

POWYS TEACHING HEALTH BOARD JOB DESCRIPTION

JOB DETAILS:

Job Title:	Community Palliative Care Nurse
Pay Band:	6
Hours of Work and Nature of Contract:	
Division/Directorate:	Nursing
Department:	Palliative Care
Base:	

ORGANISATIONAL ARRANGEMENTS:

Managerially and Professionally Responsible to:	Specialist Palliative Care Nurse
Reports to:	Specialist Palliative Care Nurse
Professionally Accountable to:	Head of Nursing

DUTIES/RESPONSIBILITIES:

Job Summary/Job Purpose:

To deliver a comprehensive, high quality evidenced based palliative care nursing service to a delegated caseload of patients within Powys, in collaboration with the Multi-disciplinary Teams across Primary, Community and Secondary Care along integrated pathways of care.

To play a role in the provision of training and development to Powys Teaching Health Board (PTHB) Staff and partners within the community resource team on palliative care.

The person appointed will be expected to undertake a range of duties to include:

KEY RESULT AREAS / MAIN TASKS AND RESPONSIBILITIES

Leadership and Management

1. To adhere to the NMC Professional Standards of Practice and Behaviour for Nurses and Midwives, ensuring that issues of concern are escalated appropriately.
2. To act at all times as a role model, presenting a professional approach and ensuring the standards for professionalism are set and displayed within the team. To provide professional advice to nurses within the team.
3. Be responsible and accountable for a delegated identified case load, under the supervision of the Clinical Nurse Specialist, proactively promoting a person centred approach, working with the patient / carer and the MDT team to reduce unplanned hospital admissions and co-ordinate care across all settings of the care pathway.
4. Promote and ensure through ongoing review that all patients are treated in line with the principle of dignity and respect and that this is embedded within the team.
5. Develop and maintain effective communication networks with other professionals
6. Be responsible for the accurate recording, timely collection, completion and submission of relevant information.
7. Provide specialist expert clinical leadership in the field of palliative care to inspire colleagues to improve standards and practice e.g. Palliative care MDTs and case conferences.
8. To attend and participate in team meetings.
9. Working with other Clinical Nurse Specialists and MDTs to ensure that all patients who have specialist palliative care needs are supported appropriately

Quality, Safety and Effectiveness

1. Ensure that lines of communication are maintained with key working relationships to demonstrate politeness, courtesy, compassion and sensitivity, promoting a positive image of the health board.

2. Provide evidence based information, knowledge, support and training on palliative care treatment options and outcomes. Supporting patients in order that they can make informed choices.
3. Apply the principles of "Being Open" in communicating with patients families and appropriate others in all aspects relating to concerns
4. Provide professional support and specialist clinical knowledge on palliative care to members of the community resource teams and work jointly with staff as necessary to promote best practice.
5. Support relevant public health and community development initiatives.
6. Undertake patient satisfaction surveys/patient stories at regular intervals.
7. Consistently work with teams to ensure standards of patient care are high and maintain safety and quality of the patient experience.
8. Support the effective transfer of patient care to and from your case load by ensuring that appropriate assessment, communication and liaison thus facilitating safe admission and discharge. To work specifically with Carers to ensure an equal partner approach to ongoing care.
9. Provide specialist assessment of patients, through clinics and home visits undertaking a range of clinical measurements and assessments, interpret the results to inform treatment approach with support from the Clinical Nurse Specialist where required.
10. Review the effectiveness of treatments through monitoring and interpretation of clinical indicators and make adjustments to treatments, onward referrals and/or recommendations for changes to treatment or appropriate therapies as appropriate with support from the Clinical Nurse Specialist where required.
11. Contribute to the service operational policy and work plan, contribute to the Powys end of life plan and report and contribute to the development of co-ordinated clinical policies in all relevant areas with expert evidence based advice and information.
12. Take a zero tolerance approach to practice which does not meet the highest standard – working with staff/teams to consistently improve patient outcomes and experience.
13. Develop clinically effective and therapeutic working relationships with patients and relatives/carers using negotiating and motivating skills to communicate complex, contentious and sensitive information.
14. Through bereavement support and through the MDT identify where complex grief patterns are present facilitating referral to specialist bereavement support services.

15. Take part in a rota providing specialist palliative care advice and support at weekends and bank holidays to other health professionals

Nursing Workforce Development and Team Working

1. To consistently develop skills, knowledge and expertise to provide appropriate patient care in line with current service development.
2. Maintain clinical and professional competencies of specialist knowledge by accessing research, professional literature, attending educational events and liaising with other specialist professionals.
3. To be responsible for the accurate recording, timely collection, completion, submission of relevant information to support patient care, operational management, nursing staff and skill mix, service development and audit.
4. To contribute to the delivery of specialist education and core training requirements to the community resource team and other health and social care professionals within PTHB, with support from the Clinical Nurse Specialist.

PERSON SPECIFICATION: COMMUNITY PALLIATIVE CARE NURSE

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	<p>Live registration with the NMC as Registered Nurse</p> <p>Degree in Nursing or health related subject</p> <p>Knowledge and skills to manage patients with complex needs.</p>	<p>Post Registration training / supplementary qualifications to Degree level in related subject</p> <p>Teaching qualification/ Teaching and Assessing in Clinical Practice or evidence of teaching skills/ clinical educator</p>	<p>Application form and pre employment checks</p>
Experience	<p>Experience of clinical assessment and proactive palliative care caseload management.</p> <p>In depth knowledge of the needs of palliative care patients and their families</p>	<p>Experience of working in a community setting</p>	<p>Application form and interview</p>
Aptitude and Abilities	<p>Ability to use computer systems to a well developed level(email, word processing, spreadsheets)</p> <p>Highly developed verbal and written communication skills</p>	<p>Ability to speak Welsh</p>	<p>Interview</p>

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
	<p>Effective multi agency team player, including the ability to engage positively with carers</p> <p>Proven ability to work in complex situations with many differing multi agency partners. Resilience.</p> <p>Ability to work under time constraints.</p>		
Values	<p>Demonstrable ability and track record of acting with care, compassion, promoting dignity and respect, role modelling the highest standard of professionalism</p>		<p>Application Form Interview References</p>
Other	<p>Ability to travel within geographical area.</p> <p>Able to work hours flexibly.</p>		<p>Application form and interview</p>

GENERAL REQUIREMENTS

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the

taking of appropriate actions and reporting of all incidents, near misses and hazards.

- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection Act 1998:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying

and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report and form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.

- **Safeguarding Children and Vulnerable Adults:** The organisation is committed to safeguarding children and vulnerable adults. All staff must therefore attend Safeguarding Children training and be aware of their responsibility under the Adult Protection Policy.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

Flexibility Statement: The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.