

**JOB DESCRIPTION**

**JOB TITLE:** Developmental Community Palliative Care Nurse

**REPORTS TO:** Head of Community Team

**CONTEXT:** The Hospice of St Francis Charity provides essential free care across West Hertfordshire and South Buckinghamshire and inspires people to raise over £6 million every single year to fund this care. Our care at home and in the Hospice, delivered through inter-disciplinary teams and skilled volunteers is rated outstanding by the Care Quality Commission. As a local employer we aspire to meet this ‘outstanding’ rating in all aspects of what we do, from the experience of staff and volunteers through to our compliance with the corporate, financial, fundraising, charity and trading regulations for our business.

**OVERALL JOB PURPOSE:**

- This post will comprise of working as a community nurse under the direction of the specialist nurses, following a structured competency programme. With expected progression from band 5 to band 6 within 6 to 12 months dependent on achieving all competencies.
- To establish effective working relationships with multiprofessional community teams, including GPs
- To provide advice and support to patients and their families affected by life-limiting disease. At the patient’s home or other care settings and in our out patient setting, Spring Centre as required.
- To work as a member of the Hospice multi-professional team aiming to provide a high quality, responsive, skilled and compassionate service.
- To holistically assess patients’ physical, psychological, spiritual and information needs, plan, implement and evaluate their care.
- To develop your knowledge and skills in delivering specialist symptom control advice and emotional support.
- Refer to appropriate services in order to ensure patients have the support they require.
- Act as the patient or carer advocate by liaising with other colleagues including the GP, hospital teams or within HOSF and sign posting appropriately.
- Ensure continuity of care through comprehensive, accurate written recording of notes and thorough verbal handovers.
- A willingness and enthusiasm for ongoing professional development, acknowledging and building upon gaps in learning.
- The post holder shall carry out her/his duties according to the philosophy of the Hospice, acting at all times in such a manner as to justify public trust and confidence, and to safeguard the interests and confidentiality of individual patients and their families. She/he shall uphold and enhance the good standing and the reputation of the nursing profession, being accountable for her/his professional practice, according to the NMC: The Code.
- Represent the organisation and uphold the organisations reputation and values
- To support the organisations income generation activity

This list of tasks and responsibilities is not exhaustive and the job holder may be required to undertake other relevant and appropriate duties as required by the Manager. This Job Description can be amended by agreement with the Post Holder and Manager.

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<b>KEY RESPONSIBILITIES:</b>
<b>1. Operational</b>
1.1 Develop and demonstrate professional expertise and ensure all tasks are completed in line with best practice and Hospice policy
1.2 Support the department and charity strategy, and help identify opportunities and challenges
1.3 Deliver and maintain professional relationships with individuals and organisations whether direct, or indirect interface with The Hospice of St Francis
1.4 Work with productivity measures and best practice to accomplish individual objectives that contribute to the department goals
1.5 Develop, demonstrate and evidence a consistently high standard of nursing practice. Contribute to planning, delivery and evaluation of interventions and treatments to improve/maintain quality of life.
1.6 Demonstrate competence in working alone with patients and their families at home or in out patient setting, under the guidance of a Community Clinical Nurse Specialist
1.7 With CNS guidance assess physical, psychological, social and spiritual aspects of patient and carers' needs and plan appropriately. Selecting referrals for Spring Centre services and referring through System 1. Discuss any complex medical management with the Clinical Nurse Specialist.
1.8 Have the ability to react promptly to a crisis and sudden patient changes
1.9 Have an understanding of oncological and palliative care emergencies, liaising with senior team members in a timely fashion.
1.10 Work within own knowledge competencies and skills and take action to further develop under the regular supervision of mentor, at least weekly.
1.11 Develop confidence and competence in phone consultations, being able to holistically assess and support patients over the phone. Recognising when to refer to clinical nurse specialists / medical team as appropriate.
1.12 Provide continuity of care through comprehensive, accurate recording and verbal handover to the multi-professional team within the Hospice and/or community.
1.13 To gain experience with weekend working, providing supervised clinical cover supporting the 7 day service, working up to being included within rota to work allocated weekends and bank holidays once band 6.
1.14 Provide bereavement support for patient's family as appropriate following the death of a patient, liaising with the Family Support Team to provide comprehensive handover of care.
1.15 Be aware of and comply with all legal and professional; standards relating to the duties and responsibilities of a clinical nurse, including the Nursing and Midwifery code of conduct and scope of practice and the administration and security of drugs. Complying with revalidation requirements.
1.16 Supporting Rapid Personalised Care Services delivery of care to patients, supporting the carers and on occasion providing personal care to those under the service. .
1.17 Provide a warm, confidential friendly and reassuring response to patients and families on the telephone, and face to face dealing with matters raised and exercising initiative with regard to action necessary
<b>2. Productivity</b>
2.1 Support the Head of Department/Line Manager in recruitment and induction of new employees and volunteers, as required

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2.2	Participate and support training of staff and prospective and existing volunteers as required
2.3	Ensure careful resource management with relation to Hospices financial constraints.
2.4	Participate fully, and play an active role, in supervision and team meetings
2.5	Review effectiveness of own work and make recommendations to improve/change service provided
2.6	Ensure communication with colleagues across the organisation is professional, and maintain excellent working practice
2.7	Participate in the support and training of student and return to practice nurses, paramedics and other visiting external professionals
<b>3. Governance</b>	
3.1	Identify and notify line manager of any operational risks, and when identified follow the correct process
3.2	Comply with statutory and mandatory training, continuous professional development, and any registration revalidation requirements, as necessary
3.3	When handling personally identifiable and sensitive information ensure your conduct is consistent with GDPR requirements of the legislative, and regulatory frameworks for information and information governance, whether that be in hard or soft copy or digital formats
<b>4. Personal Development</b>	
4.1	Keep up to date of key changes in policy, legislation and governance requirements relevant to the role and the Charity
4.2	Maintain continuing professional support and self-development to develop own skills and knowledge through additional education and training
4.3	Act as a role model promoting the values of the Charity in accordance with the post holders professional Code of Practice
4.4	To identify gaps in personal training and development and attend training as requested
<b>5. Health and Safety</b>	
5.1	Understand and comply with Health and Safety, Fire and Infection Control regulations, and Hospice policy, to assure compliance and resolve and/or mitigate risk
5.2	Ensure own safety, patients and visitors in accordance with the Hospice Health and Safety Policy on-site and off-site at Hospice run events
5.3	Complete all mandatory training for Health and Safety, Fire and Infection Control. Ensure risk assessments are completed as necessary to maintain compliance with Hospice regulations
5.4	Report any accidents or incidents in the department, record the incident in the relevant accident book
<b>6. Safeguarding</b>	
6.1	To act in a manner that safeguards the interests of beneficiaries and upholds public trust and confidence in The Hospice of St Francis

<b>DIMENSIONS:</b> The following posts report to this role/budget responsibilities:		
<b>RELATIONSHIPS:</b>		

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Direct reports Staff and volunteers Board of Trustees Executive Team Association Members & Patrons Patients and Families Bank staff	Head(s) of Service Key donors and suppliers	Regulators regional officers/partners National Charities Professional bodies/networks Relevant regional & national peers
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