

## JOB DESCRIPTION

JOB OVERVIEW	
<b>JOB TITLE</b>	<b>Advanced Nurse Practitioner IPU</b>
<b>DEPARTMENT</b>	<b>Patient and Family Services</b>
<b>LOCATION</b>	<b>Myland Hall</b>
<b>REPORTS TO</b>	<b>Medical Director</b>

KEY WORKING RELATIONSHIPS	
<ul style="list-style-type: none"> <li>• Patients, families and carers</li> <li>• Nursing staff</li> <li>• Medical team</li> <li>• Allied Health team</li> <li>• Support staff</li> <li>• Volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Senior Management Team</li> <li>• Human Resources</li> <li>• Finance</li> <li>• Occupational Health</li> <li>• Hospice Community Team</li> <li>• External agencies</li> </ul>

### KEY PRIORITIES

Advanced Nurse Practitioners will demonstrate courageous and critical thinking. They will be a caring, compassionate and committed experienced nurse who, acting within their professional boundaries, will provide care for the presenting patient from initial history taking, clinical assessment, diagnosis, treatment and evaluation of care. They will demonstrate safe, competent clinical decision-making and expert care, including assessment and diagnostic skills, for patients on the In-patient unit. The post holder will commit to demonstrating critical thinking in the safe clinical decision-making process. They will work collaboratively with the Medical team and Nurse Consultant, to meet the needs of patients, supporting the delivery of policy and procedures, and providing nurse leadership as required. The ANP will also work collaboratively with the unit Sister and Matron to support the delivery of evidenced based high quality nursing care and Work alongside the Director of Care in developing a patient and family led service.

The ANP will Provide clinical leadership to the inpatient nursing team in order to ensure that staff have the relevant skills and competencies to deliver high quality, safe and effective holistic care to patients and families

Maintain and improve clinical standards within the inpatient unit, identify where existing standards should be updated and highlight new developments in practice to all clinical services across the organisation.

Work as a member of the medical team, providing high standards of specialist palliative and end of life care to patients and their relatives, providing a role model to other members of the team.

### DUTIES & RESPONSIBILITIES

#### Key responsibilities

- Job plan to demonstrate an 80% clinical role with 20% management

- Provide clinical leadership to the nursing team working alongside staff to ensure patients and families receive high quality, holistic, safe nursing care.
- Provide care for the presenting patient from initial history taking, clinical assessment, diagnosis, treatment and evaluation of care including prescribing within professional scope of practice.
- Confidently and competently make ethical, evidence based decisions and interventions within the scope of professional practice when faced with complexity and assess and manage the risk associated with these decisions.
- Work independently but also as part of a multi-disciplinary team and exercise values based leadership.
- Recognise and work within own competence and professional code of conduct as regulated by the NMC
- Produce accurate, contemporaneous and complete records of patient consultation, consistent with legislation, policies and procedures.
- Participate in board and ward rounds in the role of patients advocate to promote decision making with the patient and family at the centre of care and in the patients best interests
- Participate in the clinical audit process and encourage all staff to embrace the opportunities gained from audit.
- Help to maintain an awareness of health, safety and welfare at work issues (including infection control and risk assessment and management) within the service area.
- Promote the use of the Royal Marsden Manual and specific St Helena policies and procedures
- Facilitate an effective and open learning environment whilst working alongside staff to deliver high quality evidence based care
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- Participate in Clinical Supervision both as a recipient and a provider
- Comply with NMC guidelines
- Encourage open and honest communication within the team and with managers.
- Organise own work load.
- Assist in the appointment, training and development of new staff
- Be aware of own emotional needs, relating to the palliative care environment, and how to meet them.
- Participate as a member of the inter-disciplinary team in assessing, planning, implementing, evaluating care and meeting the needs of patients
- Work as part of a team to provide psychological, emotional, spiritual and social support to patients and families whose lives are affected by illness, loss and grief
- Support junior medical staff to provide responsive, safe and effective care
- To act as an advocate safeguarding the patients and family's rights and interests, abilities and aptitudes, encouraging empowerment and informed choice
- Liaison with professionals from other agencies for the benefit of the patient and their family
- Facilitate meetings as required with patients and their families, including other agency professionals as is relevant.
- To communicate sensitively and effectively both verbally and in writing with patients, families and colleagues including volunteers. In some cases there may be barriers to understanding or highly sensitive communication required.
- To take a leading role in the co-ordination of care, treatment, resources and activities which will assist the patient and family involved towards quality of life and/or adjustment to loss.
- To ensure end of life procedures are carried out sensitively and appropriately.
- To act as a link person between the patient, family and other disciplines involved in the care team - co-ordinating and facilitating

- Demonstrate awareness of emotional needs of patients and families and the sensitivity and communication skills to meet these needs.
- To provide senior nursing support and guidance to learners and new staff on the IPU in addition to participating in the preceptorship programme for newly qualified registered nurses.

### GENERAL - Applicable to all roles at St Helena

1. All of the above activities are governed by the operational policies, Standing Financial Instructions, policies and procedures and standards of St Helena as well as legislation and professional standards and guidelines.
2. All employees must comply with St Helena's Equal Opportunity Policy and must not discriminate on the grounds of sex, colour, race, ethnic, or national origins, marital status, age, disability, sexual orientation or religious belief.
3. Employees have a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by St Helena. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.
4. All employees have the right to work in an environment which is safe and to be protected from all forms of abuse, violence, harassment and undue stress. All employees are responsible for helping to ensure that individuals do not suffer harassment or bullying in any form. All employees will be personally accountable for their actions and behaviour in cases of complaint of harassment or bullying.
5. St Helena is a smoke free organisation. Smoking is not allowed in any St Helena premises. If you would like help to give up smoking you should contact your GP or call the NHS Stop Smoking Help Line.

### PERSONAL DEVELOPMENT

Be aware of own development needs and take appropriate action.

Keep updated of evidence based practice and government policies related to care.

Act as an effective role model at all times.

### PROFESSIONAL DUTIES

To maintain personal professional status, ensuring that the requirements laid down by the relevant professional body for registration are compliant.

Exercise professional accountability as guided by the relevant professional body and maintained in accordance with the policies of the department and St Helena.

### ANNUAL APPRAISAL

The post holder will be appraised on an annual basis and the process will include a review of the past year's performance, setting of aims and objectives for the coming year and identification of educational needs.

## TRAINING

All staff will undertake such training as is necessary to perform the duties allocated and any mandatory requirements of St Helena. This will include mandatory training in line with your job role.

## QUALITY

St Helena aims towards maintaining the goodwill and confidence of its own staff and of the general public. To assist in achieving the objective it is essential that at all times, employees carry out their duties in a courteous and sympathetic manner.

## CONFIDENTIALITY

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damaged, under GDPR.

## SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

All St Helena employees are required to act in such a way that at all times safeguards (and promotes) the health and well-being of children and vulnerable adults. Familiarisation with and adherence to St Helena safeguarding policies is an essential requirement of all employees as is participation in related mandatory/statutory training.

## VALUES AND BEHAVIOURS

St Helena's core values and behaviours will be embedded in our recruitment, training and development review and decision making process

Value	Behaviour
Respect	Always considering others
Working together	Finding strength in teamwork
Being passionate about hospice care	Caring in all that we do and provide
Showing appreciation for all	A thank you matters
Valuing conversation	Taking the time to be excellent communicators

**This job description is not an exhaustive document but is a reflection of the current position. Details and emphasis may change in line with service needs and after consultation with the post holder.**

## PERSON SPECIFICATION

ATTRIBUTE	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> <li>• RN</li> <li>• BSc</li> <li>• Working towards MSc</li> <li>• NMP</li> <li>• Consultation and assessment qualification</li> <li>• Advanced Communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Clinical Supervision qualification</li> <li>• Teaching qualification</li> <li>• MSc</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Proven significant experience in Specialist Palliative Care setting</li> <li>• Proven significant post registration experience</li> <li>• Experience of working at a senior level in palliative care</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working as a prescriber</li> </ul>
Skills & Knowledge	<ul style="list-style-type: none"> <li>• Knowledge of healthcare in all settings i.e. community day services, nursing homes.</li> <li>• Specialist knowledge of symptom management and end of life care.</li> <li>• Proven knowledge and understanding of issues affecting vulnerable people</li> <li>• Proven ability to recognise and respond to potential distress in individuals.</li> <li>• Experience and training in advanced care planning</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of St. Helena Hospice and how it works.</li> <li>• Knowledge of the national hospice movement</li> <li>• Experience discussing DNACPR decisions and completing associated documentation</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Proven advanced skills in communication</li> <li>• Evidence of effective negotiation skills</li> <li>• Basic IT skills</li> </ul>	<ul style="list-style-type: none"> <li>• Skills in communicating with people with specific communication needs including learning disabilities and sensory disabilities</li> </ul>

ATTRIBUTE	ESSENTIAL	DESIRABLE
Qualities	<ul style="list-style-type: none"> <li>• Ability to work autonomously and independently</li> <li>• Ability to use own initiative</li> <li>• Ability to work as part of a team</li> <li>• Flexible approach to work and shift system.</li> <li>• Role model who can influence, motivate and encourage others</li> <li>• Commitment to quality and best practice</li> <li>• Positive, self-motivated and committed to achieving results and solving problems</li> <li>• Evidence of confidence and an ability to assert</li> </ul>	Innovative and creative

	SIGNED	PRINT NAME	DATE
EMPLOYEE			
EMPLOYER			