



## Job Description

### 1. JOB DETAILS

<b>Job Title:</b>	Registered Nurse
<b>Band:</b>	5
<b>Location:</b>	Clinical Co-ordination Centre (CCC), Searle House, Exeter EX2 5JJ
<b>Team/Directorate:</b>	Exeter Community Cluster
<b>Responsible To:</b>	Community Cluster Team Leader (CCTL)
<b>Responsible For:</b>	N/A
<b>Accountable to:</b>	Head of Community and Supportive Care Services

### 2. JOB PURPOSE

To deliver an excellent standard of evidence based specialist palliative nursing care and clinical advice.

To promote dignity, encompassing a person centred approach, to positively enhance the lives of patients with complex life limiting illnesses.

To work as part of the multi-disciplinary team, contributing to the ongoing assessment of patients, and to the provision and monitoring of care.

### 3. KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

#### 3.1 Main Responsibilities

- Assess and review patients, identifying appropriate palliative and end of life care in order to provide safe and effective treatment and support, and working as a member of the CCC team to ensure effective communication is in place to support patient care.
- Support junior colleagues in the CCC in providing a consistent approach to the triage process to ensure that patients are prioritised appropriately, liaising with Clinical Nurse Specialists (CNSs) in the CCC and wider Community teams.

- Develop advanced communication skills and professionalism in your interactions with patients and those close to them, carers and other professionals in order to promote and maintain Hospiscare values.
- Adhere to Hospiscare's clinical recordkeeping policy when providing and sharing verbal, digital or written information and instructions, to ensure patient confidentiality is observed at all times.
- Attend and contribute to multi-disciplinary team meetings and case discussions to inform decisions which ensure patients receive the best possible care.
- Develop knowledge and skills to be able to contribute in the delivery of education and learning for all those involved in palliative/end of life care, in order to act as a resource to wider professional and care teams both internally and externally.
- Contribute to Hospiscare's clinical governance and audit process in order to support continuing quality improvement and learning.
- Develop advanced skills in identifying and assessing complex bereavement in order to enable a seamless handover into Hospiscare's Supportive Care Services.
- Co-ordinate junior colleagues and take responsibility for the team in the absence of the CNS or CCTL to ensure continuity of service and welfare of patients.

### **Infection Prevention and Control**

Maintaining a safe environment for patients, visitors and employees is everyone's responsibility. All staff are required to adhere to Hospiscare's Infection Prevention and Control Policy and make every effort to maintain high standards of infection prevention and control at all times. This includes ensuring personal and team compliance with all relevant policies and procedures, and acting upon or reporting any identified risks.

### **Disclosure and Barring Service**

This role requires a Disclosure and Barring Service (DBS) Enhanced level check with Adults and Children Barred Lists.

## **3.2 Key Contacts**

### **Internal:**

- Clinical Co-ordination Centre team
- CCTL and Community colleagues
- Community teams
- Ward Manager and IPU team
- Medical team
- Supportive Care Services
- Clinical Governance
- Clinical Administration
- Learning and Development team
- People team
- Student Nurses and Trainees

### **External:**

- Patients and those close to them
- Royal Devon & Exeter Foundation Trust
- NHS Community Services
- General Practitioners
- Residential and Nursing Homes
- Social and Domiciliary Care Workers
- Providers of out-of-hours services

## **3.3 Health & Safety**

- Ensure that Health and Safety guidelines and fire regulations are strictly adhered to
- Comply with safe working practices as defined by Hospiscare
- Complete online training as and when required
- Take reasonable care for your own health and safety and that of others who may be affected by acts or omissions at work
- Report any accidents, incidents or near misses as soon as reasonably practicable
- Manage own work life balance and general wellbeing, including any relevant pressures in respect of lone working, travel, difficult environments and challenging situations

### **3.4 General**

- Be aware of and adhere to Hospiscare policies and procedures at all times
- Take part in progress/performance reviews throughout the year
- Cooperate with other Hospiscare departments
- Attend training courses and complete online training modules as required to meet the requirements of the post
- Take responsibility for own personal development, seeking out opportunities to learn new skills
- Undertake any other duties as requested by management which are reasonably deemed to be within the scope of the role

### **3.5 Other**

- Apply the Hospiscare values and behaviours to every aspect of the role at all times
- Promote and maintain the brand standards of Hospiscare

## **REGISTERED NURSE (CCC)**

### **Person Specification**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Qualifications and specific training	Registered Nurse with current Nursing and Midwifery Council registration  Evidence of continuing professional development	Post registration palliative care module or equivalent  Teaching and mentorship/supervision qualification
Experience	Demonstrable experience of assessing, planning and evaluating treatment and nursing care plans  Demonstrable experience of caring for patients with life-limiting conditions	Experience of management of syringe drivers  Experience of multi-agency partnership  Experience of working within a palliative care/End of Life setting  Experience of working with volunteers  Experience of working out of hours, overnight or weekends without immediate supervision  Experience of working with learners e.g. student nurses and Trainee Nursing Associates
Knowledge	Understanding of the complexities of working with individuals at times of distress and conflict.  Knowledge of theoretical nursing models and their impact on delivery of care	Understanding of key issues relating to End of Life care including policy developments

Skills	<p>Highly developed communication and interpersonal skills</p> <p>Developed ability to manage a caseload effectively.</p> <p>Developed IT skills</p>	Ability to assist with delivery of formal/informal education and teaching programmes
Personal attributes	<p>Ability to work as part of a team, prioritise workload and manage time effectively</p> <p>Ability to work autonomously and act on own initiative</p> <p>Flexible and adaptable with the ability to respond positively in a rapidly changing environment</p> <p>Commitment to continuing professional development</p> <p>Awareness of Equality, Diversity and Inclusion in all aspects of work</p>	
Additional requirements	<p>Able to fulfil physical and manual handling aspects of the role, including administering of basic life support</p> <p>Able and willing to be flexible and work across Hospiscare clinical environments including in the Community and on the Inpatient Unit when required</p> <p>Able to participate in the 7 day/week rota</p>	

**Job Description and Person Specification Agreement:**

**The above job description is not exhaustive but an indication of the duties and responsibilities the post holder may undertake and will be subject to review.**

**Post Holders Signature:**

**Date:**