

## Job Description



**Job Title:** Senior Community Registered Nurse

**Band:** 10

(Plus, unsocial hours payments – see below)

**Salary:** £28,721 - £34,462 per annum pro rata

**Hours:** on a shift basis (Full time equivalent 37.5 hours per week)

**Department:** Community Services

**Location:** St Michael's Hospice

**Reports to:** Head of community services

**Responsible for:** Delegated group of Senior Health Care Assistants (approx. 5)

**Job Purpose:** To assess, plan and deliver a high quality palliative and end of life care to patients and families within their home or care home.

### Planning

- Manage on a shift basis patients on the Hospice at Home caseload patients, ensuring care is reviewed and delivered in a timely manner.
- Provide clinical oversight for the Senior Community Health Care Assistant (HCA) activities on a shift basis, ensuring appropriate use of staff resource.
- Ensure completion of initial assessment post Continuing Health Care Fast Track (CHCFT) approval prior to Senior Community HCA, care commencement.
- Ensure assessment of risk both clinical and environmental is effectively communicated to team and documented in patient held notes.
- Ensure patients that are discharged from the Inpatient Unit are identified and care transferred to Co-ordination Hub (Hub) for caseload allocation.
- Provide triage, prioritisation and assessment for new patient referrals to hospice service demonstrating a high level of clinical decision making.
- Proactive case management of patients on 'to monitor' caseload, anticipating problems and risks before crises arises; ensuring appropriate GP and community team involvement.

### Care Provision

- Undertake and oversee the comprehensive holistic assessment, planning implementation and evaluation of the needs of patients on each shift.
- Deliver generalist and complex nursing care interventions that is responsive to the individual patient's requirements.
- To undertake all appropriate aspects of nursing care required including advanced clinical skills as required, following appropriate training.
- Identify and report any concerns or changes in patient's condition and or family's wellbeing to wider community teams as appropriate.

- Responsible for patient centred assessment and care planning ensuring timely review and update utilising the OACC suite of outcome measures.
- To carry out assurance visits with the Senior Community HCA's to assess the accuracy of work and completion of documentation.
- To work within NMC guidelines specifically recognising the delegated authority for devolving care to senior community HCA workforce.
- To co-ordinate care with primary and community care providers preventing duplication and overlap.
- Identify pre and post bereavement needs and potential issues referring on to supportive care team.
- To provide expert telephone advice and support to professionals, patients and families.
- To act as the Hub nurse when required and maintain seamless co-ordination of care across hospice and other providers of palliative care.
- Ensure that patients/carers needs are identified and refer to supportive care if needs are greater.
- To supervise and upskill the Senior HCAs when undertaking a joint visits; sharing expertise knowledge and skills.
- To follow all agreed hospice and community NHS clinical procedures ensuring alignment with NMC/statutory regulations related to Medicine management.
- To follow all agreed policies for manual handling, infection control, health and safety, ensuring a safe environment for patients, visitors and staff visiting and within the service.

#### **Communication**

- Communicate changes to patients to the Hub nurse so information can be updated and cascaded to appropriate professionals.
- Attend GP Gold Standard and Multidisciplinary Team (MDT) meetings ensure accurate information is presented and informs care planning process.
- To participate fully in team working and maintain effective communications between members of the multidisciplinary team both internally and externally.
- To be able to communicate highly sensitive information, ensuring patients and their families/carers are adequately supported.
- Encourage patients/relatives/carers to feedback and express what is important to them to identify their needs, ensure that this information is recorded and informs the care plan.
- Ensure the nursing voice is represented in ethical decision making.
- Promote awareness of child and adult protection issues policy and guidelines.

#### **Professional Leadership**

- Act as a role model in all aspects of clinical and non-clinical nursing practice.
- Responsible for the performance of a delegated nursing staff group (Health Care Assistants) to include carrying out appraisals, performance management reviews, probation reviews, return to work interviews and sickness reviews.
- To provide formal and informal clinical supervision, support and mentorship to the Senior Community HCAs.
- Identify where further development and support may be needed for individual and collective groups of staff.
- To deliver informal and formal training sessions for staff and others.

- Contribute to the development of and implementation of a competency framework for nursing.

### **Quality, Improvement, Audit and Research.**

- Support audits and evaluation of work that may be required to develop and improve palliative/end of life care for patients and their carers.
- Contribute to the review of clinical standards and practice, with particular attention paid to the drive for the application of policies /procedures and evidence – based practice.
- Participates in reflective reviews of palliative care.
- Is aware of the local policies of partner organisations with regards to care practices and referral pathways.

### **Education**

- Attend mandatory training and in-service training opportunities.
- Maintain a professional portfolio and reflective diary.

### **Health and Safety**

- Act at all times to promote the safety and wellbeing of patients, visitors and volunteers.
- Ensure clinical incidents /near misses are reported in a timely manner and take action to minimise risk.
- Ensure the environment is free from hazards.
- Be aware of own limitations and when to seek advice and help.
- Contribute and adhere to the Infection control practices applicable to a community setting.
- Adhere to the safe storage of medicines and hazardous substances policy applicable to community setting.

### **Person Specification**

#### **1) Specialist Knowledge and Experience**

##### **Essential**

- Registered Nurse
- A relevant degree or equivalent experience
- Experience and knowledge of palliative care nursing
- Knowledge of national and local health initiatives
- Keyboard – basic IT functions

##### **Desirable**

- Teaching and mentorship qualification
- Specialist palliative care qualification
- Experience of nursing patients within the community setting

## 2) Skills and Behaviours

**Leadership:** Motivates and empowers others in order to reach organisational goals.

**Planning and organising:** Organises own time effectively and creates own and other's work schedules. Prioritises and prepares in advance. Sets realistic time-scales.

**Interpersonal sensitivity:** Sensitive handling of difficult information and situations. Respects and works well with others. Demonstrates active listening and listening.

**Communication:** Speaks clearly, fluently and in a compelling manner to both individuals and groups. Writes in a clear and concise manner, using appropriate grammar, style and language for the reader.

**Personal motivation:** Shows enthusiasm and commits to work hard.

**Problem solving:** Analyses issues and breaks them down into their component parts. Makes systematic and rational judgements based on relevant information.

**Flexibility:** Successfully adapts to changing demands and conditions.

**Resilience:** Challenges culture, practice or attitude. Maintains effective work behaviour in the face of set-backs or pressure. Remains calm, stable and in control of themselves.

## 3) Special Conditions

- This post is conditional to an enhanced Disclosure and Barring Service (DBS) Check.
- Requirement to work shifts including rotation/unsocial hours including weekends and Bank holidays.
- Requirement to work flexibly in order to cover shifts according to the needs of the service.
- Able to meet the moving and handling requirements of the job with any aids or adaptations that may be required.
- Must be prepared to travel throughout county.
- Unsocial hours payments:
  - o Saturdays Payment at basic salary + 33.33%
  - o Sundays Payment at basic salary + 66.66%
  - o Bank Holidays Payment at basic salary + 66.66%
  - o Nights Payment at basic salary + 33.33%

## Equal Opportunities Statement

At St Michael's Hospice we are committed to an equal opportunities approach in everything we do. This means that we seek to ensure anyone connected with St Michael's, from patients and families through to donors, supporters, volunteers and staff are treated fairly, appropriately and with dignity and respect.

January 2022

