**JOB DESCRIPTION**

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake an Enhanced Disclosure Check.

**JOB DETAILS**

**Job Title**: **Specialist Palliative Care CNS**

**Band**: **Band 6**

**Responsible To**: **Lead Specialist Palliative Care Nurse**

**Accountable To**: **Senior Nurse**

**Department/Directorate**: **Specialist Services**

**Job Purpose:**

* To provide specialist palliative care advice to patients and teams within the Royal Devon and Exeter hospital..
* Promote ‘Preferred Priorities for Care’ for each patient.
* To act as a link between patients, their family / carers, primary care teams and support services.

**Dimensions:**

The post holder is expected to establish and maintain positive interpersonal relationships with other staff members characterised by trust, mutual respect, and open, honest communication.

**Internal Relationships**

End of Life Leads

Specialist Palliative Care Team

Oncology and Haematology Team

Cancer CNS’s

Lead Cancer Nurse

Senior Nurse

Matrons

Nurses

Doctors

Allied Health Professionals

Outpatient and ward staff

Chemotherapy and radiotherapy unit staff

MDT coordinator and administration staff

Chronic pain team

Acute Oncology team

**External Relationships**

General Practitioners

Community Nursing Teams

Hospiscare

FORCE and ELF services.

National peer group

In addition, the RD&E fund 6.5 pa Palliative Care Consultant time which is provided by Hospiscare. The On-call Consultant time is funded by Hospiscare.

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**KEY RESULT AREAS / PRINCIPAL DUTIES AND RESPONSIBILITIES**

**Clinical Skills**

* In conjunction with the wider MDT be a core member of the Specialist Palliative Care team
* To accurately assess the patients’ needs for pain and symptom control
* Regularly monitor and evaluate the effects of prescribed treatment and , in consultation with medical staff , ensure appropriate adjustments are made to ensure patients receive the most effective palliative care possible
* To attend and contribute to the weekly Specialist Palliative Care MDT
* To establish close working links with site specific CNS’s and Oncology/Haematology teams to ensure appropriate referrals to the Enhanced Supportive Care service
* The post holder has the skills and knowledge to be able to clinically assess, reason and order relevant investigations and be able to implement care to patients with advanced cancer, and advanced non-malignant disease and dealing with patients in difficult and complex situations
* The post holder will be able to refer patients to other professionals when appropriate.
* Act as a role model within oncology, haematology and specialist palliative care nursing, adhering to evidence based research and best professional standards at all times
* Leads clinical care by managing a defined patient caseload, providing an expert assessment, plan and evaluation of needs
* Utilises specialist skills and works collaboratively with the multidisciplinary team to ensure most appropriate plan of care for both patients and their families, ensuring all interventions are patient centred and evidence based
* Establishes effective partnerships with patients and where appropriate relatives/carers within the Trust ensuring patients and families understand all aspects of their care and treatment
* Acts as the patient’s advocate when relevant, when informed discussion may lead to choices being made concerning treatment options
* Advice medical and nursing staff on appropriate interventions and care to maximise symptom control
* Participate in complex discussions around patient management and place of future care with patients, carers and medical/nursing staff
* Initiate and participate in discussions around breaking bad news with patients and families. Communicate highly distressing information regarding diagnosis/prognosis to patients’ families and carers.
* Ensures referrals and information are discussed with the appropriate statutory and voluntary teams/organisations
* Maintains good communication lines within the complete multidisciplinary team caring for advanced cancer patients to facilitate a seamless service at all times
* To provide patient and carer information through a variety of ways, including face to face and telephone advice
* To provide telephone support to patients, carers and the wider MDT
* To liaise with specialist palliative care teams in both secondary and primary care to ensure a high level of care is provided for patients with advanced cancer
* To liaise with tumour specific teams, including CNS’s, Oncologists, Haematologists, Surgeons to ensure appropriate care for patients with advanced cancer

**Educational Skills**

* In collaboration with senior healthcare professionals identify the supportive and palliative/end of life care educational and training needs of members of the multidisciplinary team.
* Act as a resource for specialist advice and education to members of the RD&E team
* Contribute to the development, provision and evaluation of supportive and palliative/end of life care education within the Trust (formal and informal)
* Identify own educational and training needs in relation to supportive and palliative care and enhanced supportive care and work on professional development plans to achieve these including the Palliative care competencies
* Utilise the outcomes of research evidence and reflective practice to inform and influence own practice and that of others, promoting excellence in palliative/end of life care

**Management and Leadership**

* Acts as an educational resource for members of the multi-professional team and other health professional, both in the cancer centre and the network
* Assists in the development and delivery of educational programmes, both formal and informal for all appropriate health care staff
* Empowers staff to develop their skills to provide the care required to meet the needs of advanced cancer patients
* Acts as a resource for the Trust in Specialist Palliative Care
* Critically analyse current research to actively promote and utilise evidence based knowledge within the practice setting
* Disseminates research findings and knowledge by pursuing opportunities to present work locally and at national conferences or via national and international nursing publications
* Identifies own personal and professional education needs in relation to developing and specialist role. Participate in individual performance review, appraisal and personal development planning
* Works within the trust clinical governance framework at all times and also attend the directorates clinical governance half days
* Participates in clinical supervision of self and others, if appropriate
* Acts in a safe and professional manner at all times
* Maintains a high level of awareness of relevant research, issues and trends within advanced cancer nursing care and in nursing generally
* Ensures that Royal Devon and Exeter NHS Foundation Trust policies are adhered to at all times

**Quality Service**

* Assists with the development of standards and clinical protocol for Specialist Palliative Care Service
* Ensure robust data collection processes
* Monitor patient and carer experience

**Communication and Relationship Skills**

Contribute to maintaining and developing good working relationships in the locality with:

* Hospiscare
* Members of NHS Devon
* Providers of out of hours services
* Social and domiciliary care workers
* Care Homes
* Community Hospitals
* Informal carers
* Other Specialist Palliative Care providers
* Other local relevant providers.
* Knowledge of therapeutic relationships and importance of communication skills within the role as Specialist Palliative Care CNS
* An empathic approach towards patient, family and carers during difficult circumstances and throughout challenging conversations.
* An ability to build effective working relationships with community, social services and multidisciplinary teams.
* Communication with GP practices to maintain continuity of care and sharing of information e.g. Gold Standards Framework register, Special messages.
* Provide clinical and emotional support for Trust staff as required

**Planning and Organisational Skills**

* Follow up outstanding issues with Social services, Community Matrons, District nurses, GP’s, and Care agencies.

**Physical Skills**

* Maintaining relevant and appropriate clinical nursing skills.
* Ensuring clinical practice is up to date by attending yearly mandatory training and ensuring all essential learning is updated as required.

**Responsibility for Patient and Client Care**

* To ensure patient centred management is delivered by the Specialist Palliative Care team for in patient and out patient care.
* To work with the multidisciplinary team, social services and community teams in planning review meetings.

**Responsibility for Policy and Service Development**

* Actively participate in clinical audit and act on patient feedback.
* Access best practice by attending conferences and appropriate study days.
* Working with End of Life steering group to promote standards and practice involved with care delivery at end of life.
* Act as a change initiator when a need to change practice is identified in order to promote quality and improve services.

**Responsibility for Financial and Physical Resources**

* To be aware of the efficient use of resources within the service.
* Knowledge of how to access equipment and resources in the community.
* Knowledge of benefits and grants that are available for patients in particular at the end of life.

**Responsibility for Human Resources**

* Ability to discuss role with student nurses during their placement in the RD&E and with interested health care professionals.
* Sharing knowledge and resources with nursing team to enhance practice.
* Co-ordinating visiting speakers at case conferences and ward meetings.

**Responsibility for Information Resources**

* Development of information packs for Supportive and Palliative Care patients
* Providing bereavement support information packs for families at the end of life.
* Access to a range of information for patients and their families regarding benefits and grants whilst undergoing cancer treatments.
* Linking with local agencies, charities and support groups e.g. FORCE, ELF, Hospice and Balloons.

**Responsibility for Research and Development**

* Attend regional and national level conferences relating to supportive and palliative care, advance care planning and implementation.
* Evaluate services through clinical audit and patient satisfaction questionnaires.

**Professional and personal responsibilities**

* Act at all times in accordance with the NMC code of professional conduct.
* Maintain live registration with the NMC and comply with all relevant standards and guidelines.
* Reflect on own performance and share learning from critical incidents at staff debriefing meetings.
* Contribute to RD&E clinical governance and audit process.
* Develop self-care strategies that enhance coping mechanisms and balance the emotional demands of the role.

**Freedom to Act**

* Taking responsibility for prioritising own workload. Decision making to ensure that overall objectives are met with the patient being the main focus.
* Using own judgement to negotiate, problem solve and make decisions in the absence of line manager.

**Mental Effort**

* Working independently as well as within the team.
* Using initiative when planning delivery of services, interpreting policy and practice guidance to ensure that the service meets the requirements of Trust policies.
* Maintaining effective communication with colleagues.

**Emotional Effort**

* To act professionally at all times and in line with NMC Code of Conduct.
* Emotional support for patient, families and colleagues.
* Maintaining awareness of emotional impact when discussing end of life care and discharge planning.
* Maintain awareness of self-care and emotional well-being.

**THE TRUST - PURPOSE AND VALUES**

We are committed to serving our community by being a high quality specialist Hospital with consultant-led services. We aim to co-ordinate our services with primary and community care, and to develop a limited number as Sub-Regional Referral Centres with appropriate levels of research, development and educational involvement. Where appropriate, and consistent with our services, we may provide services aimed at preventing disease and debilitation.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

We recruit competent staff who we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.

We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.

**GENERAL**

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the Manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, the Trust reserves the right to insist on changes to your job description after consultation with you.

The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call 01392 207462.

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.

The post holder is expected to comply with Trust Infection Control Policies and conduct him/her at all times in such a manner as to minimise the risk of healthcare associated infection.

**ROYAL DEVON & EXETER NHS FOUNDATION TRUST**

**PERSON SPECIFICATION**

**POST: Specialist Palliative Care CNS**

**BAND: 6**

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| **REQUIREMENTS** | At Recruitment | At2nd KSF Gateway | **MET** | **NOT**  **MET** |
| **QUALIFICATIONS/SPECIAL TRAINING:** |  |  |  |  |
| Registered Nurse | **E** | **E** |  |  |
| BSc (Hons) Health Studies – Degree level | **D** | **D** |  |  |
| Oncology Nursing: Specialist practice, Degree level | **D** | **D** |  |  |
| HEAB306 Specialist approaches to Palliative care and Care of the Dying. | **D** | **E** |  |  |
| National Advanced Communication skills training programme | **D** | **E** |  |  |
| **KNOWLEDGE/SKILLS:** |  |  |  |  |
| Excellent communication skills. | **E** | **E** |  |  |
| An in depth knowledge and understanding of cancer and associated treatment modalities. | **D** | **E** |  |  |
| Understanding clinical skills – care of central lines, administration of chemotherapy, symptom control. | **D** | **E** |  |  |
| Knowledge of available community based services, access to social services, benefits, and use of care pathways to enhance the discharge process. | **E** | **E** |  |  |
| Understanding of end of life care, symptom control, and fast track processes. | **E** | **E** |  |  |
| Understand the significance of nursing research and use validated results to improve practice. | **D** | **E** |  |  |
| **EXPERIENCE:** |  |  |  |  |
| At least 2 years minimum experience working in healthcare. | **E** | **E** |  |  |
| Experience of caring for palliative patients and those approaching the end of life. | **E** | **E** |  |  |
| **PERSONAL REQUIREMENTS:** |  |  |  |  |
| Excellent communication skills | **E** | **E** |  |  |
| Enthusiastic, highly motivated, organised and committed to service improvement. | **E** | **E** |  |  |
| Dynamic, creative, innovative and an ability to problem solve in complex situations | **E** | **E** |  |  |
| Ability to work independently and alongside the MDT. | **E** | **E** |  |  |
| Calm in stressful situations and an ability to facilitate difficult conversations with patient and family members. | **E** | **E** |  |  |
| **OTHER REQUIREMENTS** |  |  |  |  |
| Flexible working in order to prioritise workload  Ability to reflect on practice. | **E** | **E** |  |  |

\* **E**ssential/**D**esirable

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| **HAZARDS:** | | | | | |
| Laboratory Specimens Proteinacious Dusts |  | Clinical contact with patients | ✓ | Performing Exposure Prone Invasive Procedures |  |
| Blood / Body Fluids | ✓ | Dusty environment |  | VDU Use | ✓ |
| Radiation |  | Challenging Behaviour | ✓ | Manual Handling | ✓ |
| Solvents |  | Driving |  | Noise |  |
| Respiratory Sensitisers |  | Food Handling |  | Working in isolation | ✓ |
| Handling Cytotoxic Drugs |  |  |  |  |  |

**Band Authorisation**

**Date Job Description Matched at AFC Panel:**

**Outcome:**

**Authorised By:**