



**NHS**

**University Hospitals  
of North Midlands**

NHS Trust

# Job Description and Person Specification

**PROUD  
TO  
CARE**



# Join the UHNM Family

University Hospitals of North Midlands NHS Trust is one of the largest and most modern in the country. We serve around three million people and we're highly regarded for our facilities, teaching and research.

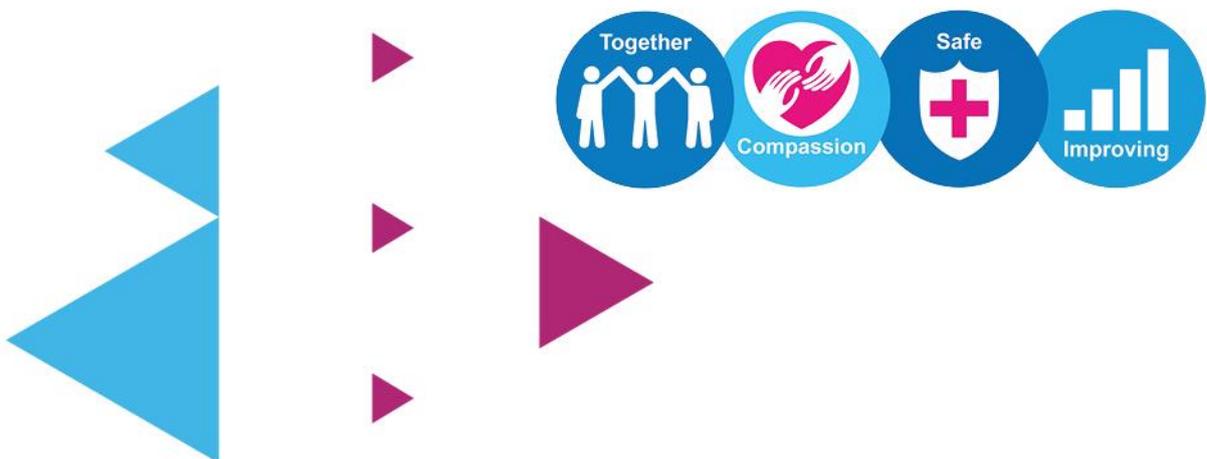
The Trust has around 1,450 inpatient beds across two sites in Stoke-on-Trent and Stafford. Our 11,000 strong workforce provide emergency treatment, planned operations and medical care from Royal Stoke University Hospital and County Hospital in Stafford.

We are a specialist Major Trauma Centre for the North Midlands and North Wales. Happy staff make for happy patients, and with the help of both we have put together a wide range of development and support packages aimed at ensuring that everyone at the Trust has the opportunity to fulfil their potential and meet their aspirations as well as the tools to provide great care.

Our mission to provide the very best health care includes recruiting the best people. Our goal is to be a world-class centre of achievement, where patients receive the highest standards of care and the best people come to learn, work and research.

The Trust also has a vibrant charity arm, UHNM Charity, which provides funds to enable University Hospitals of North Midlands NHS Trust to purchase state-of-the-art medical equipment and to enhance and improve patient experience and comfort.

Many of our staff are passionate about the service they provide and want to be part of something special. You can find out more about how our staff and patients are helping to improve the health, comfort and hospital experience of local people every day at [www.uhnmcharity.org.uk](http://www.uhnmcharity.org.uk)



# Values & Promises

We have four core values and promises that were co-created by our staff, patients and carers.



## Together

- We are a Team – I will be considerate, help others to achieve our goals and support others to make positive changes
- We are Appreciative – I will acknowledge and thank people for their efforts and contributions
- We are Inclusive – I will be open and honest, welcome people's views and opinions and involve people in decisions that affect them



## Compassion

- We are Supportive – I will be empathetic and reassuring. I will support and encourage people when they need it
- We are Respectful – I will treat people fairly, with respect and dignity, protect their privacy and help them to feel comfortable
- We are Friendly – I will be welcoming and approachable. I will make eye contact, say hello and introduce myself #hellomyname is



## Safe

- We Communicate Well – I will explain clearly, share relevant and timely information and keep people updated
- We are Organised – I will plan ahead, manage my time well and be prompt in what I do
- We Speak Up – I will contribute to ensuring healthy and constructive feedback for all so we can feel safe to challenge inappropriate care and behaviour and promote our values



## Improving

- We Listen – I will welcome people's views and ideas, invite people to ask questions and share their opinions and respond to what I hear
- We Learn – I will share best practice, celebrate good performance and support others to use their skills, learn and grow
- We Take Responsibility – I will have a positive attitude, act and encourage people to take the initiative and make improvements

**Division: Network Services**

**Job Title:** Macmillan Specialist Palliative Care Nurse

**Band:** 6

**Location:** UHNM- County and RSUH

**Hours:** Covering a 7 day service including weekend and Bank Holidays.

**Managerially accountable to:** Advanced Nurse Practitioner

**Professionally accountable to:** Advanced Nurse Practitioner  
Divisional Nursing Director

**Role Summary**

The post holder works with the multi-professional team to provide a comprehensive service including specialised, expert care, advice and support to patients with palliative care needs and their carers throughout the Trust

The post holder will respond to referrals and provide specialist clinical nursing knowledge and expertise on the various aspects of palliative care depending on patient/carer need

The post holder is expected to provide clinical leadership within the speciality of palliative care in partnership with the senior clinical nurses and to aid the development of education and research relevant to the speciality

The post holder will support in the development of specialist palliative care services ensuring this relates to the needs of the patients

The post holder will liaise with other healthcare professionals both within and outside of the Trust in order to provide the best possible care for patients ensuring continuity of care.

**Key Areas/Tasks**

- The post holder will be responsible for the assessment of patients with specialist needs, and the development and evaluation of clinical management plans including non medical prescribing (where appropriate)
- The post holder will be expected to support with Advance Care planning including awareness, initiation of discussions and authorship of ReSPECT/ DNACPR decisions (Policy No C09)

- Deals with complex facts or situations, requiring analysis, interpretation and comparison over a range of options
- Supports with clinical prescribing audits and dissemination of results
- There is a requirement to exchange highly sensitive, complex and emotive verbal and written information with patients, staff and carers which requires tact, diplomacy and empathy. The post holder needs to ensure that all barriers to understanding are overcome by using differing strategies to meet individual need
- Ensure that clinical care is holistic, current, evidence based, safe and provided at an appropriate level
- To maintain adequate, accurate and contemporaneous records of all patients and ensure that all relevant information is documented in the patient's medical records/pathway
- Ensure that patient concerns are addressed on the ward/ department and work with Patient Advisory and Liaison Service (PALS) and patient forums. Participate in the resolution of complaints/ adverse incidents and implement action plans to prevent reoccurrence
- Act as a link between the Specialist Palliative Care Team and ward areas to cascade information relating to clinical standards to promote ownership amongst the clinical teams
- Use excellent presentation skills to deliver training and education sessions and be able to manage varying levels of understanding
- Able to contribute and participate in the presentation of information to senior members of staff relating to performance, management of incidents, action plans etc.
- The post holder will support with planning, organisation, delivery and evaluation of education programmes/ professional development for clinical staff in line with Trust priorities and the Specialist Palliative Care Strategy
- The post holder will be required to have excellent skills in the use of the following: keyboard skills; presentation; projection/multimedia equipment; word processor; spread sheet software and Trust Information Technology systems
- Participate in clinical research, audit and trials
- Undertakes the collection of statistical data and information and contributes to the development of reports
- Act as a role model in the delivery of palliative care within the Specialist Palliative Care Team at the University Hospital of North Midlands NHS Trust

- The post holder will be required to work without direct supervision, demonstrating excellent time management, organising own workload, identifying and maintaining supportive networks for self and other relevant staff members
- Be innovative, self-motivated and have the necessary skills to motivate others and manage change
- Recognises own ability and limitations
- Contribute to the principles of clinical governance ensuring that quality standards are set and monitored
- Promote an equitable service across the Trust and beyond
- Able to prioritise and utilise limited resources to deliver best outcomes
- Supports the Advanced Nurse Practitioner to ensure that the service is appropriately and cost effectively covered over a 7 day period to include the on-call rota, annual and study leave
- Contributes on an on-going basis to the formal induction of new members of the specialist palliative care team
- Provides feedback, as requested, for other team members undergoing performance review through 360 degree feedback process
- Participates in Clinical Supervision/ wellbeing on an on-going basis
- Work with service users including patients and those important to them to identify palliative and end of life care needs
- Improve co-ordination of services and raise awareness of palliative and end of life issues
- Improve working relations across organisational boundaries by sharing best practice
- Support the end of life care facilitator with the implementation of recognised end of life tools such as the UHNM Last days of life documentation/ Palliative Fast Track ; and Advance Care Planning
- Make an active contribution to the Specialist Palliative Care Multidisciplinary Team to ensure the best possible care for patients with specialist needs at UHNM
- Support with the development and delivery of new policies and standard operating procedures relevant to palliative and end of life care and shares practice across the Trust (all adult services)

## **Personal/Professional Development**

- To take every reasonable opportunity to maintain and improve your professional knowledge and competence
- To participate in personal objective setting and review, including the creation of a personal development plan and the Trust's appraisal process.

## **Health and Safety**

- To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work.
- To co-operate with University Hospitals of North Midlands (NHS) Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to.
- To comply and adhere to individual and role specific responsibilities as stated in the Trust Health and Safety Policy (HS01) and all other Health and Safety related policies.

## **Equality and Diversity**

UHNM is committed to the implementation of the Equality, Diversity and Inclusion Policy Which ensures equal opportunities for all. UHNM is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. All staff are required to observe this policy in their behaviour to other workers and patients/service users

## **Infection Prevention**

Infection Prevention is the obligation of every employee both clinical and non-clinical at the University Hospitals North Midlands NHS Trust. Driving down healthcare associated infection is everyone's responsibility and all staff are required to adhere to the Trust's Infection Prevention policy

All staff employed by the UHNM Trust have the following responsibilities:

### **Trust Dress Code**

- Trust approved uniform/dress code must be adhered to
- When in clinical areas **all** staff must be bare below the elbow, without wrist watches, stoned rings, wrist jewellery, false nails, nail polish or plaster casts
- No personal bags to be worn during clinical duties

### **Hand Hygiene**

- Decontaminate your hands as the per ‘The five moments of hand hygiene’

### **Own Practice**

- Lead by example
- Encourage and praise good practice
- Be prepared to accept advice about your own practice

### **Decontamination**

- Ensure that equipment you have been using or about to use has been decontaminated effectively
- Ensure that you are aware of the Trust approved cleaning products, and follow a safe system of works

### **Trust Policies**

- Ensure that you know and strictly follow relevant Infection Prevention policies for your role and apply standard precautions at all times, which is available in the Infection Prevention Manual on the UHNM intranet

## **Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality**

All staff are responsible for ensuring they are familiar with and adhere to the Trust’s policies, procedures and guidelines with regards to the Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality. This includes confidentiality, information security, cyber security, secondary use and management of records.

Staff have a responsibility in protecting the “rights and freedom” of natural persons (i.e. live individuals) and to ensure that personal data is not processed without their knowledge, and, wherever possible, that it is processed with their consent. Processing includes holding, obtaining, recording, using and disclosing of information and applies to all forms of media, including paper and images. It applies to both patient and staff information

Hence staff must ensure confidentiality is maintained at all times, data is recorded accurately and you only access this information as part of your job role

## **Safeguarding Children, Young People and Adults with care and support needs**

All staff are responsible for ensuring that they are familiar with and adhere to the Trusts Safeguarding Children and Adults policies, procedures and guidelines. All health professionals who come into contact with children, parents, adults with care and support needs and carers in the course of their work have a responsibility to safeguard and promote their welfare as directed by the Children Acts 1989/2004 and the Care Act 2014. Health professionals also have a responsibility even when the health professional does not work directly with a child or adult with care and support needs but may be seeing their parent, carer or other significant adult.

All staff are required to attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to their role.

This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to throughout this Job Description can be found on the Trust's intranet, or alternatively copies can be obtained from the Human Resources Directorate

## Sustainability



Sustainability and Corporate Social Responsibility are fundamental to the way the University Hospitals of North Midlands NHS Trust (UHNM) work. The Trust has developed a Sustainable Development Management Plan (SDMP): '*Our 2020 Vision: Our Sustainable Future*' with a vision to become the most sustainable NHS Trust by 2020. In order to achieve this, we need the support of all staff. As a member of staff, it is your responsibility to minimise the Trust's environmental impact and to ensure that Trust resources are used efficiently with minimum wastage throughout daily activities. This will include minimising waste production through printing and photocopying less, reducing water waste and when waste is produced, it is your responsibility to segregate all clinical waste correctly and recycle. Switch off lights and equipment when not in use, report all faults and heating / cooling concerns promptly to the Estates Helpdesk and where possible minimise business travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

*SWITCH to a Sustainable UHNM* is a campaign that focuses on the sustainability of the Trust and how we can use resources more effectively to provide better patient care, improve our health and work place. SWITCH is looking to recruit as many Champions as possible to help to bring the campaign to colleagues in their departments / wards and bring SWITCH to life. If you are interested in becoming a SWITCH Champion please contact [switch@uhns.nhs.uk](mailto:switch@uhns.nhs.uk)

## Disruptive Incident & Business Continuity

The Trust needs to be able to plan for, and respond to a wide range of incidents and emergencies that could affect health or patient care. These could be anything from severe weather to an infectious disease outbreak or a major transport accident.

All staff are required to have an awareness of the Trust's business continuity arrangements, as a minimum. All staff will be required to;

- To know how to identify a business continuity incident and the method for reporting;
- To have an awareness of local business continuity arrangements;
- To participate in awareness, training and exercises, as required;

In the event of a disruptive incident, all Trust employees will be required to attend work if they are fit and well and able to do so in line with a Trust risk assessment. Those who are clinically qualified will be required to work flexibly across the Trust to meet the service need in clinical areas. This will include front line clinical staff who will be expected to cover alternative duties as and when required in order to ensure that all essential services are maintained.

Signed Employee \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

Signed Manager \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

## Job Title

### Person Specification

	Specification	Criteria		Evidence
		Essential	Desirable	
<b>Essential Qualifications</b>	Registered Nurse on NMC Register	X		
	Evidence of degree level qualification in health/ nursing related studies	X		
	Evidence of masters level study in health/ nursing related study		X	
	Evidence of appropriate post registration education relevant to the speciality	X		
	Health Assessment in Clinical Practice		X	
	Independent non-medical prescriber		X	
	Advanced Communications Skills Training (or equivalent)		X	
	Masters Degree in Palliative Care or related area of practice		X	
	Leadership qualification		X	
<b>Knowledge, Skills, Training and Experience</b>	Minimum of 3 years post registration experience to include experience of working in palliative care	X		
	Evidence of in depth experience in caring for people with palliative care needs	X		
	Working with a wide range of professionals	X		
	Understanding of the local and national palliative care/ end of life agenda	X		
	Evidence of continued professional development and implementation in clinical practice	X		
	Experience of clinical audit and standard setting	X		

	Understanding of research based practice	X		
	Excellent computer skills including use of Microsoft Office	X		
	Teaching experience, both formal and informal, to groups of staff in a variety of settings	X		
	Evidence of previous leadership role with proven leadership skills		X	
	ENB 998 or Recognised Coaching/mentoring qualification	X		
	Able to develop and support all grades of staff and deliver specialist training		X	
	Completed Level 1 and 2 Respect training (Awareness and Authorship), as per Policy C69 requirements		X	
<b>Personal Qualities</b>	Able to use own initiative	X		
	Ability to work as part of a team	X		
	Excellent Communication Skills	X		
	Reliability	X		