p> <p>Honest and trustworthy</p>	
Special Circumstances / Additional Requirements	Basic IT skills	Car driver

CLAIRE HOUSE JOB RELATED SKILLS –HOSPICE CLINICAL NURSE

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
<p>COMMUNICATION</p> <p>Excellent communication is central to everything we do, and forms part of our Claire House behaviours, Together We Achieve More and We Deliver Excellence.</p> <p>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.</p>	<p>Intermediate Communication</p> <ul style="list-style-type: none"> - 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.
<p>SAFETY and EXTERNAL LEGISLATION</p> <p>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</p> <p>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.</p>	<p>Assessing</p> <ul style="list-style-type: none"> - 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
<p>ICT SKILLS</p> <p>The use of IT in our daily lives is becoming more and more common, through the way we use our phone, computer and tablets.</p> <p>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.</p>	<p>Core ICT Skills</p> <ul style="list-style-type: none"> - Has a positive “can do” attitude to using ICT on a day to day basis - Work station basics, logging on and off, using printers etc - Is able to send and read emails and use simple spreadsheets and word processing packages - Can access information kept on databases and input information onto databases - Is able to perform basic internet searches.

<p>MANAGEMENT</p> <p>Whether it's volunteers, colleagues or a larger team, we often get things done by coordinating and managing the work of others.</p> <p>How we do this, empowering and supporting others and feeding back on their progress is key.</p>	<p>Supervision</p> <ul style="list-style-type: none"> - Oversees individuals but with little or no formal management expectations - Coordinates the work of one or more volunteers supporting a project or team - Checks own and team performance against outcomes. Makes improvement suggestions or take corrective action when problems are identified.
LEADERSHIP	Not Applicable
BUDGET MANAGEMENT	Not Applicable
RESOURCE MANAGEMENT	Not Applicable