

JOB DESCRIPTION

JOB TITLE:	Community Staff Nurse in Palliative Care (CSNPC)
REPORTS TO:	Clinical Nurse Specialist (CNS)
ACCOUNTABLE TO:	Head of Community Palliative Care Services Nursing Director NMC
Key Working Relationships:	Integrated nursing teams, medical teams and all members of the multi professional teams

ROLE PURPOSE:

Working as part of an integrated team of nurses, you will contribute to the overall care of patients and families referred to St Giles' within the community setting. Specialising in the advisory component of this support you will have shared clinical responsibility for the patients within one area managed by the Clinical Nurse Specialist.

As a team member you will contribute to a positive supportive working environment with an emphasis on team work and cooperation. You will participate in a rota system providing a 7 day a week, face to face and telephone service for patients and their families and, in the out of hours rota, providing telephone advice and support. This may include visiting out of hours in exceptional circumstances.

The overall aim of the post is to support the Clinical Nurse Specialists in:

- Delivering skilled, compassionate nursing care to patients and their families in partnership with the community clinical specialist team.
- Providing care to patients and their families in response to their needs, both a planned and rapid response on a day to day basis.
- Establish effective working relationships with St Giles' multi-disciplinary team and community professionals

It is anticipated that the work plan will be 100% clinical.

KEY RESPONSIBILITIES

Clinical

This will be a shared responsibility:

- To provide a high standard of nursing care and symptom control to patients and their families at home.
- To contribute towards the assessment, planning, implementation and evaluation of nursing care

for community palliative care patients, ensuring patients and their carers are involved in these processes.

- To be allocated an area to work in each day without carrying an individual caseload.
- To assess the needs of patients and their carers and identify their respective physical, psychological, social, cultural and spiritual needs
- To use advanced skills of communication during assessment, implementation and evaluation of all aspects of patient care and treatment.
- Monitor and ongoing assessment of both physical and psychological symptoms of the illness.
- Identify new problems and discuss options for resolving them with the home care multi-disciplinary team
- With the named Clinical Nurse Specialist assess patient and carer need for NHS/social care funded home care support and support the Clinical Nurse Specialist to complete the relevant forms.
- Anticipate the changing needs of patients and emotionally prepare the patient and family, exploring with the patient and family awareness of the situation.
- Teach the skills of practical nursing care to enable carers and family to manage in the home environment; to include manual handling and mouth care.
- To ensure the safe delivery, storage and administration of drugs in accordance to St Giles Drug Policy and the NMC Code of Conduct.
- With the support of the named CNS, critically assess clinical situations, interpret information, prioritise needs and plan appropriate care.
- Be competent in managing simple wound dressings, venepuncture, male and female catheterisation, blood sugar monitoring, IV, PICC and Hickman lines and in performing basic clinical observations.
- To act as a role model demonstrating high standards of care and providing clinical leadership to others, promoting a culture that supports self-management.
- To work across a range of settings including community visits e.g. home / care home / hospice, telephone conversations within the advice and referral service and patients in outpatient services.
- To work within a team framework, collaborating with colleagues and members of other disciplines and to foster positive working relations with other members of the Primary Health Care Team, in particular to support GPs and District Nurses in the delivery of community based palliative care.
- To ensure appropriate and timely referrals to other services.
- To use a proactive and sensitive approach with patients and relatives to enable involvement in advance care planning.
- To assess people's information needs and provide relevant information to meet those needs
- To offer bereavement support to carers and their families, in collaboration with the Supportive Care Team, to include visiting after the patient's death and using risk assessment tools to assess levels of risk with regards to bereavement.
- To contribute to patient management, governance and liaison by attending Gold Standard Framework (GSF), hospital and other practice based meetings.
- To liaise and communicate with community, nursing home and hospital staff in order to raise awareness and promote Hospice services.
- To participate in the out of hours rota to provide telephone advice and exceptional visits if indicated.
- To coordinate and prioritise home visits in discussion with the Advanced Specialist Practitioner in Palliative Care, Clinical Nurse Specialist and Head of Community Palliative Care Services, using time effectively according to priority and need.

- To take personal responsibility for ensuring effective communication and working relationships between all service providers.
- To actively participate in multi-professional meetings, acting as a patient advocate and representing nursing.
- To attend appropriate patient related and team meetings.
- To ensure that all relevant information is documented and recorded in the hospice multi professional computer notes

Communication

- Demonstrate effective communication skills with patient, families and health care professionals.
- Be confident in being part of ongoing conversations with patients and their families with regards to advanced care planning.
- Confidently facilitate and manage interactions with patients and family members, face to face and over the phone.
- Work in partnership with other professionals
- Demonstrate and maintain concise, non-judgemental written documentation
- Confidently document and complete clinical records via the electronic patient record

Development, Education and Training

- Provide input to service development initiatives
- To keep abreast of current advances in nursing practice and research
- To take responsibility for attendance at mandatory Hospice training and in-house courses in line with organisational policy and current legislation.
- To engage in new ways of working, such as the use of technology and working off site.
- To actively participate in, and contribute to, the ongoing educational programme of the Hospice
- To attend and actively participate in identified CPD opportunities.
- To proactively maintain appropriate level of clinical competence as identified within the 'St Giles' Competencies'.
- To assist in orientation programmes for new members of staff utilising both formal and informal methods of teaching.
- To act as a mentor / supervisor for developing staff as directed, encouraging others to develop and apply their knowledge and skills in practice.
- To participate in research projects as required.
- To take personal responsibility for life-long learning, self development and reflection.
- To remain aware of NMC statutory requirements for practice, guidelines and codes of practice

General

- Always work within guidelines set out in the St Giles Lone worker policy
- Act appropriately in the event of a fire or serious incident and ensure all incidents are reported to your manager or deputy.
- Take responsibility for building good team relationships and managing conflict.
- Demonstrate an awareness of the organisation and services that patients and their families can access.
- Use all St Giles Hospice property and equipment with respect according to relevant policies.

- Support the introduction of maintenance and of quality systems in your own work area.
- Identify and report potential risk in patients home and complete adverse incidents as appropriate.

General Statements:

Hospice Policies

To work in accordance with hospice policies and supporting guidelines, as outlined on intranet or departmental electronic folders.

Flexibility

Under certain circumstances, e.g. a significant depletion of staff in a specific department, all employees may be required to work in alternative areas other than their primary place of work.

Health and Safety at Work Act

It is the responsibility of the post holder at every level to take care of his/her own health and safety and that of others who may be affected by his/her acts at work. Post holders are expected to be familiar and comply with the organisation's policies and procedures.

Equal Opportunities

All employees are expected to be aware of, and adhere to, the provision of St Giles' Equal opportunities Policy and to carry out their associated duties and responsibilities under this policy.

Confidentiality

The post holder must maintain confidentiality, security and integrity of information relating to patients, carers, relatives, staff, volunteers and other St Giles' business.

Infection control

The post holder accepts personal responsibility and accountability for Infection Prevention and Control practice. Employees should ensure they are familiar with, and comply with, all relevant Infection Control and training policies for minimising the risk of avoidable 'Health Care Associated Infection'.

Conduct

The post holder must, at all times, act in line with St Giles' culture, honestly and openly and comply with relevant corporate governance requirements, employment legislation and standards of business conduct.

Other

Post holders are asked for their support, and from time to time to volunteer their time, for fundraising initiatives and events.

	Person Specification		Essential/Desirable
	Knowledge and Education	• Current NMC Registration	Essential
		• 'Principles and practice of palliative care' or equivalent or willingness to undertake within 12 months	Desirable
		• Preparation of Mentors or equivalent or willingness to undertake within 12 months	Desirable
	Skills	• Excellent communication skills	Essential
		• Ability to work alone or as part of a team	Essential
		• Ability to organise others and prioritise	Essential
		• Ability to motivate others	Essential
		• Computer literacy	Essential
	Attributes	• Empathy	Essential
		• Logical thinking	Essential
		• Calm and methodical manner	Essential
		• Flexibility	Essential
		• Positive mental ethos	Essential

This job description is not intended to be restrictive, but is an outline of the main duties. The post holder may be required to undertake additional duties as appropriate within the grade of the role. The job description will be reviewed periodically to take into account developments in the organisation, department or role.