

## TRUST BANK ASSIGNMENT BRIEF

### Post Details

<b>TITLE:</b>	Bank Community Children's Palliative Care Nurse
<b>DEPARTMENT:</b>	Children's and Families Division via Trust Bank
<b>LOCATION:</b>	Lansdowne Health Centre
<b>PROFESSIONALLY ACCOUNTABLE TO:</b>	Team Leader CCN Team and Palliative Clinical Lead Nurse – Community Children's Nursing Team
<b>CLINICALLY ACCOUNTABLE TO:</b>	Head of Temporary Staffing
<b>BANK LEVEL:</b>	6
<b>HOURS:</b>	Flexible

### Job Purpose:

The post holder has continuing responsibility to ensure that the Children's Community Nurses and Palliative Care Nurses provide a holistic nursing service offering psychosocial support to parents and children with life limiting conditions and those in the terminal phase of their lives in conjunction with the Community Children's Nursing (CCN) team.

The post holder will work autonomously and act independently working within BCHC Policy, procedures and guidelines.

### Management and Leadership Responsibilities:

#### Professional

1. Work in accordance with NMC Code of Professional Practice and Scope of Professional Practice. Professionally and legally accountable and responsible for all activities.
2. Manage a caseload of life limited children and their families who require additional support.
3. Holistically assess the situation and needs of children with life limiting conditions inclusive of family needs.
4. Provide nursing services to life limited children and those on the Palliative Care caseload in their own homes e.g. injections, passing feeding tubes, dressings.
5. Provide nursing and psychological support to parents of life limited children and those on the Palliative Care caseload, in their own homes.
6. Ensure the delivery of care is of the highest standard taking into account the environment in which the care is being delivered.
7. Work in partnership with children, families and carers, to provide optimum outcomes for each child by acknowledging individual preferences and lifestyles.

8. Recognise situations which may be detrimental to a child's wellbeing and deal with individual situations according to organisational and local agency policies, for example, child protection issues, e.g. initiation of Early Help referral to Social Care & Health services.
9. Review, discuss and facilitate fulfilment of Advance Care Plans for children and families with life limiting/threatening conditions.
10. To be aware of all policies/guidelines pertinent to working practice and to keep up to date with changes to ensure that practice is evidence based.
11. To maintain confidentiality of children and their families at all times.
12. Work autonomously and as part of a team to deliver care.
13. To promote and contribute to effective team working.
14. To participate in the on-call rota to provide telephone advice to families across both
15. CCN and Palliative caseloads and then conduct home visits for children at end of life.
16. Manage clinical risk within own caseload.
17. To visit children and their families at the end stages of their child's life and support families to die in their place of choice.
18. To maintain a non judgmental approach when working with the children and their families.
19. Initiate, organise and liaise with the CCN team and other service providers to address the needs of life limited children and their families.
20. Liaise with the Children's Palliative Care Clinical Lead to holistically support families and carers responding to individual needs.
21. Liaise with other professionals e.g. social workers, medical and nursing staff both internally and externally with those involved with life limited children and their families in a key worker capacity in respect of health and wellbeing needs of child.
22. Access team reflection/debriefs and staff support as required to manage the emotional impact of the role.
23. Plan and participate in teaching packages to families and carers to ensure effective care is delivered safely.
24. Travel to visits within patient homes throughout Birmingham and adhere to BCHC lone working policy.
25. Undertake appropriate risk assessments to ensure safety during visits ensuring effective liaison with colleagues to ensure their safety especially during unsociable hours.
26. Work autonomously and act independently working within BCHC Policy, procedures and guidelines.
27. Promote and support effective discharge planning to avoid prolonged hospital admission.
28. Support families in a variety of settings in the delivery of difficult conversations in relation to end of life care.
29. Following appropriate nurse prescribing training, assess, implement and evaluate an episode of care, prescribing appropriate treatment as required.

## Management

1. Participate in developing new service criteria and standards formulating policies in partnership with relevant personnel e.g. medical acute units and voluntary agencies.

2. Initiate, plan and facilitate multi-disciplinary discharge and care planning meetings, inviting professionals within the organisation and outside agencies.
3. Contribute towards and deliver presentation materials for promoting the CCN and Palliative Care service to other professional groups within and outside the organisation.
4. Produce duty and on-call rotas to cover a 24 hour shift pattern.
5. Attend in house meetings as required to ensure effective communication and service delivery.
6. Advocate for children and their families with other professionals for access to services, including negotiation with housing/medical personnel regarding end of life plans/symptom control promoting the child and family's points of view.
7. Initiate and participate in research and audit relevant to development and delivery of the service.
8. Ensure that the team have access to resources to enable safe, effective care for life limited children including specialist equipment and consumables.
9. Support the Children's Palliative Clinical Lead in development of palliative care services within Birmingham.
10. To delegate appropriately within the team ensuring safe service provision, whilst considering appropriate skill mix and care requirements.
11. In the absence of the team leader actively manage the service dealing with sickness and operational issues as they arise.

## Education and Development

1. To maintain and continually update knowledge and skills in relation to the post.
2. To identify and undertake specific training to maintain skills in line with NMC Scope of Practice and development needs of the service.
3. Facilitate and participate in the provision of training regarding palliative care for all grades of staff within and outside the service to ensure knowledge and skills are achieved to fulfil roles.
4. Value and utilise skills of other team members recognising personal/professional strengths and challenges sharing and learning new skills willingly.
5. Initiate, design and deliver teaching packages to all grades of staff, whilst also being willing to undertake further training to develop and enhance skills in relation to Children's Palliative Care.

## Leadership Responsibilities

1. Develop and empower all members of your team to perform to high standards and innovate.
2. Ensure supportive staff management arrangements are in place and carry out personal development reviews for direct reports. Ensure all staff in your team/s have annual PDR's resulting in specific objectives and effective personal development plans in line with the Knowledge and Skills Outline Framework.

3. Develop staff knowledge and skills to promote equality and diversity and address inequalities both in employment and service delivery. Ensure specific equality objectives are included in PDR's.
4. Develop a culture that ensures that the standards of Improving Working Lives and Investors in People are achieved and maintained for all staff and that staff's perception about their working lives are measured and improvements made.

To undertake other duties commensurate with this grade of post in agreement with the relevant line manager.

To minimise the Trust's environmental impact wherever possible, including recycling, switching off lights, computers, monitors and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

Responsible for ensuring identified training and development is undertaken appropriate to the postholder's role.

### **Key Relationships**

To establish effective working relations with the following:

Clinical Lead Children's Palliative Care  
Medical Lead Children's Palliative Care  
Acute Specialist for Children's Palliative Care

### **Performance Management**

All employees have a responsibility to participate in regular appraisal with their manager and to identify performance standards of the post. As part of the appraisal process every employee is responsible for participating in identifying their own training and development need to meet their KSF outline.

### **Health & Safety at Work**

Attention is drawn to the responsibility of all employees to take reasonable care for the health & safety of themselves and other people who may be affected by their actions at work.

### **Equal Opportunities**

Birmingham Community Healthcare NHS Foundation Trust is committed to being an equal opportunities employer and welcomes applicants from people irrespective of age, gender, race and disability.

## **Safeguarding**

It is the responsibility of all staff to safeguard and protect children and adults at risk at all times and staff must report any concerns as per Safeguarding Children and Safeguarding Adults policies, which are available on the Trust's intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role.

## **Smoking**

The Trust operates a No Smoking policy.

## **Mobility**

Whilst the postholder will be appointed to the Trust Bank Office at Priestly Wharf, Trust HQ, this is a Trust wide appointment and travel around the Trust and city may be required.

## **Confidentiality**

Your attention is drawn to the confidential nature of information collected within the National Health Service. The unauthorised use or disclosures of patient or other personal information is regarded as gross misconduct and will be subject to the Trust's Disciplinary Procedure and, in the case of both computerised and paper-based information, could result in a prosecution for an offence or action for civil damages under the Data Protection Act 1998.

## **Sustainability**

The Trust attaches great importance to sustainability and Corporate Social Responsibility. It is therefore the responsibility of all members of staff to ensure that the Trust's resources are used efficiently with minimum wastage throughout their daily activities.

## **Dignity in Care**

Birmingham Community Healthcare NHS Foundation Trust (BCHC) is committed to providing dignity in care for all our patients and service users across the Trust.

All staff, workers, volunteers, students and individuals undertaking work experience/shadowing, irrespective of the role they specifically undertake, are required to adhere to BCHC's vision, values and professional standards. This also involves working with and alongside colleagues and partners, demonstrating a duty of candour (i.e. honesty and straightforwardness), openness and accountability in order to achieve high quality and the best possible care outcomes for our patients, service users and the local community.

## **Infection Prevention and Control**

The Trust is committed to minimising any risks of healthcare associated infection to patients, visitors and staff. All employees must attend Infection Prevention and Control training as

required for their post. Employees must be familiar with and comply with Infection Prevention and Control policies available on the Intranet.

**Assignment Brief**

This assignment brief will be reviewed on an annual basis.

**Post Holder's Signature**

**Post Holder's Name**

**Date**

**Person Specification**

Requirements	Essential
<p><b>Qualifications / Training / Education</b></p>	<p>RSCN/RN Child Branch</p> <p>ENB 998 (Teaching &amp; Assessing in Clinical Practice) or equivalent</p> <p>Specialist Children’s Palliative Care qualification or significant experience in caring for children with complex health needs.</p> <p>Independent supplementary prescriber or equivalent or willingness to undertake</p>
<p><b>Experience</b></p>	<p>Experience of working with children with life limiting/ threatening illnesses and end of life</p> <p>Significant experience of working as a Children’s Nurse either RSCN/RN Child</p>
<p><b>Skills / Knowledge</b></p>	<p>Ability to manage team on a day to day basis in the absence of the Team Leader/Children’s Palliative Care Lead</p> <p>Demonstrate knowledge relating to child protection issues and procedures</p> <p>Evidence of assessment skills and use of nursing process and nurse models</p> <p>Demonstrate sound use and application of NMC Code of Conduct and scope of professional care</p> <p>Demonstrate knowledge of current legislative changes affecting NHS and Social Care, particularly those affecting community care</p> <p>Demonstrate knowledge and application of current clinical trends and practices inclusive of evidence based practice in relation to Children’s Community Nursing and Palliative Care</p> <p>Ability to teach relatives, patients, clients and staff across all areas of self care and appropriate nursing practice</p> <p>Demonstrate knowledge of standard setting and audit processes</p>



Requirements	Essential
	<p>Demonstrate individual responsibility in respect to health and safety</p> <p>Understanding of equality, diversity and spirituality for children and families</p> <p>Excellent communication skills</p> <p>Provide evidence of time and resource management</p> <p>Demonstrates understanding of family needs and expectations and a willingness to fulfil them</p> <p>Ability to problem solve acquiring and utilising information from diverse sources to identify problems, solutions evaluating and recommending and implementing actions where appropriate</p> <p>Ability to plan, prioritise and organise and evaluate care ensuring effective use of resource in relation to resource and time management</p>
<p><b>Personal Qualities</b></p>	<p>Ability to demonstrate a commitment to team working</p> <p>Demonstrate ability to be flexible and participate in an NHS change environment</p> <p>Ability to learn and apply knowledge appropriately</p> <p>Positive attitude to service development and Children's Palliative Care</p>
<p><b>Other job requirements</b></p>	<p>Access to independent means of transport</p> <p>Ability to work flexible hours, evenings, weekends, Bank Holidays</p>



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