



- Establish and maintain effective communications and working relationships with the multi-professional team within the Hospice and other health care settings, to ensure seamless care provision for patients and their families.
- Guarantee that there are opportunities for both formal and informal user feedback within the unit.
- Nursing voice is represented in ethical decision making.

### **Clinical Governance**

**10%**

- Oversee safe storage and use of pharmaceutical and clinical supplies, and hazardous substances through risk assessment.
- Facilitate all staff attending mandatory training.
- Ensure all staff and volunteers follow infection control policies and procedures
- With the use of risk assessments ensure that all statutory requirements are met with regard to Health and Safety at Work.
- Guarantee that all nursing staff are competent and up to date using equipment provided and that maintenance systems are in place.
- Develop, implement and monitor clinical policies, procedures and care guidelines.
- Initiate, and participate in, clinical audit.
- Facilitate the ongoing implementation, monitoring and review of quality through Clinical Governance.
- Assist the Head of Nursing in reporting quarterly to the Care Quality Commission.

### **Education and development**

**10%**

- Create a positive learning environment using available knowledge and skills within the nursing team
- Actively contribute to informal and formal education, ensuring that all nurses, including visiting student nurses, are effectively supervised and developed.
- Plan, together with the Head of Education a suitable programme for students, care assistants and trained staff to support their development.
- Inform, advise and teach patients, relatives/carers on aspects of the patient's condition and care.
- Maintain and develop own knowledge and skills in palliative care and management, supported by current relevant research and best practice.
- Participate in and actively encourage clinical supervision.

### **Dimensions and Limits of Authority/Influence**

Responsible for developing new services with support and direction from the Head of Nursing

To have 24 hour operational management of the Inreach Services.

Assisting in the planning and management of delegated budget.

In conjunction with the Head of Nursing responsible for recruitment of staff

Responsible for appraisal/performance management of staff and volunteers

Responsible for purchase of consumables and equipment within identified budget

### **Skills/Activities Involved**

**Indicator (A-D)**

Leadership and management qualities

A

Interpersonal and communication skills

A

Organisational skills and efficient time management

A

Specialist palliative care and general nursing	A
Co-ordinate and prioritise own work load	A
Prioritise and meet targets	A
Multi professional approach to care	A
Has personal and professional boundaries within multidisciplinary team	A
Share knowledge with others and influence practice	A
Self awareness and ability to identify personal coping strategies	A
Write succinct, accurate and contemporaneous records	A
Challenge practice/attitudes appropriately	A
Manage a budget in conjunction with Head of Nursing	B
Numerate	B
IT skills	B

### **Decisions/Recommendations**

Manage referral and discharge of patients to Inreach Services  
 Act as an advisory resource  
 Adjusting staff and volunteer/patient ratios to ensure safe environment  
 Contribute to Ethical decision making  
 Initiating audit and potential change in practice  
 Reviewing, drafting and updating of policies  
 Collating and using User-feedback in decision making

### **Communications (external)**

Patients, relatives and carers  
 Primary health care team; Macmillan team; acute hospitals; other hospices; social services; nursing homes; emergency services; funeral directors; voluntary organisations; suppliers and contractors; Care Quality Commission

### **Allocation/Checking of Work**

Accountable for own professional actions.  
 Managed, not directly supervised, meet regularly with Head of Nursing.  
 Works within NMC code of conduct and organisational policies  
 Guiding the practice of others and monitoring performance.

### **Physical Effort**

Work requires high level of concentration	(70%)
On feet for significant proportion of shift, involved in manual handling of patient or and equipment e.g. hoists, beds (7 – 35 stone)	(20%)
Some computer work involved requiring repetitive hand movement and attention to VDU for moderate periods of time	(30%).

### **Working Conditions**

Regularly exposed to hazards including drugs, patients with infections, sharps.	(10%)
Working at times with dirty and malodorous conditions	(10%)
Need to wear recognised protective clothing as necessary	(20%)

Required to respond to changing and unpredictable situations, including workload, patient's conditions and volatile emotional situations. (20%)  
 Frequent exposure to distressing circumstances, i.e. breaking bad news, difficult and complex conversations with patients, relatives and carers. (20%)  
 Frequent emotional support for staff and volunteers (10%)  
 Constantly exposed to the dying process and death (10%)  
 Day shift work and some weekends

**Mental Ability (Qualifications/Professional) and experience**

RGN – 5 years post registration experience, two of which should have been in a specialist palliative care setting or evidence of transferable knowledge.  
 BSc or Diploma in palliative care or equivalent  
 Teaching qualification or equivalent or evidence of teaching.  
 Two years ward management experience.  
 Clinical Assessment of Adults or willing to undertake.  
 Nurse Prescribing, or willing to undertake  
 Mentorship qualification and experience or willing to undertake  
 Advanced Communications skills

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**Job Title:** ..... **Department** ..... **Date** .....

**Job Description written by:** .....

**Signed:** ..... **Signed:** .....  
 (Job holder) (Manager)

**Print name:** ..... **Print name:** .....

**Date:** ..... **Date:** .....

**N.B. This section will be removed from the copy to be used for Job Evaluation purposes.**