# Foyle HospiceJOB DESCRIPTION

## Job Title: Community Nurse Specialist

**Grade:** Band 7

**Location:** Omagh/Fermanagh

**Reports to:** Community Services Manager

**Responsible to:** Director of Nursing and Clinical Care Services

**Hours of Working**: As per contract –weekend and Bank Holiday working may be required in the future.

**JOB PURPOSE**

* To work within Foyle Hospice’s Multi-Disciplinary Specialist Palliative Care Team consisting of medical and nursing. Also to work closely with our WHSCT Palliative care staff and the Macmillan Allied Health Professionals and Social Work colleagues to assist in the provision of a specialist palliative care service for patients with malignant/non-malignant disease and their families/carers who have specialist palliative care needs.
* Work alongside the existing Specialist Palliative Care Team to assess care needs, develop and evaluate individual programmes of care, and to assist in the setting and auditing of standards of care for patients with specialist palliative care needs.
* To provide specialist advice, support and education/training to other staff, patients and their families and carers.
* To work in close collaboration with other Health Professionals in the hospital, statutory and voluntary sectors to nurture care programmes, in order to provide a seamless service.
* Be responsible for the assessment of care needs, the development and evaluation of individual programmes of care, and the setting and auditing of standards of care for patients with specialist palliative care needs.

**KEY RESPONSIBILITIES**:

**Clinical**

* Develop, facilitate and instigate a philosophy of care and approach to care which is holistic and individualised, by ensuring that assessment of patient needs is carried out and that individual care programmes are implemented and evaluated using a problem-solving approach.
* Develop written standards of care in partnership with the multidisciplinary team to conduct audits of standards in order to evaluate effectiveness care delivery. Where deficits in standards of care are identified, plan a teaching programme to address these issues and re-audit as required.
* Work as an integral part of the multi-professional specialist palliative care team to ensure palliative care practice is evidence-based throughout the Hospice, whilst participating in the development of guidelines/policies/procedures.
* Establish effective working relationships with the Specialist Palliative Care Team in the WHSCT, long-term conditions, General Practitioners and District Nursing teams.
* Ensure that both the specialist palliative care and the palliative care approach become an integral part of all clinical practice.
* Assist in the development of Care Pathways for this group of patients.
* Work in collaboration with existing providers to educate care professionals in specialist palliative care at both basic and post-basic levels.
* Ensure that collaboration between Hospice, hospital and community services is seamless, effective and efficient.
* Facilitate access to a full range of inpatient and community specialist services in all aspects of specialist palliative care.
* Act as a clinical resource / role model in specialist palliative care to health care providers.
* Advise other clinical staff on the control of pain and distressing symptoms.
* Promoting innovation and adaptability in approach to care in relation to changing needs and advances in treatment.
* Establish agreed and realistic objectives and agree a plan of action, with

the multidisciplinary team.

* Collaborate with the wider multidisciplinary team, including professional colleagues for example, Marie Curie and our other hospital and hospice colleagues, to ensure effective Discharge Planning.
* Provide specialist emotional support to the bereaved family and carers in community.
* Ensure good communication operates at all levels within the Palliative care team to enable continuity of care. Participate in multidisciplinary meetings which should be the focal point for problem solving.

**Personal, Professional Development and Competence:**

* Continually update and improve knowledge of relevant research, changes and developments in nursing and professional knowledge and competence.
* Attend study days and courses as agreed and disseminate information and feedback appropriately.
* Must be willing to undertake the non- medical prescribing course following appointment.
* Participate in individual performance review on an annual basis, to assess present performance and future development needs.
* Active participation in supervision and appraisal policies in place in Foyle Hospice and be responsible for supervising other staff where necessary.
* Maintain a personal record of professional development and ensure revalidation is completed and submitted in a timely fashion.

## QUALITY

* Promote a culture which focuses on the provision of high quality, safe and effective care, promotes continuous improvement, allows staff to maximise their potential and is underpinned by honest, open communication and team working across disciplines.
* To actively facilitate and participate in improving and enhancing the delivery of the care for people with palliative care needs.
* Ensure compliance with clinical and social care governance arrangements, including assessment and management of risk reporting incidents, accidents and compliments and complaints.
* To comply with Foyle Hospices control assurance standards with particular reference to medicines management, infection control, medical devices and environmental cleanliness.
* Undertake audits and ensure audit systems are in place to monitor and evaluate the delivery of a high quality palliative care service. In doing so support the identification of areas for improvement/change and support implementation of same.
* Participate in the recruitment of staff.
* Ensure familiarity and support the achievement of specific performance and improvement targets relating to palliative and end of life care.
* Contribute to and promote quality initiatives.
* To continually respect people’s privacy, dignity and individuality and aim to provide care in an environment which is appropriate to the wishes of the person and to their current physical and emotional needs.

**PERFORMANCE DELIVERY/SERVICE DELIVERY**

* Ensure that all relevant legislative requirements and delegated statutory functions are met.
* Promote collaborative practice across all health care settings to support the achievement of integrated working practices in palliative and end of life care. Preventing duplication and promoting seamless care in the best interest of people using the services.
* Collect, collate and evaluate a range of information to support clinical and service audit.
* To support and promote accurate up to date patient records, databases and specialist reporting in accordance with the Hospices policy and professional guidance.
* To continually review and support the development of palliative care practices and policies to ensure that services are delivered efficiently and effectively providing high quality care to people and organisations.
* Ensure appropriate mechanisms are in place to involve service users, their relatives and carers and other appropriate stakeholders in the development and delivery of local services for the population with palliative and end of life care needs.

## INFORMATION & COMMUNICATION

* To use Information support systems relevant to specialist palliative care.
* Promote the interface between the Hospice, hospitals, primary, community and social care settings.
* Effectively communicate with other key health care professionals and service providers to support the best outcomes of care.
* Keep accurate and timely documentation.
* Actively promote the development of clinical and professional networks for patients with palliative care needs.

## PROFESSIONAL RESPONSIBILITIES

* Work within the NMC Guidelines and Standards for professional nursing practice.
* Participate in working groups including leading those that are appropriate.
* Contribute professional engagement for services development to promote highly skilled, flexible and motivated workforce with regard to the population with palliative care.
* Promote a culture of effective team working, continuous improvement and innovation.
* Liaise with professional leads regarding professional issues and advice.
* Ensure that procedures and arrangements for the safeguarding of vulnerable children and adults are adhered to.

**GENERAL DUTIES**

* Employees of the Hospice will be required to promote and support the mission and vision of the service for which they are responsible.
* Participate in the grievance and disciplinary processes as required.
* Promote equality of opportunity through his/her own actions and ensure this policy is adhered to by staff for whom he/she has responsibility.
* The post holder will promote and support effective team working, fostering a culture of openness and transparency.
* The post holder will ensure that they take all concerns raised with them seriously and act in accordance with The Code (NMC 2018).
* Will act as a practice supervisor and practice assessor in the supervision and assessment of students, in line with the NMC Education Standards 2018.

**ADDITIONAL INFORMATION FOR EMPLOYEES**

Conduct

Employees must at all times abide by Foyle Hospice policies and procedures and the terms of their contract of employment. They must conduct themselves with impartiality, integrity, objectivity and honesty and maintain high standards of personal and professional accountability.

Performance

Employees are expected to demonstrate commitment to the Hospice by ensuring regular attendance at work and efficient completion of duties.

**Risk Management**

Employees must ensure that they comply with any risk management responsibilities specific to their post.

**Governance**

Foyle Hospice is committed to the development and implementation of systems under governance to ensure continuous improvement in the quality of services provided. Employees will be expected to be pro-active, co-operate and work with these systems.

**Confidentiality**

All information concerning patients and staff must be held in the strictest confidence and may not be divulged to any unauthorized person. Social media policy must be adhered to at all times.

**Equality and Human Rights**

Employees must ensure that equality and human rights issues are addressed within the post holder’s area of responsibility.

**Health and Safety**

Employees should note that under Health & Safety at Work Legislation they are required to take all reasonable steps while at work to ensure their own health and safety and the health and safety of those who may be affected by their acts or omissions at work.

**Smoking, Alcohol & Health**

Foyle Hospice operates policies on smoking, alcohol and health.

**Environmental Cleanliness**

Foyle Hospice promotes a culture of cleanliness and has adopted a partnership and collaborative approach that recognises cleanliness as the responsibility of everyone, cascading throughout every level of the organisation.

**Infection Prevention & Control**

Foyle Hospice operates policies to prevent healthcare associated infections and the post holder is required to comply with all infection prevention policies, guidelines, protocols and procedures.

**Access NI Disclosure** – Foyle Hospice operates in line with the Access NI Code of Practice. Further details can be obtained from www.accessni.gov.uk.

***The duties and responsibilities outlined in the above job description are not intended to be definitive nor restrictive, and may be amended to meet the changing needs of Foyle Hospice,* following discussion with the post holder.**

**September 2023**

# Foyle HospiceJOB DESCRIPTION

## Job Title: Community Nurse Palliative Care

**Grade:** Band 6

**Location:** Omagh/Fermanagh

**Reports to:** Community ServicesManager

**Responsible to:** Director of Nursing and Clinical Care Services

**Hours of Working**: As per contract – Weekend and Bank Holiday working may be required in the future.

**JOB PURPOSE**

* To work within Foyle Hospice’s Multi-Disciplinary Specialist Palliative Care Team consisting of medical and nursing. Also, to work closely with our WHSCT Palliative care staff and the Macmillan Allied Health Professionals and Social Work colleagues to assist in the provision of a specialist palliative care service for patients with malignant/non-malignant disease and their families/carers who have specialist palliative care needs.
* Work alongside the existing Specialist Palliative Care Team to assess care needs, develop and evaluate individual programmes of care, and to assist in the setting and auditing of standards of care for patients with specialist palliative care needs.
* To provide advice, support and education/training to other staff, patients and their families and carers.
* To work in close collaboration with other Health Professionals in the hospital, statutory and voluntary sectors to nurture care programmes, in order to provide a seamless service.

**KEY RESPONSIBILITIES**:

**Clinical**

* Develop, facilitate and instigate a philosophy of care and approach to care which is holistic and individualised, by ensuring that assessment of patient needs is carried out and that individual care programmes are implemented and evaluated using a problem-solving approach.
* Assist in the development of written standards of care in partnership with the multidisciplinary team to conduct audits of standards in order to evaluate effectiveness of care delivery. Where deficits in standards of care are identified, assist in the planning of a teaching/development programme to address these issues and re-audit as required.
* Work as an integral part of the multi-professional specialist palliative care team to ensure palliative care practice is evidence-based throughout the Hospice, whilst participating in the development of guidelines, policies and procedures.
* Establish effective working relationships with the Specialist Palliative Care Team in the WHSCT, long-term conditions, General Practitioners and District Nursing teams.
* Ensure that both the specialist palliative care and the palliative care approach become an integral part of all clinical practice.
* Assist in the development of Care Pathways for this group of patients.
* Work in collaboration with existing providers to educate care professionals in specialist palliative care at both basic and post-basic levels.
* Ensure that collaboration between community and Hospital services is seamless, effective and efficient.
* Be aware of how to access to a full range of inpatient and community specialist services in all aspects of specialist palliative care.
* Act as a clinical resource/role model in palliative care to health care providers.
* Advise clinical staff on the control of pain and distressing symptoms when reviewing patients following Specialist Palliative Care Team’s initial assessment.
* Promoting innovation and adaptability in approach to care in relation to changing needs and advances in treatment.
* Establish agreed and realistic objectives and agree a plan of action, with the multidisciplinary team.
* Collaborate with the wider multidisciplinary team, including professional colleagues for example, Marie Curie and our other hospital and hospice colleagues, to ensure effective Discharge Planning.
* Provide emotional support to, both In-patient staff and to the bereaved family and carers.
* Ensure good communication operates at all levels within the Palliative care team to enable continuity of care. Participate in multidisciplinary meetings which should be the focal point for problem solving.

**Personal, Professional Development and Competence**

* Partake in the continual update and improvement of knowledge through awareness of relevant research, changes and developments in nursing and professional knowledge and competence.
* Attend study days/courses as agreed and disseminate information/feedback appropriately.
* Participate in supervision and appraisal performance reviews, on an annual basis, to assess present performance and future development needs.
* Maintain a personal record of professional development.
* Undertake the Specialist Practice in Palliative Care and non-medical prescribing.

## QUALITY

* To promote a culture which focuses on the provision of high quality, safe and effective care, promotes continuous improvement, allows staff to maximise their potential and is underpinned by honest, open communication and team working across disciplines.
* To actively facilitate and participate in improving and enhancing the delivery of the care for people with palliative care needs.
* To ensure compliance with clinical and social care governance arrangements, including assessment and management of risk reporting incidents, accidents, compliments and complaints.
* To comply with the Foyle Hospice standards with particular reference to medicines management, infection control, medical devices and environmental cleanliness.
* To support and contribute to quality improvement initiatives including audit and key performance indicators.
* To monitor and evaluate the delivery of a high-quality palliative care service. In doing so support the identification of areas for improvement/change and support implementation of same.
* To ensure familiarity and support the achievement of specific performance and improvement targets relating to palliative and end of life care.
* To be aware of and adhere to policies in relation to health & safety.
* To contribute to and promote quality initiatives.
* To continually respect people’s privacy, dignity and individuality and aim to provide care in an environment which is appropriate to the wishes of the person and to their current physical and emotional needs.

**PERFORMANCE AND SERVICE DELIVERY**

* To ensure that all relevant legislative requirements and delegated statutory functions are met.
* To promote collaborative working across all health care settings to support the achievement of integrated working practices in palliative and end of life care. Preventing duplication and promoting seamless care in the best interest of people using the services.
* To ensure accurate up to date patient records, databases and specialist reporting in accordance with Foyle Hospice policies and NMC guidance.
* To continually review and support the development of palliative care practices and policies to ensure that services are delivered efficiently and effectively providing high quality care to people and organisations.
* To ensure appropriate mechanisms are in place to involve service users, their relatives and carers and other appropriate stakeholders in the development and delivery of local services for the population with palliative and end of life care needs.

## INFORMATION & COMMUNICATION

* To use information support systems relevant to specialist palliative care in adherence with Hospice policies.
* To promote the interface between community, hospital, primary, community and social care settings.
* To effectively communicate with other key health care professionals and service providers to support the best outcomes of care.
* To maintain accurate and timely documentation in line with professional standards.
* To actively promote the development of clinical and professional networks for patients with palliative care needs.

## PROFESSIONAL RESPONSIBILITIES

* Work within the NMC Guidelines and Standards for professional nursing practice guidelines.
* To support and participate in regular review in relation to knowledge and skills framework and identify individual training needs and development.
* Participate in working groups including taking the lead in those that are relevant to your work, where appropriate.
* Contribute professional engagement for services development to promote highly skilled, flexible and motivated workforce with regard to the population with palliative care.
* Promote a culture of effective team working, continuous improvement and innovation.
* Liaise with Team Manager and Director of Nursing regarding professional issues and advice.
* Ensure that procedures and arrangements for the protection of children and vulnerable adults are adhered to.

**ADDITIONAL INFORMATION FOR EMPLOYEES**

Conduct

Employees must at all times abide by Foyle Hospice policies and procedures and the terms of their contract of employment. They must conduct themselves with impartiality, integrity, objectivity and honesty and maintain high standards of personal and professional accountability.

Performance

Employees are expected to demonstrate commitment to the Hospice by ensuring regular attendance at work and efficient completion of duties.

**Risk Management**

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