

AFC Reference:	COMM/0078
Job Title:	Clinical Nurse Specialist Palliative Care
Band:	6
Hours:	37.5
Division/Service:	Community/Palliative Care
Accountable to:	Clinical Service Manager
Responsible to:	Palliative Care Team Leader

Job Outcomes:

As a result of the post-holder being effective in their role, The Trust would expect to see the following outcomes for the Trust, service users and the wider community:

1. Mersey Care NHS Foundation Trust as a leading provider of community services, mental health care, physical health, addiction services and learning disability care.
2. Service users receiving a high quality service and one which is free from stigma, discrimination and harm.
3. Staff engaged with the delivery, innovation and continuous improvement of services to benefit service users.
4. Visible and responsive leadership, setting the standard for others and role-modelled throughout the division for all managers
5. The Trust values of Continuous Improvement, Accountability, Respectfulness, Enthusiasm and Support will be embedded across the division for all staff and evident to service users.

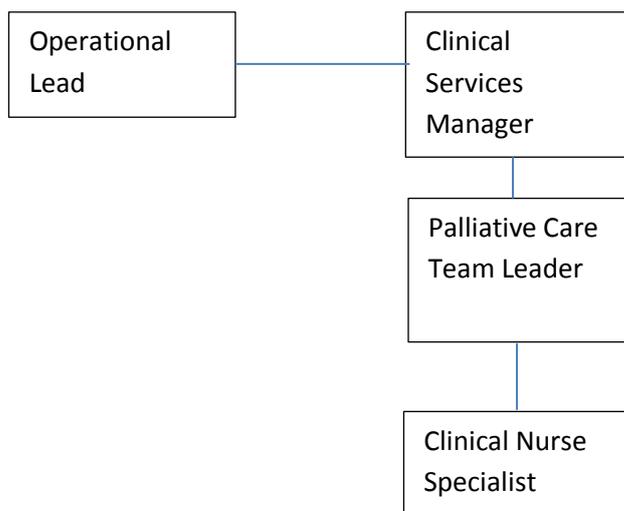
Job Purpose:

The post holder will have continuing responsibility for the management of a defined caseload. They will be responsible for the continuity of care and be the lead person for communication to identified stakeholders. The primary function of the role is to provide proactive, responsive services that address the anticipatory and maintenance care needs of the patients/clients within the defined caseload.

This will be done via a holistic assessment of care needs and the provision of clinical care for patients/clients with acute and chronic highly complex needs. Practice autonomously and demonstrate evidence based clinical decision making. Work within guidelines to identify and manage risk, reporting identified risks to the team leader.

Ensure the delivery of the quality strategy within the designated area incorporating establishment of systems and processes.

Organisational Chart



Principle Responsibilities

1. Responsible for the provision of appropriate, high quality care to a defined caseload.
2. Responsible for workload planning and delegation of work to other team members, taking into account competence levels.
3. Undertake holistic assessments of need for the patient and family, which may be highly complex, using the appropriate model of care and evidence based practice.
4. Work in partnership with other professionals to enable patients/clients to be maintained in an appropriate environment, thus avoiding hospital admission. Provide advice to patients, clients and carers on a wide range of health issues to include health promotion, life style advice and health care.
5. Ensure that the team provides a high quality clinical service to its clients by participation in caseload and clinical supervision.
6. In conjunction with the team leader, develop new ways of working to provide a responsive service to patients with both planned and unplanned care needs.
7. Develop partnerships and joint working within other agencies as appropriate. Maintain registration in line with professional bodies.
8. Clinically lead, direct, mentor and support the team.
9. Support the team leader in the development of caseload management across the local health economy.
10. Acts as an advocate and champion for patients and/or clients.
11. Act as a role model to team members and students so that patients/clients receive the most effective care possible.

12. Contribute to the development of policy and services to reflect the needs of the local neighbourhood population.
13. Participate in the development, implementation, and monitoring of the clinical team contract/objectives.
14. Provide information to the team leader on staff and patient/client activity as requested, to enable the effective management of the team.
15. Support the team leader in the implementation of practice development, improvement and service modernisation initiatives.
16. Support the team leader by monitoring and recording sickness and absence, capability and other issues within the team, reporting them as soon as possible.
17. In conjunction with other caseload holders, provide day-to-day supervision and support for the team.
18. Support the team leader in providing induction to the local working environment, clinical services and policies for new team members and students.
19. Undertake personal development plans with other members of the team, as delegated by the team leader.
20. Act as an authorised signatory for mileage and time cards for submission to the team leader.
21. Communicate with the multi-disciplinary team to provide best outcomes for patients/clients; this may include organising case conferences related to highly complex cases.
22. Participate in individual and group supervision.
23. Monitor record keeping within the team and inform the team leader of any issues.
24. Support the training and development of team members who need to improve on the level of patient care delivery. This includes record keeping and improving clinical competency.
25. Support the implementation of any initiatives to improve quality within the clinical governance framework.
26. Participate in patient satisfaction reporting to improve patient care.
27. Work with the team leader to ensure achievement of your own personal development plan.
28. Maintain up to date knowledge and competence in line with professional and service requirements and demonstrate critical thinking, decision-making and reflective skills to ensure own professional development.
29. Support the Team Leader in creating an environment in which learning and practice development is fostered, evaluated and disseminated.
30. Facilitate effective learning within the area of practice for all students and practitioners.
31. Facilitate pre and post registration student placements within the team. Mentor and assess pre-registration students.
32. Participation in clinical audits and research, as required.
33. The post holder shall as necessary provide cover for and undertake duties of absent colleagues.
34. The post holder shall follow all the policies and procedures of the organisation.
35. Participate in individual and group supervision.

Generic Responsibilities for all staff:

All post holders will agree to:

- Commit to the vision of supporting Mersey Care in becoming a leading organisation in the provision of community services, mental health care, addiction services and learning disability care, and in doing so fully utilise their skills and experience to support the objectives of the Trust.
- Role model the values of the Trust – Continuous Improvement, Accountability, Respectfulness, Enthusiasm and Support– in all activities and interactions with employees, service users and other stakeholders
- Challenge the stigma associated with mental health and learning difficulties.
- Comply with the Duty of Candour, defined by Francis as: 'The volunteering of all relevant information to persons who have or may have been harmed by the provision of services, whether or not the information has been requested and whether or not a complaint or a report about that provision has been made.'
- Work across professional and organisational boundaries to improve services for all.
- Maintain their specific knowledge base and develop new skills.
- Value the contribution of the patient / service user voice.
- Operate within any organisational codes of practice or those from a relevant professional body.
- Respect equality and diversity across all areas of working practice and communications with staff, service users and other stakeholders.
- Take responsibility for the accurate and timely collection and recording of data and ensuring all personally identifiable information is protected and used only for the purposes for which it was intended.
- Comply with all health and safety legislation and local policies and procedures.
- Adhere to all organisational policies.
- Have knowledge and understanding of technology in the workplace which is sufficient to maintain their efficiency and also how technology can empower service users in a digital environment
- Comply with the NHS Constitution in relation to the staff responsibilities that it sets out for NHS employees.
- Attend a one day Just and Learning & Civility and Respect training work shop
- Be an ambassador for Just & Learning and Civility & Respect following the training
- Positively advocate the just and learning culture within your team
- Be a confident supporter and implementer of the Trust CARES Values including Civility & Respect within your team.
- Support their team/services to create a positive environment for Just and Learning Culture

- Participate in Just and Learning Culture events.
- Bring Just and Learning Culture updates/information to the attention of team members and other MCT colleagues they work with.
- Support and encourage the sharing of concerns about the safety and quality of care with senior leaders with the aim of improving safety and quality.
- Actively participate in creating an open culture within your team so that concerns and difficulties can be discussed safely and respectfully.
- Speaking up in the event that they are exposed to incivility between colleagues in the workplace #iwillspeakup.
- Listening and understanding others who have concerns and taking a collaborative approach to work towards a solution to improve civility and respect.

This job description is intended as an outline indicator of general areas of activity and will be reviewed in light of the changing needs of the Trust in consultation with the postholder.

CONFIDENTIALITY

All information relating to patients and/or staff obtained during employment with the Trust is to be treated as confidential and as such employees should not disclose it without appropriate prior authorisation. Unauthorised disclosure of any confidential information, or that covered by the Data Protection Act may result in disciplinary action.

CONTINUOUS IMPROVEMENT

The Trust has adopted a strategy for Continuous Improvement and all members of staff employed by the Trust are expected to play an active role in development and improving services to the benefit of service users. All employees are required to participate in the annual Personal Development Review activities and any associated training and/or learning opportunities. DATA QUALITY All staff involved in the collection of data are responsible for the accurate and timely collection and recording of information.

EQUALITY, DIVERSITY AND HUMAN RIGHTS

The Trust is committed to equality of opportunity and anti-discriminatory practice both in the provision of services and in our role as a major employer. The Trust believes that all people have the right to be treated with dignity and respect. The Trust is working towards, and is committed to, the elimination of unfair and unlawful direct and indirect discriminatory practices. All employees have responsibility to ensure their practice adheres with both legislation and policies. Mersey Care NHS Trust and its staff have legal duties under the Human Rights Act 1998. All public authorities have a legal duty to uphold and promote human rights in everything they do. It is unlawful for a public authority to perform any act which constitutes discrimination.

HEALTH AND SAFETY

Employees must contribute to a healthy and safe working environment by adhering to health and safety regulations and Trust policies. Employees must act in a responsible manner to ensure the care of their own

Community and Mental Health Services

health and safety and that of others who may be affected by their omissions at work. Employees must co-operate with the employer insofar as is necessary to enable Health and Safety duties or requirements to be performed and complied with. Employees must not intentionally or recklessly interfere with, or misuse anything that is provided in the interest of the health, safety and welfare of staff, patients and the general public.

INFECTION PREVENTION AND CONTROL

Infection Prevention and Control is everybody's business, and all employees have a duty to act in accordance with the standards and procedures as set out in the Mersey Care NHS Trust, Infection Prevention and Control Policy at all times.

STANDARDS OF BUSINESS CONDUCT

The post holder will be required to comply with the Trust's Standing Orders and Standing Financial Instructions and, at all times, deal honestly with the Trust, with colleagues and all those who have dealing with the Trust including patients, relatives and suppliers.

OTHER

You may be required to work at other locations within the Trust as determined by the duties of your post. You may be required to undertake any other duties at the request of the line manager which are commensurate with the role, including project work, internal job rotation and absence cover. This job description is an outline and account of the main duties. Any changes will be discussed with the post holder in advance but will also be reviewed regularly to take into account changes and developments in service requirements. The post holder has the right to request a review should they feel there have been significant changes to their role.

The Trust operates a No Smoking Policy.

	ESSENTIAL	DESIRABLE
QUALIFICATIONS:	<ul style="list-style-type: none"> Registered Professional Teaching/mentorship qualification or equivalent work based experience 	<ul style="list-style-type: none"> V300 Prescriber, if required for the post
KNOWLEDGE/EXPERIENCE:	<ul style="list-style-type: none"> Demonstrable post registration/qualification experience Experience of successful multi-agency working Demonstrable experience in relevant area of practice or equivalent Evidence of CPD/Short 	<ul style="list-style-type: none"> Management and clinical leadership experience.

	<p>courses.</p> <ul style="list-style-type: none"> • Awareness of current national and local agenda in health and social care • Understanding of partnership working • Understanding of the principles of care management • Awareness of factors that contribute to good health and the importance of promoting these in line with organisational public health policy • Evidence of being able to communicate complex information and advice on healthcare to Patients/clients, carers and colleagues • Excellent communication, organisational and interpersonal skills • Risk assessment skills 	
<p>VALUES:</p>	<ul style="list-style-type: none"> • Continuous Improvement • Accountability • Respectfulness • Enthusiasm • Support • High professional standards • Responsive to service users • Engaging leadership style • Strong customer service belief • Transparency and honesty • Discreet • Change oriented 	
<p>SKILLS:</p>	<ul style="list-style-type: none"> • Self-management and motivation skills. IT literate • Ability to travel to work across boundaries 	



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