



## **Job Description**

**Job Title:** Registered Nurse - Community Services

**Salary range:** £25,138 - £30,074 per annum pro rata

**Band:** 9

**Hours:** 22.5 to 37.5 hours per week; on a shift basis

**Department:** Community Services

**Location:** St Michael's Hospice, Bartestree

**Reports to:** Senior community Registered Nurse

**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.

### **Responsibility Areas:**

#### **Care Provision**

- Contribute to the comprehensive holistic assessment, planning implementation and evaluation of the needs of patients on each shift.
- Deliver generalist nursing care interventions that is responsive to the individual patient's requirements.
- Identify and report any concerns or changes in patient's condition and or family's wellbeing to wider community teams as appropriate.
- Contribute to the 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.
- 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.
- 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 act as a link nurse in selected specialism e.g. diabetes.
- 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.

## **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.
- Participate in the initial assessment post Continuing Health Care Fast Track (CHCFT) approval prior to Senior Community HCA, care commencement.
- Undertake risk assessments, document these and implement risk reducing measures escalating to senior colleagues as appropriate.
- Contribute to the case management of patients on 'to monitor' caseload, anticipating problems and risks before crises arises; ensuring appropriate GP and community team involvement.

## **Communication**

- Communicate changes to patients to the senior community nurse so information can be updated and cascaded to appropriate professionals.
- To be able to communicate highly sensitive information, ensuring patients and their families/carers are adequately supported.
- Promote collaborative working and effective communication between all members of the multidisciplinary team.
- 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.
- Recognise own limitations when offering emotional support.
- Respond to complaints in line with Hospice policy, escalating as appropriate.
- 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.
- To provide formal and informal clinical supervision, support and mentorship to the Senior Community HCAs.
- To deliver informal and formal training sessions for staff and others.
- Deputise in the absence of the senior nursing colleagues.

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

- To contribute to audits and evaluation of work in order to develop and improve palliative/end of life care for patients and their carers.
- To embrace quality improvement initiatives and to deliver evidence-based service development projects.
- Participates in reflective reviews of palliative care.
- Ensure clinical incidents /near misses are recorded

- 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
- Experience and broad knowledge of general nursing care
- Knowledge of national and local health initiatives
- Keyboard – basic IT functions

##### **Desirable**

- Experience and knowledge of specialist palliative care
- Specialist palliative care qualification
- A relevant degree or equivalent experience
- Teaching and mentorship qualification
- Experience of nursing patients within the community setting

#### **2) Skills and Behaviours**

**Planning and organising:** Organises own time effectively and creates own 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.

**Communication:** Speaks clearly, fluently and in an engaging manner to both individuals and groups. Writes in a clear and concise manner, using appropriate 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, weekends and Bank holidays
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- Unsocial hours payments:
  - Saturdays                      Payment at basic salary                      + 33.33%
  - Sundays                         Payment at basic salary                      + 66.66%
  - Bank Holidays                 Payment at basic salary                      + 66.66%
  - Nights                             Payment at basic salary                      + 33.33%
- 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

### 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.

April 2021