

Surgery and Oncology Division

JOB DESCRIPTION

Post Title:	Specialist Nurse
Band:	6
Hours:	As agreed by the service up to 37.5
Accountable to:	Clinically: Lead Specialist Palliative Care Nurse & Consultant Lead Professionally: Lead Specialist Palliative Care Nurse
Responsible to:	Lead Specialist Palliative Care Nurse

JOB PROFILE

The Hospital Palliative Care Team is a multi-disciplinary nurse lead team which provides specialist palliative and end of life care support and advice to inpatients within the Oxford University Hospitals NHS Foundation Trust.

The Hospital Palliative Care Team provides a 7-day service at the John Radcliffe Hospital. Currently, the team provides a Mon - Fri service at the Churchill, NOC and Horton however the intention is that the service will increase to a 7-day service across all sites in the near future. Weekend and extended hours working will be required.

The Hospital Palliative Care Team provides end of life, symptom management and communication skills training and teaching to the OUH, for all levels of staff. A strong aspiration for learning and teaching is therefore essential.

As a specialist nurse within the team, the post holder will be expected to demonstrate patient focused expert clinical assessment and judgement. The post holder will also be expected to show autonomous and multi-disciplinary team working, including supporting other members of the team with development.

Specialist Nurses will be able to;

- Assess individuals, families and populations holistically using a range of different methods, using physical assessment and advanced history taking skills and other specialist health needs assessments.
- Use their expert knowledge and clinical judgement to decide whether to refer patients for investigations and discuss potential diagnoses with members of the wider MDT or when to consult other members of the team for advice.
- Decide on and carry out treatment, which may include advice on the prescribing of medicines, or referring patients to an appropriate specialist.
- Ensure the provision of continuity of care.
- Assess and evaluate, with patients and /or carers, the effectiveness of the treatment and care provided and make changes as needed.

- Work autonomously within a wider health care team and as a lone practitioner.
- Work across professional, organisational and system boundaries and proactively develop and sustain new partnerships and networks to influence and improve health, outcomes and healthcare delivery systems.

KEY RESULT AREAS:

Clinical Practice:

Specialist Nurses will:

- Work within their scope of practice within the specialist area of practice, autonomously as well as within a multi-disciplinary team.
- Work clinically to optimise health and wellbeing, demonstrate decision making related to history taking and physical assessment of patients.
- Plan, prioritise and manage complete episodes of care with support from the wider team and mentor, working in partnership with others, delegating and referring as appropriate to optimise health outcomes and resource use, providing direct support to patients and clients.
- Act as key worker where this model exists.
- Use professional judgement in managing complex and unpredictable care events.
- Draw upon an appropriate range of multi-agency and inter-professional resources in their practice.
- Appropriately define boundaries in practice and be aware of limitations.
- Promote a high standard of specialist nursing by initiating and coordinating the assessment, planning, delivery and evaluation of the holistic needs of patients/families through evidence based practice following agreed policies, protocols and guidelines.
- Practice a high standard of communication including highly sensitive and complex information to develop and sustain partnership working with individuals, groups, communities and agencies. Utilise evidence based information through a variety of communication media.
- Maintain adequate patient documentation to NMC requirements for all patients seen and advice given in any practice setting and contribute to clinical activity/data collection as required.

Leadership/Management:

Specialist Nurses will:

- Collaborate with the multi-professional team to develop a shared vision of the service.
- Act as a role model in clinical evidence based practice.
- Work collaboratively with colleagues to develop effective documentation, pathways, protocols and guidelines for care.
- Demonstrate a commitment to share expertise and disseminate information.
- Actively participate in the development of the team and the service to continuously improve patient care
- Participate in implementing national standards and frameworks at a local level.
- Network locally, regionally, nationally and internationally and seek opportunities to develop the specialist role.

- Use effective change management skills to initiate and assist in implementing service and practice development.
- Maintain involvement and active input in multidisciplinary meetings and appropriate local bodies / forums to contribute to practice and service development

Education/Training:

Specialist Nurses will:

- Maintain, advance and develop personal theoretical knowledge, high standards of clinical competence and professional development through ongoing self-education and attendance at relevant courses of study.
- Develop and maintain a peer network of support, information and learning with other nurse specialists at a local and National level.
- Maintain own professional portfolio.
- Contribute to the development and acquisition of specialist nursing knowledge and skills to enhance and extend the practice of other nurses and health care professionals within the service and beyond
- To act as a visible ambassador for the Oxford Model for Exemplary Professional Practice Providing clinical expertise, evidence – based leadership, research and innovation.
- Role modelling life- long learning and relishing opportunities to share best practice.
- Identify and address the educational needs of patients, families, carers and staff involved in the delivery of this service.
- Contribute to the teaching and support of students and other members of the multi professional team within relevant educational programmes.
- Provide an appropriate learning environment, including mentorship, coaching and preceptorship.
- Contribute to relevant educational programmes.

Improving quality and developing practice:

Specialist Nurses will:

- Evaluate clinical practice in relation to its evidence base and clinical effectiveness including policy and guidance
- Identify areas of risk and poor quality, and address these through appropriate governance structures and forums.
- Participate and actively seek peer review in practice and sound evidence for assurance purposes
- Have responsibility to ensure annual appraisal, agree objectives which reflect local and national service needs and develop personal development plans.
- Develop personal and professional knowledge through critical self-appraisal, clinical supervision and mentoring with others.
- Advocate and contribute to a working environment that promotes continuous learning and development, evidence based practice and succession planning, as well as identifying learning opportunities at local and national levels.
- Ensure statutory and mandatory training updates, as well as role /speciality updates are completed and necessary records maintained.

Trust Statements

Risk Management

The management of risk is the responsibility of everyone and will be achieved within a progressive, honest and open environment.

Staff will be provided with the necessary education, training and support to enable them to meet this responsibility.

Staff should be familiar with the:

- Major Incident Policy
- Fire Policy

And should make themselves familiar with the local “response plan” and **their** role within that response

Responsibility for Health and Safety

The post holder is responsible for ensuring that all duties and responsibilities of this post are carried out in compliance with the Health and Safety at Work Act (1974), Statutory Regulations and Trust Policies and procedures. This will be supported by the provision of training and specialist advice where required.

Infection Control

Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA.

All staff employed by the ORH trust have the following key responsibilities:

- Staff must wash their hands or use alcohol gel on entry and exit from all clinical areas and/or between each patient contact.
- Staff members have a duty to attend mandatory infection control training provided for them by the Trust.
- Staff members who develop an infection (other than common colds and illness) that may be transmissible to patients have a duty to contact Occupational Health.

Children's Rights

The post holder will endeavour at all times to uphold the rights of children and young people in accordance with the United Nations Convention on the Rights of the Child.

Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding children and vulnerable adults throughout the organisation. As a member of the Trust there is a duty to assist in protecting patients and their families from any form of harm when they are vulnerable.

Information Governance

All staff must complete annual information governance training. If you have a Trust email account this can be done online, otherwise you must attend a classroom session. For further details, go to the Information Governance intranet site.

Confidentiality

The post holder must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1984.

SERIOUS UNTOWARD INCIDENTS

All staff must report incidents and near misses so that the Trust can reduce the risk of harm by investigating and incorporating risk reducing measures to safe guard patients, visitors and staff, in accordance with the Trust Incident Reporting Policy

Equal Opportunities

The post holder must at all times carry-out his/her responsibilities with regard to the Trust's Equal Opportunities Policy.

Smoking Policy

It is the policy of the Trust to promote health. Smoking therefore, is actively discouraged and is prohibited in the majority of the Hospital, including offices. However, there are designated smoking areas on both sites.

Data Protection Act

All employees of The Oxford Radcliffe Hospitals NHS Trust must not, without prior permission, disclose any information regarding patients or staff. In circumstances where it is known that a member of staff has communicated to an unauthorised person those staff will be liable to dismissal. Moreover, the Data Protection Act 1984 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Terms and Conditions of Employment

This post is exempt from the Rehabilitation of Offenders Act 1974 and this means that any criminal conviction must be made known at the time of application.

The above will be reviewed on an annual basis, in consultation with the post holder. It is offered as a guide to the key responsibilities and duties, but does not preclude other issues that may arise between reviews of performance and review of the job description.