

JOB DESCRIPTION

JOB TITLE: Advanced Clinical Nurse Specialist (ACNS)

REPORTS TO: Nursing Director

Accountable to: Nursing Director/NMC

ROLE PURPOSE:

The ACNS is a key senior role within the Nursing team, acting as the clinical specialist lead and overseeing the community nursing service for a defined area on a rotation basis (non-clinical).

Working with an integrated team of nurses, you will contribute to the overall care of patient and families referred to St Giles within the community setting.

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.

It is anticipated that the work plan will be 80% clinical (clinical management) 10% Service Development and 10% Education and Teaching.

The role includes activities such as audit, quality and risk management initiatives and Nurses working at an advanced level will:

- Practice autonomously and be self-directed
- Appropriately analyse complex situations
- Undertake assessment of individuals using a range of different assessment methods, which may include physical examination, ordering and interpreting diagnostic tests or advanced health needs assessment.
- Draw on a diverse range of knowledge in their decision-making to determine evidence based therapeutic interventions; this may include prescribing medication and actively monitoring the effectiveness of therapeutic interventions.
- Actively seek and participate in peer reviews of their own practice.
- Appropriately define the boundaries of their practice and understand the parameters of their professional role.
- Promote and participate in the implementation of the local and national strategies and St Giles core standards.

KEY RESPONSIBILITIES

Leadership and Managerial

- Be an effective role model to the team and other primary healthcare colleagues
- Provide effective leadership to the team, acting as a role model for best practice and with honesty and integrity
- Provide professional/clinical (nursing) leadership to other Clinical Nurse Specialists and other grades of staff, acting as a point of expertise, providing advice and support
- Input into workforce planning process and maintaining effective use of resources (rota and rotation of staff) supported by the clinical administrator.
- Participate in multi-professional meetings, acting as a patient advocate and contribute to the decision making regarding service delivery.
- Attend appropriate patient related and team meetings.
- Participate in service development initiatives as required instigating and managing change within a complex environment.
- Work with the Nursing Director to develop St Giles's policies and processes and ensure team compliance.
- To be responsible for assurance of quality standards and clinical governance, standard setting and audit
- Maintain high professional standard in accordance with Hospice policies and procedures and the NMC Code of Professional Conduct.

Clinical

- Be responsible for the continued co-ordination of the content and delivery of your allocated patient's care plan and ensure that the patient is getting the right service from St Giles
- Undertake patient clinical assessments and nurse prescribing
- In liaison with other Advanced Clinical Nurse Specialists in Palliative Care, Clinical Nurse Specialists and Palliative Care Community Staff Nurses, ensure the overall quality and provision of nursing care of patients and families referred to St Giles in the community setting and that their needs are met
- To promote the principles and practice of palliative care as an extension of the Hospice into the community.
- To work across a range of settings, including community visits e.g. home / care home / community hospitals, telephone conversations and reviewing patients in outpatient settings
- To assess the holistic needs of patients and their carers and identify their respective physical, psychological, social, cultural and spiritual needs.
- To work within a team framework, collaborating with colleagues and members of other disciplines.
- To use a proactive, sensitive and empathetic approach with patients and relatives to enable involvement in advance care/treatment planning
- To undertake DNACPR discussions and decisions where appropriate with patients and families
- To assess people's information needs and provide relevant information to meet those needs
- To offer bereavement support to carers in collaboration with the Supportive Care Team or refer them onto the appropriate service.

- To provide appropriate nursing interventions
- To work alongside and liaise with DN's, GP's and other external Health and social care providers to ensure patients and families receive appropriate care and support
- To participate in the out of hours rota to provide telephone advice and exceptional visits if indicated.
- To contribute to patient management 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 understanding of Hospice services.
- Ensure that all relevant information is documented and recorded on the appropriate systems
- Foster positive working relations with the Primary Healthcare Team and with other health care professionals in the delivery of community based palliative care.

Allocated Lead Responsibilities

For those working in the community, these roles will also take lead responsibility for a defined area on a rotational basis working on:

- Audit and research programmes
- Input into Clinical Governance framework
- Chairing the Caseload Review meetings
- Undertake leadership responsibilities for all areas, ensuring appropriate cover supported by the lead administrator.

Service Development

- Provide input to service development initiatives
- Ensure systems are in place to ensure continuous improvement, quality assurance and effective Clinical Governance and participate in the development of policies, protocols and clinical guidelines to support specialist palliative care nursing.
- Promote and engage staff in new ways of working - such as the use of technology and working off site.
- Promote a questioning and open culture
- Support and review departmental policies and processes and ensure team compliance.
- Keep abreast of current advances in nursing practice and research.
- Together with the Nursing Director, initiate, promote and participate in nursing and interdisciplinary audit projects.
- Together with the Nursing Director, take a key role in supporting the hospice Clinical Governance framework.
- Work across professional boundaries using creative reasoning and problem solving.

Education and Training

- To take responsibility for attending mandatory Hospice training and in-house courses in line with organisational policy and current legislation.
- To actively participate in and contribute to the ongoing educational programme of the Hospice
- To attend and actively participate in the identified CPD opportunities provided.
- To proactively maintain appropriate level of clinical competence as identified within the 'St Giles'

Competencies’.

- To identify training and education needs, in line with service provision, with Practice Development Lead
- To assist in orientation programmes for new members of staff.
- To act as a mentor / supervisor for developing staff under the direction of the Nursing Director.
- To participate in research projects as required.
- To take personal responsibility for life-long learning, self-development and reflection.
- To participate in informal and formal education.

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 with 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 |
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| | Qualifications and experience | <ul style="list-style-type: none"> • First level nurse • Degree in specialist practice – related to specialist palliative care • Community Nursing qualification • Recognised teaching qualification • Communication skills/counselling • Independent Nurse Prescribing Level 3 minimum. • Principles of Physical Assessment and Clinical History-Taking Level 3 minimum. • Leadership course • Management course • Post registration experience • Proven experience within specialist palliative care • Management experience • Community nursing experience • Experience & evidence of effective change management • Experience & evidence of clinical audit • Experience & evidence of research/evidence-based practice. | <ul style="list-style-type: none"> • E • E • D • E • E • E • E • D • D • E • E • D • E • D • E |
| | Skills | <ul style="list-style-type: none"> • Sound reflective and facilitation skills. • Expert communication, counselling and interpersonal skills • Experience and competence in managing complex palliative care cases – symptoms, psychological, grief/loss needs, ethical dilemmas and patient advocacy • Ability to work independently and as part of a team • Teaching skills– informal and formal and ability to contribute to education programme • Leadership skills • Management skills • Ability to make expert clinical decisions • Emotionally resilient • Excellent time/deadline management | <ul style="list-style-type: none"> • E • E • E • E • E • E • E • E • E • E |

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| | | <ul style="list-style-type: none"> • Reflective practitioner | <ul style="list-style-type: none"> • E |
| | Knowledge | <ul style="list-style-type: none"> • Fully comprehends contemporary CNS role • Development, implementation and appraisal of quality and audit initiatives • Knowledge of corporate and clinical governance • Fully comprehends and implements research and evidence-based practice process • Diverse specialist palliative care knowledge and awareness – national and local agenda • Published original work | <ul style="list-style-type: none"> • E • E • E • E • E • D |
| | Attributes | <ul style="list-style-type: none"> • Empathy • Collaborative style • Flexible • Innovative • Assertive • Diplomatic • Sense of humour • Reflective • Willingness to be on call with occasional out of hours working • Self awareness, acknowledges limitations and identifies developmental needs. | <ul style="list-style-type: none"> • E • E • E • E • E • E • E • E • E • E |

This job description does not attempt to list all the tasks that the post holder would be expected to undertake.

From time to time you may be expected to undertake work in other departments.

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.