

JOB DESCRIPTION

Job Title **Advanced Nurse Practitioner**

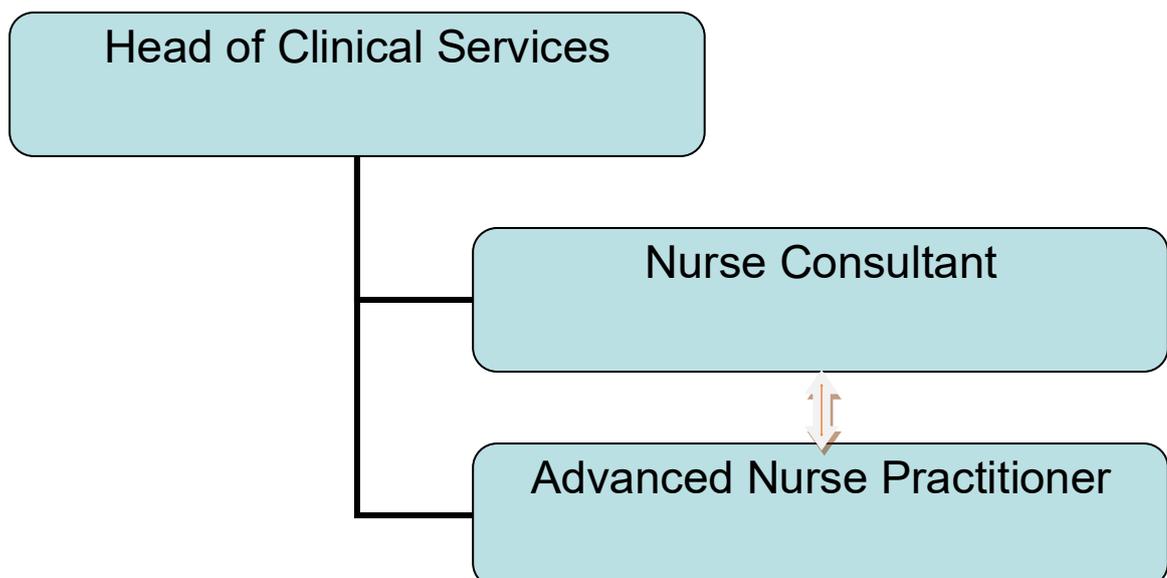
Responsible to **Nurse Consultant**

Principal contacts

Internal: All hospice clinical teams and support services

External: Patients, GPs, District Nursing teams, Hospital Palliative Care Team, ECHO team, CHC, voluntary agencies, community health and social care services

Location The post is based St Barnabas House



Job purpose

- .1 To provide high quality, evidence-based specialist care to patients and their families, with care, compassion and dignity
2. To deliver advanced nursing practice, including clinical assessment and examination and nurse independent prescribing, to promote clinical effectiveness in all areas of patient care
3. Provide senior clinical leadership to junior staff around patient care, treatment and management
4. To work flexibly including weekend and evenings and participate in the on-call rota where required
5. To be an expert knowledge base for consultation, training and service development
6. To lead and develop clinical practice across the hospice, working collaboratively with the Head of Clinical Services to deliver agreed business plans and organisational strategy

Principal duties and responsibilities

Clinical

1. Conduct holistic assessments on patients and ensure appropriate care and action plans based on their needs are clearly recorded and documented
2. Undertake regular patient reviews
3. Participate in clinical handover, admissions and multi-disciplinary team meetings in order to optimise management plans for each patient
4. Plan patient discharges safely and effectively, including use of independent prescribing in respect of providing medications on discharge
5. Ensure that care is provided in accordance with the Mental Capacity act and appropriate consent to treatment obtained
6. As a nurse independent prescriber ensure medicines are prescribed in accordance with legislative requirements, best practice guidelines and hospice policy and procedures in relation to medicines management
7. Following assessment where appropriate/necessary and with the patients consent refer appropriately to other services and agencies
8. Use advanced communication skills with patients, carers and relatives ensuring effective communication at all times
9. Ensure that activities are undertaken in accordance with the scope of practice and the NMC code of conduct
10. Recognise own limitations and seek advice from more senior medical colleagues and other members of the MDT when appropriate

Management and Leadership

1. Provide strong leadership for palliative care practice across the Hospice
2. Work closely with the medical, nursing and allied health care professional teams ensuring that service provision is undertaken efficiently and effectively
3. Facilitate seamless patient care by fostering and maintaining effective communication both internal and external to the hospice
4. In collaboration with the inpatient multi-disciplinary team manage referrals for hospice admission, assessing their appropriateness, managing the waiting list, bed utilisation and staff availability
5. Attend and contribute to departmental and organisational meetings when required to facilitate team communication and service development
6. Plan, coordinate and manage time effectively in order to achieve the hospice's objective for the delivery of palliative and end of life care
7. Ensure the Lead Hospice Physician, Nurse Consultant and other members of the medical team are aware of any factors that may affect the treatment given to patient and produce reports when requested
8. Accept responsibility for own actions and areas of responsibility
9. To ensure continuous self-development, ensuring that you have the required skills and competence to undertake the job role
10. Attend relevant meetings, providing advice on clinical matters where appropriate, and participate fully in the development of Hospice policies, procedures and standards
11. Act as an education and specialist information resource for Hospice staff and members of the wider health and social care team
12. Participate in the induction, development and mentoring of new staff member

Communication

1. Network and foster good relationships with other palliative care providers and key local stakeholders ensuring the promotion of Hospice services and that the Hospice participates appropriately in the development and delivery of coordinated palliative care services
2. Act as a resource of clinical knowledge and advice for Hospice staff and external agencies within competence
3. Advocate for patients and other service users

Quality and Service Improvement

1. Encourage and oversee prompt reporting of adverse incidents, accidents, near misses and errors
2. Participate actively in clinical audit and other quality improvement initiatives
3. Participate in the assessment of clinical care competencies as per hospice requirements
4. Contribute to the development, implementation and review of clinical guidelines, policies and procedures
5. Ensure issues of malpractice or deliberate disregard to policies and procedures are highlighted with the relevant Hospice manager

Health, safety and Security

1. Adhere to health and safety policy and procedures within the Hospice with particular emphasis on the clinical areas and specific regard to the management of risk, adverse and critical incidents, hazard notices and drug alerts
2. Adhere to effective prevention and control of infection measures ensuring that any risks associated with the prevention and control of infection are appropriately actioned
3. Ensure policies in relation to adult and child safeguarding or adhered to and any suspicion of abuse or neglect acted upon

Governance

1. Promote the core values of the Hospice – person-centred care, compassion, respect, autonomy, dignity, equity and trust
2. Ensure that Hospice policies, procedures and standards are adhered to at all times with particular regard to those concerning confidentiality, information governance, general data protection regulation, health and safety, prevention and control infection and medicines management
3. Ensure that standards relating to patient referral, assessment, admission and discharge are applied consistently
4. Ensure the effective utilisation of the Hospice's computer-based patient record system, promoting the use of information technology for recording patient information, communication, information governance and information sharing; implementing procedural change as necessary

Person Specification:

	ESSENTIAL	DESIRABLE
Education & Qualifications	<ul style="list-style-type: none"> ▪ Current Registration of Part 1 of NMC Register ▪ 1st Degree/ Masters level qualification (Advanced Practitioner) ▪ Independent Prescriber ▪ Physical Examination Skills ▪ 	<ul style="list-style-type: none"> ▪ Masters level qualification ▪ Post Graduate Qualification in Palliative Care ▪ Teaching/Assessing/Mentorship Qualification ▪ Advanced Communication Skills
Experience	<ul style="list-style-type: none"> ▪ Demonstrate previous successful ability of working at Advanced Practice Level ▪ Advanced Clinical Skills ▪ Leading and Managing change in collaboration with others ▪ Partnership working across sectors ▪ Clinical Leadership in a Multi-Professional Service ▪ Ability to plan and prioritise care with advanced decision-making skills ▪ Demonstrate evidence of delivering formal and informal teaching 	<ul style="list-style-type: none"> ▪ Previously worked within Specialist Palliative Care setting ▪ Research
Skills, knowledge and abilities	<ul style="list-style-type: none"> ▪ Excellent communication skills, multi-agency and multi-disciplinary ▪ Applied pharmacology and evidence-based prescribing ▪ Comprehensive physical assessment, history taking and clinical decision-making skills ▪ Leadership and team working abilities 	<ul style="list-style-type: none"> ▪ Awareness and understanding of the system of palliative care delivery ▪ Experience in care of people with frailty ▪ Experience in oncology

	<ul style="list-style-type: none"> ▪ Motivational skills for self and others ▪ Effective IT skills, competent in Microsoft office programmes and EMIS web of equivalent ▪ Critical evaluation skills ▪ Clear understanding of the systems of clinical governance and quality assurance, specifically relating to advanced practice ▪ Awareness and understanding of the systems of palliative care delivery ▪ Up to date knowledge of palliative care 	
<p>Aptitude and personal characteristics</p>	<ul style="list-style-type: none"> ▪ Ability to direct and co-ordinate programmes of care, able to work both collaboratively and autonomously ▪ Ability to work across traditional professional and organisational boundaries and agencies ▪ Empathy with palliative care setting ▪ Non-judgemental ▪ Ability to prioritise workload and delegate effectively ▪ Ability to liaise and network effectively ▪ Commitment to equal opportunities ▪ Ability to work flexibly ▪ Ability to think creatively, laterally and problem solve 	
<p>Other relevant requirements</p>	<ul style="list-style-type: none"> ▪ Ability to be on call and work weekends ▪ Good attendance record 	

	<ul style="list-style-type: none"> ▪ Ability to move and handle people and equipment ▪ Full UK driving licence and use of own car 	
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OTHER DUTIES

To undertake any other duty within your ability and within reason, as may be required from time to time, at the direction of your line manager.

ASSISTANCE

The Hospice has the advantage of being supported by a number of volunteers. If a volunteer is assigned to assist you at any time, you will still retain responsibility for the requirements of this job in terms of accuracy, efficiency and standards of completion. You will also ensure good communication and be mindful of your responsibility towards that volunteer in terms of Health and Safety.

CONFIDENTIALITY

You should be aware of the confidential nature of the Hospice environment and/or your role. Any matters of a confidential nature, relating to patients, carers, relatives, staff or volunteers must not be divulged to any unauthorised person. Ensuring patient confidentiality is maintained in accordance with the Caldicott principal and Data Protection Act.

DATA PROTECTION

You should make yourself aware of the requirements of the Data Protection Act and follow local codes of practice to ensure appropriate action is taken to safeguard confidential information.

HEALTH AND SAFETY

You are required to take reasonable care for your own health and safety and that of others who may be affected by your acts or omissions and you should ensure that statutory regulations, policies, codes of practice and safety and good house-keeping rules are adhered to, attending safety and fire lectures as required.

JOB DESCRIPTION

This Job Description is not intended to be restrictive and should be taken as the current representation of the nature of the duties involved in your job and needs to be flexible to cope with the changing needs of the job and the Hospice.

