

ANEURIN BEVAN UNIVERSITY HEALTH BOARD
JOB DESCRIPTION

JOB DETAILS:

Job Title	Lead Nurse – Specialist Palliative Care
Pay Band	8a
Hours of Work and Nature of Contract	37.5hrs
Division/Directorate	Primary Care & Community Services
Department	Palliative Care
Base	Ysbyty Ystrad Fawr

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Head of Service - Caerphilly
Reports to: Name Line Manager	Head of Service - Caerphilly
Professionally Responsible to:	Deputy Head of Nursing - Community

OUR VALUES:



The infographic displays the values of GIG Cymru NHS Wales in both Welsh and English. It features eight panels, each with an illustration and text. The values are: People first, Personal responsibility, Passion for improvement, and Pride in what we do. The Welsh equivalents are: Pobl yn gyntaf, Cyfrifoldeb personol, Angerdd am welliant, and Balchder yn yr hyn a wnaeth. The infographic also includes the GIG Cymru NHS Wales logo and contact information for the Organisational Development Team.

Ein GWERTHOEDD yw...

Pobl yn gyntaf
Cyfrifoldeb personol
Angerdd am welliant
Balchder yn yr hyn a wnaeth

Our VALUES are...

People first
Personal responsibility
Passion for improvement
Pride in what we do

Am fwy o wybodaeth ffoniwch 01633 623801

For more information please contact the Organisational Development Team on 01633 623801

Job Summary/Job Purpose:

The key elements of the role are:

- To work in partnership with ABuHB staff, the specialist palliative care voluntary sector providers and national bodies to support the enhancement of the palliative care pathway and service redesign in line with the Specialist Palliative Care Clinical Futures Model
- To improve standards of specialist palliative care by facilitating the development of practice and strengthening leadership to ensure that palliative care patients and carers have a quality experience
- To Lead and develop the CNS team in palliative care in the development and implementation of a consistent and effective specialist service and to improve patient end of life choices
- To act as a clinical expert in palliative care providing expert advice at clinical and strategic level
- To be integral to Specialist Palliative care senior management team
- To be accountable for leading and managing educational programmes in palliative care in response to identified nursing and AHP practice and service needs in collaboration with the ABuHB End of Life Care Board education work stream
- To enhance communication between primary care, secondary care and the voluntary sector to promote a seamless service and improved patient experience

DUTIES/RESPONSIBILITIES:**Leadership**

- To act as a clinical expert in the field of palliative care to support colleagues and other health professionals involved in delivering palliative care across ABuHB
- To contribute to ABuHB's strategic nursing developments
- To be responsible for facilitating the delivery of the Specialist Palliative Care Clinical Futures Model.
- To act as a clinical expert in investigations into specific incidents or complaints relating to palliative care and end of life care
- To lead on the development and implementation of new palliative care nursing service developments across primary and secondary in line with the Specialist Palliative Care Clinical Futures Model.
- To work as a skilled change agent and educator, enabling and empowering clinical staff to perform to high standards and innovate.
- To represent specialist palliative care at a strategic level within ABuHB and influence related policy and procedures.
- To represent the Health Board at a national level on the Palliative Care Implementation Group.
- To represent the Health Board at a national level on the Palliative Care Lead Nurse Group.
- To promote effective working partnerships with statutory and non statutory bodies, patients and the public.

Management

- To manage the hospital specialist palliative care nursing teams, ensuring they are delivering against national palliative care standards, policies and guidelines and ABuHB's corporate objectives. This will include supporting standard setting and team and individual development.
- To present an annual report on the palliative care service
- To lead investigations into specific incidents or complaints as requested by the Directorate Manager or Divisional Nurse
- Attend and proactively participate in relevant specialist nurse and senior/lead nurse forums
- Participate in the senior nurse on call rota
- Use IT skills to maintain accurate and concise records of the clinical service, compiling statistical

information that will profile the service and inform future strategic direction

- Support the development of systems to monitor the quality of nursing practice through audit and measurement of clinical risk, complaints, benchmarking and ensure changes to practice are introduced and monitored where appropriate.
- Ensure that effective systems are utilised to verify qualified nurses are appropriately registered to undertake their role.
- Advise on and deal with issues of professional discipline, competence and conduct for nurses in accordance with Health Board organisational policy and professional guidance
- Contribute to the Community Services risk profiles
- Ensure systems are in place for reviewing clinical and non clinical events, ensuring that staff are confident to report untoward incidents.

Clinical

- Advise Divisional Lead Nurses/Head of Nursing across ABuHB in identifying and leading opportunities to improve palliative care patients' experiences utilising specialist knowledge and ensuring compliance with national palliative care quality standards
- Facilitating and leading opportunities to support improved integration between primary, secondary and social care services and voluntary organisations.
- Assist in identifying opportunities to remodel services through partnership working particularly with voluntary sector specialist palliative care providers.
- To lead on specialist palliative care nursing modernisation strategies and the service improvement agenda.
- Contribute to the wider, cross profession modernisation programme to support the improvement of patient centred services.
- Develop links with paediatric services, particularly with regard to the transition phase for young adults.
- To provide expert advice and support to the multi-disciplinary teams to improve the way in which palliative care is provided, including on-going referral to other services as appropriate
- To work in partnership with patients and their families/carers to enable them to make informed choices about their care and treatment wherever possible
- Facilitate and promote quality at the heart of practice
- To act as a role model and clinical expert within ABuHB and externally through the demonstration of advanced knowledge, skills and evidence based practice

Communication

- Use and understand complex service information for use both internally and externally to the organisation.
- Provide leadership and direction across situations where highly complex ideas or concepts need to be conveyed and implemented across the organisation.
- Develop close working relationships with the voluntary sector specialist palliative care organisations.
- Ensure user involvement in the development of palliative care services through the use of surveys, audits and attendance at relevant meetings.
- Deliver and evaluate programmes to address patients' complex and changing health needs at all stages of their illness.

Education

- To produce the annual training needs analyses to identify education and training needs of palliative care staff
- To act as a professional supervisor
- In liaison with the Assistant Nursing Director and the Education & Development manager to

oversee the management and development of competencies for ABuHB nursing staff to care for end of life care patients

- To advise on and participate in education programmes in palliative care, focusing on advanced practice within ABHB
- To keep abreast of developments in palliative care and advanced/expert practice and update other staff accordingly
- Continually update and maintain own professional development in palliative care

Research and development

- Promote the service and clinical excellence by publishing and presenting innovations, audits and research locally and nationally
- To continually update own knowledge, disseminating and sharing evidence based practice
- To have an up-to-date knowledge of local and national standards of care and be able to lead on the development of evaluation strategies
- To manage a regular system of audit activities within the specialist palliative care team
- Critically evaluate research findings and regularly promote the use of evidence based practice in the specialist are
- Proactively participate in collaborative research projects within the clinical settings in accordance with the strategic needs of the service
- The post holder will work with the hospital specialist palliative care team to undertake qualitative and quantitative audits to evaluate the impact of the nursing services and relevant research to inform future service improvements.
- Ensure an evidence based approach to policy development and service redesign and consider the outcomes of relevant audit and/or evaluation work on all aspects of the role.

Physical and financial resources

- Responsible for overseeing the palliative care nursing budget
- Authorised signatory for financial payments

Physical effort

- There is a regular requirement to travel between NHS and other sites often with limited time between meetings.
- VDU use is required for this post including the occasional production of complex reports.

Mental effort

- The post holder will frequently have to adapt to changing priorities and re-focus their work.
- The post holder will participate in and facilitate meetings which require a high level of concentration on a wide range of topics, with a variety of audiences and mixtures of attendees.
- The post holder will occasionally have to produce reports.

Emotional effort

- Exposure to distressing or emotional circumstances will be frequent and require resilience when working with members of staff, colleagues, managers, patients and general public

Working conditions

- The post holder will have occasional unpleasant working conditions

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	<ul style="list-style-type: none"> • Registered General Nurse • First level degree or equivalent level of experience and knowledge • Masters qualification or equivalent level of knowledge and experience • Palliative care qualification • Evidence of CPD – portfolio of professional development activities 	<ul style="list-style-type: none"> • Teaching qualification • Counselling qualification • Leadership and management qualification 	Application form and pre-employment checks
Experience	<ul style="list-style-type: none"> • Extensive post registration experience • Experience in palliative care • Experience of working at a senior level in a complex organisation • Experience of leading/managing a service • Experience of working between primary and secondary care • Experience and professional knowledge of financial management and staff management acquired through training and experience • Experience of successful development and delivery of service improvement and/or successful management of organisational change • Evidence of advanced communication skills training 	<ul style="list-style-type: none"> • Experience of audit & research • Project or programme management experience 	Application form and interview
Aptitude and Abilities	<ul style="list-style-type: none"> • Ability to lead & influence change • IT literate • Leadership & motivational skills 		Interview

	<ul style="list-style-type: none"> • Ability to work autonomously & as part of a team • Willing to learn & adopt best practice • Ability to analyse and appropriately present often complex service information to a range of groups • Ability to communicate verbally and in writing in a manner which is clear, fluent and persuasive • Able to demonstrate a high level of interpersonal skills, displaying credibility, influence and political acumen • Demonstrable specialist knowledge in relation to policy and service developments and service strategies • Able to interpret legislation and national guidance relating to professional practice and the delivery of nursing • Sound judgement, decision making and organisational skills • Self-motivated and committed to developing self and others 		
Values	<ul style="list-style-type: none"> • Enthusiastic, committed, proactive and innovative • Politically astute and high levels of intuition • Appetite for hard work and challenges • Show resilience, stamina and reliability under sustained pressure, never losing sight of objectives • High level of personal integrity • Diplomatic 		Application Form Interview References

	<ul style="list-style-type: none"> • Assertive, confident, yet approachable 		
Other	<ul style="list-style-type: none"> • Ability to travel within the Health Board 		Application form and interview

GENERAL REQUIREMENTS

Include those relevant to the post requirements:

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.

- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Legislation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB or Trust Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have * direct / indirect contact with* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau *Standard / Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure. *Delete as appropriate.
If the post holder does not require a DBS Disclosure Check, delete as appropriate.
- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust

sites, including buildings and grounds, are smoke free.

Flexibility Statement: The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Job Title: Lead Nurse – Palliative Care**Organisational Chart**

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and, if appropriate, two levels above and below.

Complete, add or delete as appropriate the text boxes below showing the organisational relationships.



