

JOB DESCRIPTION:
REPORTS TO:
ACCOUNTABLE TO:
BASED AT:

HOSPICE COMMUNITY NURSE (CNS)
HEAD OF NURSING
DIRECTOR OF PATIENT SERVICES
ST ELIZABETH HOSPICE



JOB SUMMARY

To provide specialist palliative nursing care to patients and their families within a service that works every day and at all hours, by phone, by visits and advising and teaching others.

CLINICAL RESPONSIBILITIES

- To work within a team providing specialist palliative care to patients, within a community setting, the Hospice, community unit and care homes.
- Supporting carers and other providers delivering care, through the advice line, training and education.
- To undertake in-depth holistic assessments of patients with palliative care needs, regardless of their diagnosis and plan care to meet patient outcomes. To provide information, advice, psychological and spiritual care to patients, their families and carers, liaising and referring on as necessary to appropriate healthcare professionals in the Hospice, hospital and community
- To visit patients and families when a specialist consultation is needed or seeing patients in the community unit when able to travel.
- To provide telephonic support to patients, families and other professionals provided day and night.
- To attend and participate in multi-disciplinary palliative care meetings around patient care management, and present patients at the community MDT and to the caseload reviewer.
- Provide a rapid response service for patients needing urgent specialist care. Providing care as needed such as drugs, position changes and interventions, if appropriate to improve the comfort of the patient, or advising others to do so
- To represent the Hospice and patients at meetings, as required
- To maintain and promote effective and efficient working and communication with all involved in the patient, to ensure appropriate sharing of information
- To provide support and expertise to other professionals, as required, acting as a role model and a resource providing expert knowledge and support.
- To comply with relevant drug policies, including Non-Medical Prescribing and legislation concerning drugs and administration
- To attend Gold Standard Framework (GSF) meetings
- To have an understanding of safeguarding principles and be able to apply these within everyday practice and intervention/within your role.

MANAGEMENT RESPONSIBILITIES

- To work with the Community Manager and Team Leader, to plan and implement change and development within the Community and wider Hospice team where this would increase effectiveness and efficiency of practice
- To support the CHCA service and CHCAs
- To work as part of a team to ensure the priorities of the service are met especially in times of absences and high demand. To adapt to the pressures of changing demands, day to day
- Ensure that the service is covered if sickness occurs, making necessary changes to rota
- To manage patient caseloads, ensuring good communication, planning and reviews.
- To participate in education and training
- To maintain patient statistics, and comprehensive patient records. Making sure that other nurses are able to carry on with the caseload easily in your absent, when needed

- To keep up to date with best practise, disseminate and embed the learning into patient care.
- Lead the development of clinical standards, research and clinical audit, working within the Clinical Governance Framework of the Hospice and in palliative care in general
- To record all equipment loaned out, ensuring records are kept up to date and that equipment is returned.
- To work autonomously making decisions with minimal support, but seeking advice from colleagues or/and senior clinical team, as needed.
- To deputise for the Team Leader

PERSONNEL RESPONSIBILITIES

- To participate in professional staff placements and lay persons to the community service.
- Plan and deliver specialist education and training e.g.; symptom control for GPs and DNs
- To recognise indications of staff stress and to facilitate staff support.
- To participate in the recruitment and mentorship of new staff and support of students.
- To deputise for the Team Leader

EDUCATIONAL RESPONSIBILITIES

- To work with the Community Manager and Director of Patient Services, identifying own educational needs.
- Contribute to the identification of training needs both internal and external. Working with the Head of Education to agree a training strategy for the community team.
- To update own specialist skills and knowledge in cancer and palliative care, through continuous professional development
- To demonstrate a research-based approach to nursing and work in conjunction with the multi-professional team towards applying this to practice.
- To participate in internal and external education programmes as required.
- To give feedback from attended education programmes/study days to the Multi-professional Team.
- To participate in supervision sessions/peer support, as required.

PERSONAL DEVELOPMENT

- To devise a personal development plan with the Team leader or Community manager in line with the Hospice objectives and personal needs.
- To maintain and increase personal, clinical and managerial skills.

ORGANISATIONAL RESPONSIBILITIES

- To work at all times within the policies and guidelines of the Hospice, participate in the ongoing review and update of the policies and guidelines within the hospice and external partners, acting within NMC guidelines at all times.
- To ensure effective use of resources.
- To play an active part in the development and maintenance of good relationships with all who have business with the Hospice.
- To respect at all times the confidentiality of information covering patients, staff and volunteers.
- To promote the Hospice philosophy of care towards patients, relatives and visitors.
- To uphold the Hospice and individual team values at all times

Because of the special nature of the Hospice and its work, you may on occasion be asked to undertake other duties to help maintain our high standard of care.

THIS JOB DESCRIPTION IS NOT NECESSARILY EXHAUSTIVE AND MAY BE SUBJECT TO REVIEW BY THE COMMUNITY MANAGER IN CONJUNCTION WITH THE POST HOLDER.

PERSON SPECIFICATION
Hospice Community Nurse (CNS) Band 7

Requirement	<i>Essential/Desirable</i>
<p>Qualifications & Training</p> <ul style="list-style-type: none"> • State Registered Nurse with current NMC registration • Educated to degree level • Educated to Masters' level, or working towards, in palliative care or a similar related qualification. • Educationalist qualification or proven teaching experience. • Advanced communication course • Nurse prescriber 	<p>Essential Essential Essential</p> <p>Essential Essential Desirable</p>
<p>Knowledge & Experience</p> <ul style="list-style-type: none"> • Minimum 3 years' experience in specialist palliative care at Band 6 level • Experienced in providing palliative advice and support to end of life patients, families and other professionals • Experienced in assessing patient needs that may be complex and subject to change • Knowledge of the wider palliative care agenda • Negotiation skills • Good knowledge of community care • Advanced communication skills • Project Management • Service Development • Working in the community and in the patient's own home • Have an understanding of safeguarding principles and be able to apply these within everyday practice and intervention/within your role. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential Essential Essential</p> <p>Desirable Desirable Essential Essential</p>
<p>Specific Skills</p> <ul style="list-style-type: none"> • High level of organisational skills • Able to prioritise and time manage work • Good problem solver • Ability to support others to reach their own decisions • Able to work independently and within a team • Able to analyse complex patient information • IT literate 	<p>All Essential</p>
<p>Personal Attributes and Other Requirements</p> <ul style="list-style-type: none"> • Manage fluctuating demands and being approachable to other staff who need additional support • Confident in finding resolutions which may be challenging to implement • Reflective in order to improve own practise and other staff • Highly motivated team player who is able to challenge and make suggestions when they identify a need for improvement • Adaptable and flexible • Own transport and current driving licence 	<p>Essential</p> <p>Essential</p> <p>Essential Essential</p> <p>Essential Essential</p>

There is a combination of factors that need to be considered at interview for example if a recruit had 3 years Specialist Palliative Care experience and a Masters and a wealth of other experience the candidate may be considered for a Band 7 CNS

O U R V A L U E S



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