**NHS Greater Glasgow & Clyde**

**Job Description**

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| **1.** | **Job Identification**   * Job Title: Advanced Clinical Nurse Specialist, Palliative Care * Department(s): Hospital Palliative Care Team (HPCT) * Responsible to: Lead Nurse, Palliative Care * Directorate: OPSS Clyde Sector |
| **2.** | **Job Purpose**    The post holder will use clinical expertise, leadership and management skills to ensure co-ordination of the care of patients with palliative care needs, providing expert person centred care for patients and their families, in collaboration with the multi disciplinary team.  As a registered nurse who has acquired additional specialist knowledge and experience they will have completed, or demonstrated the ability to complete all relevant courses and competencies. They will have the expert skills and competencies required to manage a caseload within agreed boundaries and protocols in line with clinical governance, entwined around this clinical core are ties of consultancy, teaching, management and research and its application.  It is recognised that the above may be achieved directly through personal contact with the patient and indirectly through a combination of focus on the following: leadership, facilitation, teaching, research and audit.  They will be an expert clinical practitioner providing comprehensive care, education and support within the speciality to patients, carers and staff, within their area of practice  They will collaborate with Networks and colleagues of all disciplines, to ensure a high standard of care to this defined patient group.  They will have the expertise to perform the technical, invasive and physical aspects of care for this patient group.  They will provide a consultancy role to colleagues and peers at a local and regional level. |
| **3.** | **Job Dimension**  The HPCT aims to provide an accessible and integrated service, delivering safe, effective person centred palliative care for patients and their families with progressive life limiting conditions.  The HPCT takes an interdisciplinary approach to managing challenging physical symptoms, as well as the complex psychological, social and spiritual issues that can surround progressive life limiting conditions, working closely with colleagues to support them in providing best possible care.    The HPCT contribute to establishing a culture and philosophy of high quality palliative care within the Hospital through education and training and collaborative working to increase the confidence of staff and improve the care of patients with progressive life limiting conditions.  Advanced Clinical Nurse Specialist services in the HPCT will:   * Promote equity of care. * Assess, develop, implement and review the holistic palliative care needs of this patient population. Locally this can include all hospital departments * Establish key working relationships within primary, secondary and tertiary care settings across the West of Scotland including voluntary and independent care sectors. |
| **4.** | **Organisational Position**  Chief Nurse  Lead Nurse/CSM  Advanced CNS  Clinicians and MDT  Health Care Professionals across Primary, Secondary and Tertiary Care  Working/Professional  Line Management |
| **5.** | **Scope And Range**  The post holder will aim to have a large degree of autonomy and decision making within this role.   * In collaboration with the Consultants in Palliative Medicine, facilitates the development of excellence in clinical care and addresses the psycho-social nursing needs of this patient group in a variety of hospital settings. * Provides clinical leadership and expert advice to nursing, medical, Allied Health Professions and other members of the multi-disciplinary team (MDT), locally and regionally. * Develops and leads on service improvements in collaboration with the multi-disciplinary team. * Develops and delivers education initiatives to staff, patients and carers and acts as a professional resource to these groups. * Contributes to the integration of educational initiatives from universities, the voluntary sector and other external agencies into the area of expertise, and acts as an expert professional resource. |
| **6.** | **Main Duties/Responsibilities**  Clinical:   * Provides clinical leadership in assessment of patient needs, implementation and evaluation of programmes of care, ensuring holistic and evidence-based nursing practice. * Utilises available resources, taking into consideration lifestyle, gender and cultural background, and ensures involvement of the patient, family carers and significant others. * Undertakes non-medical prescribing/clinical assessment within specialist service requirements * Acts as an expert resource for the clinical management of patients across the multi-disciplinary team and primary, secondary and tertiary care settings. * Acts as a role model through the provision of clinical leadership and demonstration of expert and effective nursing practices. * Promotes the delivery of evidence based nursing interventions to enhance symptom management and improve quality of care. * Acts as an effective change agent integrating information gained from research and audit into clinical practice. * Demonstrate excellent communication skills with patients and carers ensuring information is appropriate, timely and delivered sensitively and based on individual need. * Maintains patient records in line with the Nursing & Midwifery Council (NMC) Guidelines for records and record keeping. * Designs and develops multi-media patient packages to provide clear and readily accessible information and support for patients and their families.   Public Health:   * Identifies and collaborates in health promotion activities for this defined group. * Facilitates patients’ self-management to promote maximum well-being within the confines of their illness. * Leads and participates in health needs assessment and audit to promote adequate service provision. * Promotes health education on an individual patient/carer basis. * Identifies and utilises appropriate resources to support patient health improvement.   Professional:   * Empowers patient to take an active role in their health care, well-being and future lifestyle by practising in an open, transparent and inclusive manner, thereby ensuring patients have the relevant information to participate in treatment decisions and care planning. * Promotes and supports innovation in clinical practice. * Practices within the legal and ethical framework as established by the NMC and national legislation to ensure that patient interests and well being are optimised. * Works within the National Health Service (NHS), NHS Greater Glasgow & Clyde and Health and Safety Executive (HSE) Legislation, Policy, Guidelines and Procedures. * Selects and implements evidence-based nursing interventions to meet the individual needs of patients, carers and staff using National Palliative Care Guidance and standards such as NHS Quality Improvement Scotland, Scottish Intercollegiate Guidelines Network and Clinical Resource and Audit Group materials.   Education and Research/Audit:   * Promotes patient/carer independence through the provision of relevant education and support in relation to their individual physical and psychosocial care needs. * Maintains expert professional practice through continuing education, professional updating and involvement with specialist groups. * Identifies the educational and developmental needs of staff, patients and carers in relation to the specialty, in conjunction with others where appropriate. * Establishes, develops, co-ordinates and evaluates educational initiatives for appropriate healthcare staff, in conjunction with others where appropriate. * Initiates and participates in research projects to enhance the nursing knowledge base within Palliative Care, making a contribution to the development of the evidence base. * Analyses critically and interprets research findings and assesses for appropriateness, application and dissemination to clinical practice. * Leads on quality improvement initiatives within scope practice. * Evaluates own effectiveness in relation to patient outcomes, service and professional requirements.   Organisation/Managerial:   * Work closely with a wide range of Health and social care professionals to develop and maintain the HPCT service to meet agreed standards and guidelines. * Provides expert advice and support on the purchasing and commissioning of resources relating to the specialty where appropriate. * Contributes to the strategic issues relating to palliative care * Contributes to the development and implementation of policies and clinical guidelines within the specialty. * Organises own time and clinics and liaises with colleagues and secretarial staff to organise holiday/planned absence cover, in line with agreed job plan. * Is accountable for the effective management of relevant resources including supplies, pharmacy and maintenance of equipment. * Participates in the retention, recruitment and selection process, in collaboration with the Lead Nurse. * Provides line management for HPCT band 6 Clinical Nurse Specialists, as delegated by Lead Nurse. * Provides programmes and timetables for local, national and international healthcare professional visitors, taking managerial responsibility for their safety. * Promotes the development of a flexible and skilled nursing workforce, in collaboration with the Lead Nurse and other nursing colleagues. * Shares service objectives with staff. * Acts in a collaborative and advisory role and contributes to the wider NHS and Corporate agenda. |
| **7.** | **Systems, Equipment And Machinery**   * Responsible for ensuring that staff are aware of their responsibilities under the Health and Safety at Work; etc Act (1974), to ensure that agreed safety procedures are carried out to maintain a safe working environment for patients, visitors and employees * Responsible for entering information into patients’ electronic and written records as appropriate. Promotes compliance with the Data Protection Act (1998), Caldicott Guidelines and local policies regarding confidentiality and access to medical records. * Promotes the use of Information Technology to integrate patient care and benefit personal and professional development. * Demonstrates competence in the use and handling of a wide range of equipment, including: clinical observation equipment, computers, scales, disposal systems, oxygen, suction, diagnostic and treatment devices. |
| **8.** | **Decisions And Judgement**   * Functions as an autonomous practitioner within a multidisciplinary team both locally and throughout GGC Palliative Care networks. * Uses own initiative and acts independently within the boundaries of existing knowledge and skills and is guided by written policies and guidelines. * Demonstrates sound judgement in the assessment, support, treatment and follow up care; addressing the psychosocial and physical aspects of a person’s palliative care needs * Plans a package of care for individual patients, which may include the prescribing of and reviewing effectiveness of appropriate medications. * Refers care where appropriate, to other agencies, to provide support for individual patients. * Supports and develops staff to broaden their skills, knowledge and experience in the interest of succession planning and absence cover. * Exercises the ability to challenge any interaction which fails to deliver a quality seamless service in accordance with NHSGGC declared objectives. * Initiates and follows through appropriate procedures when a breach of policy occurs. * Contributes to the organisation and design of resources needed to meet the demands of the service and the wider delivery of Palliative Care across NHSGGC. * Operates as a reflective practitioner able to manage own stress and distress at the nature of the role. Develops networks for informal/formal support and practises self care. * Has access to a supervisor on an ongoing basis. * Performance is monitored on an ongoing basis and is appraised annually. |
| **9.** | **Communications And Relationships**   * Demonstrates excellent interpersonal communication skills with patients, relatives and visitors, often delivering complex and highly sensitive information around, complex treatment issues, disease progression and dying. * Acts as a patient/staff advocate through the application of ethical, legal and professional knowledge and skills. * Designs referral protocols and makes referrals to a wide range of other healthcare professionals and specialties, which may include the admission, or discharge of patients. * Demonstrates effective verbal and written communication with all members of the multidisciplinary team, which serves the tertiary, secondary and primary care communities, maximising access to appropriate services to the benefit of patient care. * Provides support, empathy and reassurance in the delivery of patient care. * Contributes to a supportive environment in the interest of staff well-being * Develops external professional networks which promote both the profession, specialty and organisation. * Deals with heightened emotional responses which may include anger and aggression; using skilled communication behaviours to de-escalate supported by GG&C policy. |
| **10.** | **Physical, Mental, Emotional And Environmental Demands Of The Job**   * Moving and handling of patients from self-caring to total dependence. * Technical and manual dexterity and expertise required for invasive procedures. * Moving and handling of equipment. * Travelling between facilities. * Frequent short periods of moderate physical effort. * Exposure to body fluids and therapeutic products. * Administration of symptom control therapies. * Prioritising and multi-tasking patient care in all clinical environments. |
| **11.** | **Most Challenging/Difficult Parts Of The Job**   * On a daily basis, conveying complex information about diagnosis, treatment and end of life care; assisting its assimilation into an appropriate personal understanding of its impact. Supporting the individual and significant others in treatment and care decisions. * The challenge of providing highly specialised intervention in oncological emergencies and a variety of life-threatening situations such as neutropenic sepsis and spinal cord compression. * Managing fluctuating caseload with unpredictable levels of patient referral. * Dealing with and prioritising frequent interruptions from radio-pager, telephone and other health care professionals. * Being the patient’s advocate, where there is intellectual or cognitive impairment affecting judgement, compliance with care or the ability to self-care. * Coping with the emotional demands and psychological aspects of supporting and communicating with distressed patients, carers and colleagues throughout the patient’s journey, including the diagnosis, treatment, follow up, end of life and grief. |
| **12.** | **Knowledge, Training And Experience Required To Do The Job**   * First Level Registered Nurse with substantial post registration experience. * At least two years experience in a Palliative Care nursing role.      * Educated to/working towards Masters Level * Postgraduate expertise within Palliative Care that demonstrates the required breadth of knowledge required to lead safety, effectively and efficiently * To hold or prepared to undertake Non Medical Prescribing Module within an advanced practice education pathway * Advanced Specialist knowledge and experience of relevant conditions, pathology, policies and procedures associated with Palliative Care ensuring that the level of expertise can be utilised to deliver leadership within speciality. * Evidence of application of advanced practice skills in speciality and applying clinical judgement. * Evidence of further developed knowledge and experience in management and/or leadership. · * Further education/evidence of Continuous Professional Development in Palliative Care including study days/courses/post graduate qualification * The post holder will possess excellent team-working/leadership skills and have the ability to motivate and influence others and work using own initiative * Excellent listening, communication and interpersonal skills and effective time management skills · * Working knowledge of basic information technology |
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**PERSON SPECIFICATION FORM**

**Job Title:** **Advanced Clinical Nurse Specialist**  **(Band 7)**

**Department:** **Palliative care**

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| **Qualifications** | **Essential ()** | **Desirable ()** |
| First level registered nurse | x |  |
| Educated or working towards relevant Masters level education | x |  |
| Undertaking or willing to undertake further relevant post graduate studies in line with level 7 advanced practice, including non medical prescribing | x |  |
| Evidence of considerable palliative care education for CPD | x |  |

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| **Experience** | **Essential ()** | **Desirable ()** |
| Post graduate experience of caring for people with Palliative Care needs to demonstrate autonomous decision making and extensive knowledge and experience of symptom assessment and management. | X |  |
| At least 2 years working in a palliative care nursing role | x |  |
| Experience in leading or managing staff/a service | x |  |
| Experience in a relevant Specialist Nurse role | x |  |
| Autonomous working / managing own complex caseload | x |  |

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| **Behavioural Competencies** | **Essential ()** | **Desirable ()** |
| Excellent communication skills | x |  |
| Excellent time management skills. | x |  |
| Excellent team working skills | x |  |
| Leadership skills to influence and motivate others | x |  |
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| **Other** | **Essential ()** | **Desirable ()** |
| Excellent organisational skills. | x |  |