

Job Description

Post:	Hospice Community Nurse
Salary:	Band 6 £35,392 - £42,618 per annum pro rata
Locations:	Northern Trust Area (Bannview team – team office currently in Toomebridge) Work may be required in other Northern Trust areas dependent on service need.
Contract:	Northern Trust Area Part-Time, 22.5 hours per week and Waiting List for Full-Time/Part-Time Permanent Posts in all Community Nursing Teams throughout Northern Ireland

ROLE

Working as a Hospice Community Nurse, as part of a team of nurses, the post holder will be responsible for the delivery of a specialist advisory service through the management of a caseload of patients within a community setting.

The post holder will act as a resource to health care professionals within primary care, Northern Ireland Hospice multidisciplinary team, Trust multidisciplinary teams, agencies, and individuals.

This advisory and support role demands excellent clinical knowledge of specialist palliative care, effective communication skills and sound community awareness. The HCN will have the ability to work independently and as part of the community and extended Hospice teams. As a team member the HCN will contribute to a positive supportive working environment with an emphasis on teamwork and co-operation.

The HCN will be responsible for developing his/her own practice to an expert level, whereby he/she can directly and indirectly influence all aspects of care and management of patients with specialist palliative care needs. He/she will also participate in teaching and education programmes for health care professionals and take an active role in audit and research.

The HCN will ensure the delivery of high quality, clinically effective care, prioritising and utilising resources in everyday practice.

The post holder will engage in the full range of activities consistent with the role of a specialist nurse.

Clinical Practice

- Carry out specialist nursing assessments of the needs of patients, families, and other carers with complex needs.
- Plan care for patients and families in consultation with the patients and health care professionals involved in patients' care.
- Agree with the referrer and the patient/family, the level of involvement required for each situation.
- Foster positive working relationships with members of the primary and secondary health care teams to support GP's and district nurses in the delivery of community-based palliative care.
- Carry a caseload of patients with complex needs which cannot be managed by the healthcare professionals independently.
- Provide expert knowledge and advice to healthcare professionals to enable them to treat patients with complex symptoms effectively.
- Liaise with the Hospice Nurse Specialist and participate in peer review of caseload.
- Liaise with specialist palliative care colleagues at clinical meetings to facilitate and review the care of palliative care patients.
- Communicate very sensitive, complex information to patients, carers, and relatives, which includes delivering bad news and supporting them in coming to terms with their condition.
- Refer for medical advice and support from consultants in palliative medicine as appropriate.
- Support patients, families, and carers during periods of anticipatory grief and bereavement.
- Take personal responsibility to ensure that his/her own practice is relevant and up to date.
- Practise in accordance with current policies and procedures of Northern Ireland Hospice.
- Work as a member of the Northern Ireland Hospice Community Team and the wider multi-professional team.
- Work as part of the multi-professional team and participate in the development and introduction of policies relevant to palliative care.
- Maintain an awareness of ethical and legal issues pertinent to palliative care.
- Keep the Deputy/Head of Adult Services updated with relevant issues.
- Participate in the investigation of incidents/accidents, complaints, and suggestions in accordance with agreed policy.
- Receive and disseminate information to team members through attendance at both internal and external meetings.
- Promote a supportive workplace environment for colleagues.
- Adhere to the NMC Code of Professional Conduct at all times.

Education and Professional Development

- Attend mandatory training.
- Undertake an annual staff appraisal and performance review after one year in post.
- Attend and disseminate knowledge gained from courses, seminars and study days or work experience to colleagues across the multi-professional team.
- Take every opportunity to educate and teach informally both professional and non-professional personnel to raise awareness and skills in cancer and palliative care.
- Be a resource to colleagues and others undertaking educational courses in cancer and palliative care.

- Undertake continuous professional development in Specialist Palliative Care and disseminate and share that expert knowledge to other professionals on a one-to-one basis or through the provision of structured educational programmes.
- Participate in the induction of staff with regard to Specialist Palliative Care, which may include all other health professionals.
- Recognise own professional educational limitations and set learning objectives to develop competence in specific areas of clinical practice.
- Participate in the internal training/educational programmes as requested and in liaison with the Hospice Education Department.
- Participate in clinical supervision and act as a supervisor for other staff.

Research and Development

- Participate in and contribute to the development of specialist protocols, policies, and procedures relevant to palliative care.
- Use and promote reflective practice and contribute to the identification of research questions and priorities.
- Regularly participate in and occasionally undertake research.
- Disseminate relevant research findings in the promotion of evidence-based practice.
- Regularly undertake clinical audit and promote findings and implement recommended changes within the audit cycle.
- Participate and occasionally lead in the writing of standards for specialist areas relating to palliative care.
- Promote care within an evidence-based framework such as 'One chance to get it right' (LACDP), the Gold Standards Framework (GSF) and all relevant guidelines for nursing practice and management of symptoms in adults in Northern Ireland relevant to the speciality.
- Develop a culture of evidence-based practice within the service and identify and encourage the use of research based palliative care practice.

Leadership and Management

- Undertake the day-to-day management of a caseload while functioning as part of a team.
- Control admission of patients to own caseload.
- Promote effective communications within the individual team and community palliative care services.
- Participate and occasionally lead in working parties, uni/multi-professionally, disciplinary, and organisationally.
- Participate in the setting of clear objectives both individually and as part of a team which complement the organisational plan for the team and the wider Hospice service.
Exercise leadership, maintaining high staff morale within the team.
- Participate and supervise in the off duty/annual leave arrangements to ensure that the team is adequately covered at all times.
- Develop and maintain effective local and national networks and partnerships in order to promote and enhance the work of Northern Ireland Hospice.
- Be aware of the corporate governance structure in Northern Ireland Hospice.
- Identify and contribute to risk assessments and risk management.

- Promote health and safety in the workplace by ensuring a safe environment within the team office for all staff, volunteers, and visitors, and in absence of same, communicate with the appropriate department.
- Ensure economic use of supplies and resources.
- Ensure he/she is aware of, and acts in accordance with, such regulations as laid down by statutory bodies that pertain to Northern Ireland Hospice.
- Read all communications to Community Teams and act in accordance with them.
- Maintain accurate statistical records and compile reports as necessary relating to the evaluation and development of the service.
- Ensure accurate monthly expenses and returns are submitted on time.
- Represent Northern Ireland Hospice on committees and working parties at Trust and Board level.
- Participate and support projects and the review palliative care services.
- Act as a role model and change agent.
- Promote a learning environment that will support change.
- Participate in recruitment and selection for new staff.

THIS JOB DESCRIPTION IS NOT MEANT TO BE DEFINITIVE AND MAY BE AMENDED TO MEET THE CHANGING NEEDS OF NORTHERN IRELAND HOSPICE.

OUR VISION is that infants, children and adults with life-limiting and life-threatening illness and their families receive excellent and compassionate palliative care, thereby, maximising their quality of life.

In pursuit of this vision, our Mission is to inspire and deliver excellent and compassionate specialist palliative care via effective service models underpinned by exemplary education, innovation, and research.

Underpinning this strategy are **OUR VALUES** which we will strive to live by daily.

WE BELIEVE IN

- **A culture of respect and acceptance without distinction or judgement, where everyone can belong**
- **Acting with courage, compassion, and integrity to add value to all that we do**
- **Being pioneering, professional and accountable to deliver our very best**

General Responsibilities

- Members of staff are expected at all times to provide a caring service and to treat all those with whom they come into contact in a courteous and respectful manner.
- Staff are expected to demonstrate their commitment to Northern Ireland Hospice by their regular attendance and the efficient completion of all tasks allocated to them.
- All staff must comply with Northern Ireland Hospice Smoking Policy.
- All duties must be carried out in compliance with Northern Ireland Hospice Health and Safety policy and statutory regulations.
- Northern Ireland Hospice is an Equal Opportunities Employer. You are required to adhere to Northern Ireland Hospice Equal Opportunities Policy throughout the course of your employment.
- All information relating to patients and staff must be held in the strictest confidence and must not be divulged to any unauthorised person at any time, unless to do so is in the best interest of the individual. A breach of confidentiality will result in disciplinary action being taken in accordance with the Northern Ireland Hospice Disciplinary Procedure.

Job Specification

Essential Criteria

- Registered Nurse on the NMC Register Adult Level 1.
- 18 months' recent full-time, post-registration experience (or part-time equivalent) working in an environment that delivers specialist palliative care or Palliative Care Key Worker role in the community setting.

OR

2 years' recent full-time, post-registration experience (or part-time equivalent) working in a hospital or community setting caring for patients with palliative care needs

AND

Hold a post basic qualification in palliative care (e.g., palliative care short course or module European Certificate in Essential Palliative Care).

- Completion of/ Commitment to undertake further professional development when opportunity is offered including (but not limited to):
 - ✓ Advanced Communication Skills.
 - ✓ Health Assessment Skills.
 - ✓ Specialist Practice Qualification in palliative care
- Computer Literacy.
- Access to transport to enable the requirements of the post to be fulfilled.

Desirable Criteria

- Specialist practice qualification in palliative care at diploma/degree level