

## North London Hospice

### Job Description

<b>Job Title:</b>	<b>Community Associate Specialist Palliative Care Clinical Nurse Specialist</b>
<b>Salary/Band:</b>	Band 6
<b>Location:</b>	North London Hospice
<b>Responsible To:</b>	Lead CNS Community Team
<b>Accountable To:</b>	Assistant Director for Community Services

#### Job Purpose:

The Associate Specialist Palliative Care Nurse within the community team is a specialist practitioner with knowledge of caring for patients with advanced, progressive, life-threatening disease.

The ASPC acts as a resource of clinical knowledge and expertise for patients, their carers, health care professionals and other agencies.

Work within the policy framework of the hospice in its provision of specialist palliative and supportive care by ensuring that the clinical aims and objectives of the organisation are met.

Be part of the multidisciplinary team and foster good working relationships with other healthcare professionals and users of services to ensure the delivery of high standards of effective healthcare.

Undertake the holistic assessment, in collaboration with other team members the planning and delivery of a consistently high standard of specialist palliative and supportive care in accordance with the Hospice policy, procedures and standards.

Act in accordance with the Nursing and Midwifery Council Code of Conduct.

North London Hospice delivers a service across three sites and between 08.00 -20.00. There may be occasions where you are required to provide cross-site cover and rotate into the triage service. Staff are expected to attend clinical supervision. Although this is a comprehensive job description you may be required to undertake other duties assigned by your manager.

The Hospice operates a workforce development programme which incorporates a detailed method of Personal Development Review (PDR). The competence and performance of our staff is important to us; you may be asked to attend training and development, some of which may be mandatory.

The Hospice values are embedded within our PDR process and are within your PDR pack.

## **KEY AREAS OF RESPONSIBILITY**

### **CORE DIMENSIONS SECTION**

#### **Communication**

Engage in the delivery of effective communication, identifying the diverse range of people likely to be involved and any potential differences, difficulties, and barriers.

Develop and maintain professional relationships with acute hospitals, Hospices, GPs, Community Nursing Services and other health and social care professionals.

Participate in an efficient two-way communication system is in place that will ensure dissemination of information to all staff

Keep accurate, contemporaneous records that ensures safety, continuity of patient care in a manner that reflects the Nursing and Midwifery Council (NMC) Standards for Record Keeping

Work in accordance with hospice policies to ensure that confidentiality is maintained at all times

#### **Personal & People Development**

Promote personal, professional and clinical expertise through the regular evaluation and updating of practice.

Identify own training and development needs and agree objectives for own professional development which reflect service and organisational needs.

Accept and seek supervision with line manager on a regular basis and partake in the appraisal process of self and other members of the team.

Keep up to date with current legislation and local and national policies.

Keep up-dated on any local and national developments within palliative care, disease management, nursing practice and research.

Attend and use clinical supervision effectively to aid professional development.

Attend relevant training and study days as identified in Personal Development Plan and in line with the needs of the organisation.

Fulfil PREPP requirements and comply with the NMC Code of Professional Conduct and statutory rules governing professional nursing practice.

#### **Health, Safety & Security**

Work in accordance with Hospice, policies, procedures and guidelines

Attend organisational mandatory training relevant to your role

Identify, assess, report and manage the potential risks involved in work activities and processes for self and others.

Understand own role as outlined in the Infection Prevention and Control Policy and related guidelines, comply with all stated systems and maintain knowledge.

Ensure competent in the use of equipment relevant for work.

## **Service Improvement**

Be aware of organisational strategic direction and future issues pertaining to the provision of specialist palliative and supportive care. Contribute to and participate in organisational service development.

Participate in service improvement and support the concept of innovation.

Participate in reviewing role and responsibilities, altering practice, sharing achievements and challenging tradition when required.

Contribute to and participate in the review and development of policies, procedures and strategies in the interest of users, the team and the organisation.

## **Quality**

Understands own role in the organisation and its scope and identifies how this may develop over time.

In collaboration with other team members prioritise and organise, own work in a manner that maintains and promotes quality.

Work as an effective and responsible team member, including:

- presenting a positive impression of the team and the service
- recognising respecting and promoting the different roles and the diversity of the team
- supporting other team members
- acting as a role model to other team members and other professionals

Contribute to a team culture that recognises individual responsibility for the day to day running of the service in line with the Operational Policy.

Act consistently with legislation, policies and procedures and other quality initiatives.

Ensure practice is evidence/research based.

Participate in local and national audit programmes in order to monitor and improve the effectiveness of care.

Be aware of informal and formal complaints in accordance with Hospice procedure

## **Equality & Diversity**

Promote a culture which respects and values diversity and supports patients, visitors and staff in exercising their rights.

Ensure care within your practice is consistent with the principles of the Mental Capacity Act 2005

Identify and report patterns of discrimination which undermine the quality and diversity in accordance with organisational policies and current legislation.

## **SPECIFIC DIMENSIONS SECTION**

### **Assessment & care planning to meet health and wellbeing needs**

Work in collaboration with other team members to respond to referrals as appropriate.

Undertake the holistic assessment, in collaboration with other team members the planning and delivery of a consistently high standard of specialist palliative and supportive care in accordance with the Hospice policy, procedures and standards.

Under the guidance of team colleagues monitor and review the effectiveness of interventions with the patient to ensure care is patient centred.

Contribute to the discussion and decision making for patient care at multi-disciplinary meetings

Respect people's dignity, wishes and beliefs and involve them in shared decision making, obtaining their consent, which may include Advanced Care Planning

### **Enablement to address health and wellbeing needs**

Provide counselling, support, information and advice to the patients diagnosed with advanced progressive diseases and their families to enable them to realise and maintain their potential and make adjustments to their lives if necessary.

Participate in the provision of a 7-day specialist palliative care service to patients in Barnet, Enfield and parts of Haringey.

With the guidance of team members, support the patient in identifying realistic and achievable goals within the context of their overall care plan which may involve:

- Referral to other services
- Discharge to the primary care team

Provide an environment that encourages the patient to play an active part in their care enabling them to voice their wishes about current and future care.

Act as an advocate for the patient when necessary.

Participate in bereavement support when appropriate.

### **Interventions & Treatments**

Be fully conversant with organisational medicine policies, national and local palliative care guidelines and offer advice to patients, carers and other health care professionals in line with these.

Evaluate the effectiveness of interventions and treatments with the support of colleagues and make any necessary modifications

### **Learning & Development**

Support the learning and development for post-registered nurses, and other health care professionals including nursing and residential home staff, recognising individual learning needs and styles.

Contribute to and participate in the team learning programme

**Key Values:**

- **Trusting Relationships** – ensuring effective collaboration and team working
- **Adaptable** – ensuring continuous improvement
- **Learning & Developing** – ensuring continuous personal and team development
- **Good Communication** – ensuring clarity, respect and mutual understanding

In addition to undertaking the duties as outlined above, the job holder will be expected to fully adhere to the following:

- **Hospice Policies & Procedures**  
Comply with all North London Hospice Policies and Procedures
- **Annual Performance Appraisal**  
Participate in the annual performance review programme.
- **Equality and Diversity**  
To act in accordance with NLH Equality and Diversity Policy, which promote a culture which respects and values diversity and supports patients, visitors and staff in exercising their rights.
- **Health and Safety**  
Be familiar with specific policies including Fire, Health and Safety, Safeguarding and Waste Management policies and take responsibility for attending health and safety training as required.  
Recognise reportable incidents and report them when they occur using the Hospice Incident Reporting procedure.
- **Corporate Image**  
Adopt a professional image at all times.

**Note:**

This job description outlines the main roles, duties and responsibilities of the post. It does not exclude any other duties of a reasonable nature and is not intended to detail all specific tasks. These duties may change along with the needs of the service and where this occurs the post holder will be consulted.

**Acceptance:**

I agree to undertake the duties of the job in accordance with the above

Signed: ..... (Job Holder)

Name: ..... (Print)

Dated .....

Signed: ..... (Line Manager)

Name: ..... (Print)

Dated .....

# NORTH LONDON HOSPICE

## Person Specification

<b>Criteria:</b>	<b>ESSENTIAL</b> <i>(When applying for this job it is important you fulfill all these essential requirements. If you do not you are unlikely to be interviewed)</i>	<b>DESIRABLE</b> <i>(When applying for this job it is desirable you fulfil these requirements. However, if you do not you may still apply and may be interviewed)</i>	<b>EVIDENCE</b>
<b>Qualifications / Training:</b>	RGN/RN Level 1 Post registration Qualification in Palliative Care or (willing to work towards)	Degree level of study in Health related topic (or willing to work towards) Independent Nurse Prescribing Qualification Advanced communication skills training	Application form and certificates
<b>Experience / Knowledge:</b>	3 years post registration experience with post registration experience in palliative care/oncology Experience working as part of a multi professional team Evidence of Holistic assessment skills and clear decision making skills Experience of working with IT systems Knowledge of palliative care and symptom management and the ability to use in care planning Understanding of the CNS role in palliative care A working knowledge of clinical governance and evidence based practice	Awareness of the role of the CNS in palliative care Knowledge of palliative care and symptom management Experience of clinical supervision Experience of Community Nursing	Application form and Interview
<b>Personal Qualities / Abilities / Skills:</b>	Ability to communicate effectively and sensitively Ability to work as part of a team Ability to manage conflict Ability to demonstrate organisational skills Ability to manage time Excellent written, and verbal communication skills Ability to work in a confident and professional manner Self-aware, reflective and proactive identifying and meeting own development needs Demonstrate the ability to innovate and motivate others		Application form Interview
<b>Physical Skills:</b>	<i>Must be able to pass pre-employment assessment</i>		Application form & Interview
<b>Equality:</b>	<i>Candidates should indicate an acceptance of and commitment to the principles underlying NLH's Equality and Diversity and Health and Safety Policies.</i>		Interview
<b>Other Requirements:</b>	Car owner/driver Willingness to work flexible to meet the demands of the 7 day a week service Excellent attendance and health records The Hospice is a non-smoking environment		Application/ Interview References OH