#### JOB DESCRIPTION

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| 1. JOB IDENTIFICATION |
| Job Title: **Clinical Nurse Specialist: Specialist Palliative Care**  Responsible to: **Team Leader**  Department(s**): Fife Specialist Palliative Care**  Directorate: **Nursing**  Operating Division: **NHS Fife, Health and Social Care Partnership (H&SCP)**  Job Reference:  No of Job Holders:  Last Update: **September 2021** |

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| 2. JOB PURPOSE |
| * The Clinical Nurse Specialist (CNS) role is to work as part of a Specialist Palliative Care and wider multidisciplinary team providing Specialist Palliative Care to patients within the outreach team which includes community and acute settings. The CNS may be required to provide cross cover to the hospice inpatient units to meet the needs of the service. * The CNS role will act as a source of professional advice and expertise to colleagues within the acute and H&SCP as required. * The CNS will have command of a specific expert knowledge base and clinical competence to be able to make complex, clinical decisions when consulting with patients presenting with a variety of palliative illnesses within the outreach environment. This will include working within the H&SCP environments which includes patient’s own homes, community inpatient areas and care homes. * Patient consultations will require specialised clinical judgement and experience to make a differential diagnosis, treat, prescribe and direct further management which may include sign posting, referral to other care pathways or supporting discharges. * The CNS will attend routine and urgent patient visits designated by agreed specific criteria, working within their competence and within the NMC code of professional standards at all times. * The CNS will be required to prepare for, attend and participate in the palliative care Multi Disciplinary Team Meetings. * The CNS will be required to prepare for, attend and participate in GP and District Nurse palliative care meetings. * A Consultant in Palliative Medicine, Advanced Nurse Practitioner (ANP) or the Team Leader will be accessible and provide clinical oversight of the CNS’s clinical case load. They will use their clinical knowledge and skills with regards to urgent care needs and work within their scope of professional practice to ensure safe, patient centred, effective and appropriate patient journey of care. * Function in a dynamic way, ready to adjust to the changing care needs of the patient group * Through leadership, teaching, research and audit function provide comprehensive, co-ordinated and effective nursing advice and support |

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| 3. DIMENSIONS |
| * To provide safe, patient centred and effective evidence based palliative care as a member of the Fife Specialist Palliative Care Team. * To ensure that effective communication is established across all professional boundaries. * Will work autonomously within a wider Specialist Palliative Health Care Team consisting of Consultants, ANP; Community Palliative Clinical Nurse Specialists; Occupational Therapists; Physiotherapists; and Hospice Registered and Non-Registered nurses. The composition of this team will vary from shift to shift and the CNS must be able to communicate effectively and professionally with all staff members. The CNS will also be required to work in partnership with the wider health and social care multidisciplinary/multiagency care providers. * As part of the Fife Wide Specialist Palliative Care Service, that spans both the NHS Fife Acute Care setting and H&SCP, the CNS will manage patients care needs across a continuum that can be very diverse and cover all clinical aspects and issues. Cultural, social and emotional diversities require acknowledgment and taken into consideration during the consultation and future care planning. * Will be required to use a multi skilled approach. Whilst using the available technology, the CNS will use effective listening and advanced communication skills in order to make clinical decisions, create records and refer to clinical reference literature during the consultation period. * Must be able to retrieve and use information regarding healthcare provision in the patient’s locality, allowing appropriate care to be accessed where necessary. |

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| ORGANISATIONAL POSITION |
| Divisional General Manager (West Division)  Associate Director of Nursing (H&SCP) |
| Head of Nursing (West)  Clinical Service Manager  Lead Nurse  Consultants  Palliative Care  Advanced nurse practitioner  Hospice Wards  Team Leader  Outreach Specialist Palliative Care nurses  Specialist  **Specialist palliative Care CNS,**  **(THIS POST)**  Specialist Palliative Care NP  Specialist Palliative care Staff Nurses  Specialist palliative care HCSW’s  Specialist Palliative Care  Advanced Occupational Therapist |

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| 5. ROLE OF DEPARTMENT |
| To provide a multi-professional service, supported by medical, nursing, AHP staff and volunteers. To provide and support the provision of Specialist Palliative Care within NHS Fife Operational Division. Encompassing Acute, Community, Inpatient and Day Services. To improve the provision of evidence based and patient centred Palliative Care through the promotion and disseminating of Evidence Based Palliative care. |

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| 6. KEY RESULT AREAS |
| * To maintain accountability for own professional practice in line with the requirements of clinical governance and the NMC Code of Professional Conduct, following local policies, procedures and guidelines.   Clinical Specialist Knowledge   * The CNS will have recognised skills in taking a focused patient history having completed an internal induction programme. * The Practitioners decision making skills will be at an advanced level to allow a full clinical analysis of the presenting symptoms and past medical history to inform decision making, diagnosis, management, treatment or referral.   **6. KEY RESULT AREAS (cont’d)**   * To maintain accurate and timely record of all clinical consultations and ensure that the NHS Fife Confidentiality Protocol, the Nursing and Midwifery Council (NMC) Code of Professional Standards and Information Governance policies are adhered to at all times. * Undertake a holistic assessment depending on the presenting complaint of the patient. * Responsibility for patient care is paramount and the CNS is required to be accountable for his/her actions or omissions and therefore must provide highly specialised advice to patients and their carers. This will be verbal/written and appropriate to the patient/carer. * Treat patients in accordance with the Fife Formulary and evidence based guidelines when prescribing or using Patient Group Directions, protocols and/or Algorithms. * Act as a role model through the provision of professional leadership and demonstration of competent and effective practice. * To establish effective networks with colleagues in Partner Agencies (e.g. Acute Care medics and nurses, Hospice staff, Community Nursing teams, acute oncology, other specialist nurses, Social work etc.) promoting the development of the effective integration of service. * In agreement with the Consultant in Palliative Medicine or ANP facilitate admissions and discharges to and from the Hospice inpatient and outpatient areas.   Professional:   * Empower patients to take responsibility for their health, well-being and future lifestyle by providing advice and information in appropriate non-clinical language. Using recognised patient care models and current SIGN and National Guidelines. * Promote and support innovation in clinical practice both for peers, within NHS Fife and contribute to the national discussions for developing this role. This may include proposing policy or service changes within or out with own area of practice. * Practice within the Legal and Ethical framework as established by NMC and National Legislation to ensure patient interest and wellbeing are met. * Work within the NHS Fife and Health & Safety Legislation, Policy, Guidelines and Clinical Governance Procedures. * Positively participate in the Personal Development Plan process and the clinical supervision framework within the nursing team to ensure performance support and personal and professional development respecting the skills, expertise and contributions of colleagues. * Ensure Child Protection/welfare and Adult support and protection guidelines and referral procedures are followed. * Integrate current Infection Control evidence based practice into clinical area. * Adheres to NMC code of professional standards and local policy guidelines/formulary in Medicines Management. * Analyses and acts on risk management strategies to ensure safety at all times. * Maintain and work within own knowledge, skills and limitations to ensure safe effective practice as per the NMC code of professional standards. Recognise when to ask for support using the clinical supervision available within the urgent care environment if any action, decision or procedure is out with your limit of competence.   Education, Research and Audit   * Maintain professional practice through continuing education, professional updating and involvement with professional specialist groups. * Support and mentor other nurses and assist multidisciplinary colleagues who require an overview of the role and department. * Actively promote and disseminate research based practice. * Actively participate in the audit process and implement changes.   Organisational   * Participate in the effective management of resources including stores supplies, pharmacy and maintenance of equipment. * Contribute to strategic issues relating to the Specialist Palliative Care Nursing services and the speciality. * Identify new requirements to allow safe practice within rapidly changing health area. * Act in a collaborative and advisory role to senior management. * To develop and maintain internal and external modes of Communications. * Demonstrate competence in the use of current IT Systems. * Participate in Mandatory training sessions within the time stratifications agreed. * Contribute to a supportive environment in the interest of staff morale assuring dignity at work for all members of the urgent care team. |
| 7a. EQUIPMENT AND MACHINERY |
| * The post holder will be competent in the use of and have responsibility for ensuring that they are able to use the following: * Clinical observation equipment e.g. stethoscopes and sphygmanometers * Resuscitation equipment * Oxygen therapy/concentrators * SaO2 monitor * Blood Glucose monitor * Specimen collection * Nebulising apparatus * Injection apparatus * IV Infusion devices * Syringe pumps * IT equipment * Wheelchairs * Telephone * Email * Computers * Printers |

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| **7b. SYSTEMS** |
| * Maintaining patient records * Completing and managing appropriate stock order * Use of Risk Management and Incident Reporting Mechanisms * IT system- Trackcare, Clinical portal, MORSE * Referral to other care agencies |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| The post holder will be expected to work with a high degree of independence and manage his/her own workload according to priorities of their own and the service. The postholder will work within agreed patient referral guidelines and have the autonomy to work without direct supervision.  Objectives will be agreed and reviewed. The post holder will participant in the Personal Development Plan process. |

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| **9. DECISIONS AND JUDGEMENTS** |
| The post holder :   * Makes complex clinical decisions including diagnosis and clinical management based on an in-depth specialist knowledge and interpretation of clinical and other findings. This can only be done by being aware of other medical conditions and social circumstances which may or may not be within their remit to diagnose and treat i.e. differential diagnosis * Will use clinical algorithms and patient group directions to support the care and treatment of patients within the service. Will also use specialist skills (e.g. prescribing & clinical assessment and decision making skills) * Uses own initiative and act independently as an autonomous practitioner within the bounds of own existing knowledge, skills and scope of practice * Demonstrates sound judgement in assessing the physical/ psychological care of a patient in a holistic manner * Is accountable for their own professional actions and must be able to justify decisions when making judgements that affect both patient care and other multi disciplinary staff * Must be aware of their own scope of practice and that of any other team members when requesting assistance with the provision of care to patients within the service * Will work as an independent clinician and will have the ability to identify their own training needs and recognise who or where to contact for support * Work collaboratively to meet the demands of the service |
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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| The most challenging parts of the job are in relation to the following:   * Balancing the need to provide a responsive and effective service to a large volume of patients on a daily basis where the demand is often unpredictable * Exposure to verbal and physical abuse * Working closely with a range of doctors and staff across the acute and H&SCP * Working as the only CNS on duty and not having the constant support of peers * Working in the weekends and public holidays when required with access to only an on call Specialist Palliative Care medic. * Eliciting information and making decisions based on complex holistic information e.g. patient symptoms and presenting physical and emotional needs. * Making independent clinical decisions based on own clinical assessment and interpretation of findings * Communicating often with and supporting distressed/anxious/ worried relatives * To participate in the reporting, documenting and evaluation of the work of the Specialist Palliative Care Service to demonstrate the importance and efficiency of the service and role to patients and other members of the multi disciplinary team |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| The post holder will regularly be involved in communicating internally and externally with other health care professionals, users, carers and other external agencies. The role will involve an educational dimension with users, carers and colleagues.  The post holder will be required to communicate both verbal and written information, some of which might be sensitive and / or emotive. They will also be required to attend a range of meetings that support effective communications.    **KEY RELATIONSHIPS**  Consultants/medics Community Nursing Staff  ANP/ Team Leader GPs  Lead Nurse Community Psychiatric Nurses  Clinical Services Manager Patients and Carers  Hospice Staff Marie Curie Specialist Nurses Scottish Ambulance Service  Pharmacy Community Hospital Wards  Acute Care Colleagues Social Work  Hospital at Home/ ICASS  Hospital at Night |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| The role will place mental and emotional demands on the post holder, which could be driven by the needs of service users, their carers or through the leadership role with clinical staff. Mental demands are significant in relation to the retention and communication of knowledge and information.  Most of the following skills and demands are performed on a regular basis requiring accuracy, a level of manual dexterity, precision and hand/eye co-ordination.  **Physical Skills**   * Clinical Assessment Skills * Administration of medicines * Urinalysis * Resuscitation * Push wheelchairs * Bending and kneeling * Stand or walk for majority of shift * Operate electrical/mechanical couches, beds and chairs * Change IV infusion devices  Physical DemandsExaminations  * Personal Care   **Mental Demands**   * Concentration required when accurately assessing and diagnosing patients and deciding whether to prescribe or not, whether it’s safe to discharge from caseload or refer on to a Doctor. * Calculating and checking drug doses * Concentration required enabling accurate prescribing/checking instructions and documentation of consultation within patients’ notes. * Working within an environment where peaks in activity require effective management and prioritisation. * Concentration when driving in variety of weather conditions.   **Emotional Demands**   * Communicating with distressed/anxious/worried/bereaved patients/relatives * Exposure to verbal/physical aggression * Responding to care appropriately and timely * Dealing with complaints * Seeing patients who may or may not have been aware of their prognosis before being seen by the CNS which can lead to both direct and indirect exposure to distressing emotional circumstances i.e. patients with terminal illnesses, patients in the last days and hours of life, dealing with patients with challenging behavioural problems or acute exacerbation of chronic conditions. * Seeing patients from a diverse range of cultural backgrounds   **Working Conditions**   * Exposure to body odour, body fluids such as blood, sputum, vomit, faeces, urine * Exposure to variety of community settings * Exposure to verbal/physical aggression * Exposure to extreme distress * Exposure to bacteria and viruses * Exposure to Needle stick injuries**.** |
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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| * First Level Registered Nurse * First level Degree * Significant Post-Registration knowledge and experience in Palliative Care and complex symptom management * Non-Medical Prescribing (or working towards completion) * Advanced clinical assessment skills (Education and training will be provided if required) * Evidence of Continuous Professional Development including evidence of relevant palliative care study * Ability to travel * Be able to evidence high standards of clinical care delivery * Excellent communication and interpersonal skills * Problem solving skills * Effective time management skills and ability to manage competing demands. * Demonstrating understanding and implementation of evidence based practice * Ability to work well under pressure * Ability to work on own initiative * Ability to work flexibly as part of a team and also across the service and geographical area * IT skills * Leadership Skills * Mentorship in line with NMC standards to support learning for pre-registration students and new staff * Clear knowledge of national health agenda * A level of English Language competency and communication skills necessary to perform this role safely and effectively |

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| **14. JOB DESCRIPTION AGREEMENT** | |
| Job Holder’s Signature:  Line Managers Signature:  Head of Department Signature: | Date:  Date:  Date |

*For Official Use only:*

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| **Date Received:** | **Date Evaluated:** |