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| **Job title: Lead Nurse - Wellbeing** |
| **Band: 22** |
| **Group: Wellbeing Team** |
| **Work location: Longfield Hospice, Minchinhampton** |
| **Responsible to: Head of Wellbeing** |
| **Responsible for: N/A** |

# Job purpose

To contribute to the nursing and therapeutic requirements of patients/carers working as part of the multi-disciplinary Wellbeing team and to lead and facilitate groups and sessions for patients and carers. To assess, plan implement and review patient’s care including providing specialist palliative care symptom control, advice and support.

## Main duties and responsibilities

* Triage patients in to the Wellbeing Centre and work with the MDT
* To undertake telephone and face to face clinical assessments and plan care accordingly
* Provision of patient care providing facilitation of groups, symptom control, advice and support to Wellbeing patients and carers
* To identify issues as they arise during the patients/carers attendance at programmes and appointments
* To support patients and carers including delivery of groups, signposting patients to other internal support and appropriate alternative services
* Ensure collaborative working within the hospice and with other professionals across health and other agencies such as GP’s, Consultants and specialist Palliative Care teams to provide the delivery of a co-ordinated multidisciplinary service
* Work alongside volunteers and take active part in orientation and volunteer support
* Record keeping: maintain accurate, timely patient records using SystmOne
* Communication: excellent communication skills to manage complex and sometimes distressing conversations and information with sensitivity
* Maintain professional standards: to meet NMC continual professional development requirements
* To contribute to strategy and work place change
* To work in accordance with the Longfield Values

**Main Duties & Responsibilities**

**Clinical Practice**

* To work with patients and carers within a group setting and on a one to one basis
* To work as part of a multi-disciplinary team to provide care and education
* To support patients with difficult conversation and advanced care planning
* To actively contribute to caseload reviews and triage
* To maintain a safe working environment including risk assessments, incident reporting and infection control
* To work within recognised manual handling guidelines demonstrating safe and appropriate use of hoists and manual handling equipment
* To maintain accurate and timely patient records and documentation as per NMC standards and Hospice policy
* To act as point of contact for outside agencies, health and social care professions
* To ensure communications regarding patient care is maintained within agreed hospice protocol
* To act in accordance with professional codes of conduct and practice.

**Leadership and Management**

* To work with the Wellbeing team to ensure appropriate delivery of patient care within an enablement model supported by other staff
* To maintain a safe working environment including risk assessments and incident reporting
* To assist in the regular recording of and maintenance checks on all clinical equipment used for patient care within the Hospice as required
* To act as role model for nursing, health care assistants, students, volunteers and other care services staff
* To be a student mentor and facilitate and support student nurse placements
* Ensuring own clinical competence adheres to current best practice
* To communicate effectively with a wide range of people including patients/clients and carers, Hospice colleagues, allied health professionals, and social care staff, primary care colleagues
* To participate in an ethos of peer review within the Wellbeing Team by feeding back comments in a constructive and reflective manner in order to ensure professional standards and patient care is maintained safely and at an acceptable level,
* To attend the daily Wellbeing team briefing and de - briefing sessions and other Hospice clinical development days as required
* To attend and participate in external meetings as a representative of Longfield as required.

**Education**

* To keep up-to-date with evidence based developments to ensure that care conforms to best practice,
* To participate in multidisciplinary audit/research activities within agreed ethical guidelines,
* To support models of supervision for self and others,
* To be up to date with required mandatory training as outlined in the role profile,
* To work within a reflective model, identifying learning points to contribute to the delivery of best practice.
* To accepts and seek supervision from line manager on a regular basis and as appropriate and to partake in the appraisal system

**Professional**

* To be an integral member of the multi-professional team taking responsibility for own continuing professional development,
* To maintain own professional portfolio and NMC registration
* To monitor standards of care, record and report findings including taking corrective action where required
* To work within a reflective model, identifying the learning points and innovative elements to enable the whole of the organisation to deliver best practice

**Quality and Governance**

* To ensure Longfield Wellbeing services are evidence based and reflective of current research and best practice, reviewing new clinical evidence or models of working and making recommendations for service change and development
* Seeking feedback and participation from service users to guide future development
* To promote a culture of continuous reflection as a framework for improvement across the hospice
* In conjunction with the Wellbeing team support the quality improvement and assurance agenda by the setting and monitoring of standards, recording and reporting findings and proposing actions required to improve service quality
* To contribute to the governance agenda by supporting the monitoring of compliance against national minimum standards including supporting the collection of evidence for CQC
* To meet best practice standards in relation to disclosure, ensuring the appropriate and timely exchange of information, whilst maintaining confidentiality in line with hospice policy and other relevant legislation/guidance e.g. Data Protection Act

**Health and Safety**

The post holder will be aware of and adhere to all hospice policies and procedures, and relevant legislation including Health and Safety at Work Act and agreed practice and policy, and that hazards are observed and reported to the appropriate office. This incorporates all aspects of risk assessment.

**Safeguarding Duty**

It is the responsibility of the post holder to be aware of and follow the legislations and guidance regarding Safeguarding Adults and Children as stated in the Hospice Safeguarding Policy. This applies to all staff regardless of which member of the family is the primary client. The post holder is responsible for ensuring they have appropriate knowledge and information according to their role.

# Person Specification

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| **Attributes** | **Criteria** | **\* How measured** |
| **Experience** | * Management of end of life/palliative care patients * Evidence of recent relevant post registration experience * Ability to provide care without direct supervision * Teaching experience * Evidence of recent relevant clinical practice in a palliative care setting * Evidence of working in a multi-disciplinary team   **Desirable**   * Evidence of liaising/working in community setting * Knowledge and understanding of evidence based practice, NICE guidance, Gold Standards Framework and relevant Hospice papers * Evidence of managing volunteers | A/I  A/I  A/I  A  A/I  A/I  A/I  A  A  A/I |
| **Qualifications and training** | Registered Nurse with the Nursing and Midwifery Council (NMC) with experience or interest in working in palliative care  Educated to degree level or working towards  Diploma in palliative care or equivalent  Relevant teaching qualification (e.g. ENB 998 or equivalent)  Evidence of recent professional development | A  A  A  A  A |
| **Knowledge, skills and abilities** | Excellent communication and interpersonal skills  Communication skills training  Ability to prioritise care needs  Facilitation skills and delivering groups  Ability to clearly communicate complex and sometimes distressing information with sensitivity  Emotionally resilient  Ability to maintain clear, accurate and timely patient records  Leadership skills  Ability to work collaboratively and network  Ability to prioritise, problem solve and good organisational skills  Ability to work under own initiative  Enthusiastic and committed  Empathic  Knowledge of manual handling risk assessment and infection control  Knowledge of NMC code of Professional Conduct  Proficient computer skills including email, power point and Microsoft Office packages  Computer literacy  Knowledge of principles of clinical governance | A/I  A  I  A/I  A/I  I  I  I  I  I  I  I  I  I  I  A  A  A  A/I |
| **Job circumstances** | The role is based at Longfield Hospice, Minchinhampton but may involve working out in the community. | |

**\* A: application April 2024**

**I: interview**

**E: exercise**