

## JOB DESCRIPTION

JOB OVERVIEW	
<b>JOB TITLE</b>	Community Clinical Nurse Specialist
<b>DEPARTMENT</b>	Community
<b>LOCATION</b>	Myland Hall, Colchester
<b>REPORTS TO</b>	Community Clinical Nurse Specialist Team Lead

KEY WORKING RELATIONSHIPS	
<ul style="list-style-type: none"> <li>• Patients and their carers</li> <li>• General Practitioners and practice staff</li> <li>• Community district nursing teams</li> <li>• Local oncology team + services.</li> <li>• Non- cancer specialists</li> <li>• Specialist palliative care team working at acute trust sites.</li> <li>• Voluntary services, internal and external.</li> </ul>	<ul style="list-style-type: none"> <li>• The post holder will be accountable to the Director of care for performance in relation to professional practice.</li> <li>• Head of Governance</li> <li>• Statutory services i.e. Social services, mental health workers, hospital professionals.</li> <li>• The multi-disciplinary teams throughout St Helena</li> </ul>

KEY PRIORITIES
<ul style="list-style-type: none"> <li>• Deliver specialist palliative care, support and advice to patients and their carers, suffering from cancer and other life threatening illnesses in any setting.</li> <li>• Hold a small caseload of patients and families with complex needs, acting as keyworker.</li> <li>• Be an authoritative expert assessor of patients and families with complex palliative care needs in any setting.</li> <li>• Provide specialist palliative advice and education/training to other healthcare professionals within and outside St Helena and promote evidence- based practice.</li> <li>• Provide line management support to identified Registered Nurses in Hospice in the Home.</li> <li>• To work across all St Helena settings, but primarily in the community.</li> <li>• Lead on research and audit in specialist palliative nursing.</li> <li>• Act as an educational resource for staff within and outside St Helena</li> </ul>

DUTIES & RESPONSIBILITIES
<p><b><u>Clinical (no less than 60% of the time)</u></b></p> <ul style="list-style-type: none"> <li>• Directly identify and assess the more complex physical, social, psychological and spiritual needs of patients and families and implement a specialist palliative programme of care.</li> <li>• Hold a small caseload of patients and families with complex needs, acting as keyworker.</li> <li>• Be able to back up clinical decision- making with advanced theoretical and specialist knowledge and communicate this effectively.</li> <li>• Independently review and prescribe complex treatment interventions to patients in all St Helena settings, including non- medical prescribing.</li> <li>• Use advanced communication skills in delivering highly emotive information clearly, sensitively and unambiguously with staff, patients, families and professionals by face to face, telephone and/or electronic means. This may be where there are barriers to understanding.</li> <li>• Demonstrate competence through East of England e-learning programme, in DNACPR discussions and decisions pertaining to resuscitation with patients and families.</li> </ul>

- Provide skilled and expert palliative nursing interventions, working closely with medical and other colleagues to ensure a coordinated and effective service across boundaries of inpatient, community and outpatients and across professionals.
- Make rapid judgements involving highly complex facts or situations where there is no existent guidance and supporting clinicians to make sound decisions around palliative and end of life care.
- Develop meaningful relationships with patients and carers, offering empathy and sensitivity throughout their illness experience.
- Maintain and develop working relationships with community and hospital colleagues ensuring effective communication so enhancing patient care
- Ensure you follow all policies and procedures in relation to prevention and infection control

### **Education and Research**

- Lead and participate in research, integrating research based evidence in all aspects of specialist palliative care into clinical practice
- Support and participate, both formally and informally, educational programme
- To ensure that one acts as a specialist palliative care role model and provides clinical supervision to registered nurses as required.
- Contribute to the St Helena audit programme, taking a lead role in specialist palliative nursing audits.
- Be responsible for mentoring student nurses in training.
- Take responsibility for own professional development, incorporating current innovations within the field of specialist palliative and end of life care and nursing

### **Professional Leadership, Management and Consultancy**

- Demonstrate transformational and inspirational leadership which promotes best practice and effects sustained change and enhances nursing care, working closely with the Head of Clinical Operations and Director of Care.
- Perform as line manager to identified Registered Nurses in Hospice in the Home, to include providing supervision, undertaking staff development reviews, managing sickness absence.
- Keep abreast of national policy on palliative and end of life nursing strategy to use as a framework for practice development.
- Demonstrate strategic decision- making and influencing skills, in both forming and translating policy which is of relevance to palliative and end of life care.
- Contribute to the extension of palliative and end of life care to patients with conditions other than cancer
- Act as an expert resource for staff within and outside the St Helena

## **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 damages, 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>• First level registered nurse</li> <li>• Possession of first degree in palliative care.</li> <li>• First degree, followed by Masters degree or relevant proven experience at a Band 7 or above, or equivalent level together with additional theoretical knowledge acquisition.</li> <li>• Evidence of/commitment to study at masters level</li> <li>• Relevant mentorship qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision qualification</li> <li>• Non- Medical Prescribing</li> <li>• Oncology Qualification</li> <li>• Counselling qualification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Significant post registration experience including proven palliative care / Oncology experience at a Band 7 or above, or equivalent level</li> <li>• Ability to work alone in the community setting, managing complex, challenging and unpredictable situations, problem solving, without judgement.</li> <li>• Competence and confidence to initiate and maintain specialist care to the dying person and their families/carers in their own home.</li> <li>• Previous experience of developing and implementing policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Oncology Experience</li> </ul>
Skills & Knowledge	<ul style="list-style-type: none"> <li>• Expert current knowledge of pain and symptom management, which underpins theory, usually gained through recent clinical practice at a senior level.</li> <li>• Ability to identify psychological or spiritual distress requiring referral to other specialist services.</li> <li>• Evidence of counselling skills and practical application</li> <li>• Evidence of ability to interact and influence at all levels within the organisation</li> <li>• Commitment to clinical excellence through regular professional updating.</li> </ul>	<ul style="list-style-type: none"> <li>• Have an awareness of the principles of rehabilitative palliative care</li> </ul>

	<ul style="list-style-type: none"> <li>• Computer literacy sufficient to input patient records and work efficiently and effectively.</li> </ul>	
Communication	<ul style="list-style-type: none"> <li>• Advanced interpersonal skills and communication ability, both written and verbal.</li> <li>• Proven presentation and teaching skills.</li> <li>• Effective liaison with other professionals to uphold good specialist palliative care practice.</li> <li>• Advanced Communication Skills Training</li> </ul>	<ul style="list-style-type: none"> <li>• Communication Skills Training</li> </ul>
Qualities	<ul style="list-style-type: none"> <li>• Ability to inspire and motivate others</li> <li>• Smart personal presentation, appropriate to the role.</li> <li>• Can lead and develop team working</li> <li>• Car driver, holding a current valid driving licence.</li> <li>• Active member of the multi-disciplinary team, whilst also underpinning the St Helena philosophy.</li> <li>• Ability to work flexibly to the needs of the service.</li> <li>• Proven personal coping strategies in dealing with emotionally loaded situations</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

	SIGNED	PRINT NAME	DATE
EMPLOYEE			
EMPLOYER			