

# Senior Palliative Care Nurse

## Job Description | September 2019

### Overview

Title:	Senior Palliative Care Nurse
Department:	Family and Care Services
Hours:	37.5 hours per week (average)
Contract:	Permanent
Location:	Richard House Children's Hospice, London, E16 3RG
Reports to:	Care Manager

#### Role purpose:

- To take a leading role as a member of the hospice care team, providing evidence based nursing care and advice in collaboration with the multi-disciplinary team.
- To manage a shift providing leadership to the team ensuring that all care is delivered in accordance with Richard House policies and procedures.
- Actively lead, guide and supervise care staff and volunteers working in-house.
- To act as a team leader for a group of nurses and play and care workers and lead on the team's link role.
- To lead the team in acting as key worker to allocated service users and their families

### Key Responsibilities

#### Managerial

- Actively lead the clinical team on a shift to shift basis by managing shifts, including bookings, requests staffing, and sickness and referral enquiries. Ensure that all relevant information is passed on at shift changes.
- Provide management supervision to allocated members of the care team.
- Participate in clinical audits, to assist in identifying areas for audits as required.
- To take on a link role to assist the management team in the smooth and safe running of Residential Care
- Support and complement the management team by promoting excellence in clinical care.

#### Clinical

- To work in partnership with families to assess, implement and evaluate plans of care to meet the individual needs of the child and the young person.
- To provide specialist, skilled care for children and young people in accordance with evidence based practice and ensure that the needs of children and young people and their families are at the centre of all decisions. To be accountable for telephone advice to families and act as a resource to other professionals.
- To lead on discharge planning and attend multidisciplinary team meetings to achieve the common goal.

- To support medical staff, chaperoning and acting as advocate for the child if the family are not present.
- Actively encourage a comfortable, fun and supportive environment for children, young people and their families at Richard House.
- To take appropriate action in relation to any safeguarding issue.
- To be responsible for the safe storage, transcribing and administration of medicines following the medicine management policies and procedures, and ensuring that prescribed medications are given as directed.
- Maintain awareness to different ethnic communities within the London area and ensure that the cultural needs of the children and family's needs are met.
- To keep daily records of the children's activities and general health status, updating the care plans, notes and database.

## Educational

- Contribute to the development of clinical practice in palliative care.
- Act as mentor/role model to care staff, disseminating knowledge and expertise to colleagues and promoting an effective learning environment.
- Facilitating learning opportunities in day to day practice situations and formally in conjunction with colleagues.
- To train, assess and monitor staff, carers and families in specific clinical skills.

## General Responsibilities

- Co-operate with all staff in maintaining good relationships with outside agencies and the general public in order to uphold the Charity's image and win increased support for its work.
- Engage with all departments across Richard House and this may involve participating in fundraising or community engagement events.
- Participate in referrals, first visits and promoting Richard House.
- Promote the safety and wellbeing of all children and young people at Richard House.
- Maintain confidentiality in all areas of work at Richard House.
- Ensure infection control guidelines are adhered to in accordance with CQC and Richard House protocol.
- Ensure that your conduct within and outside Richard House does not conflict with professional expectations in conjunction with NMC registration.
- Actively support and promote Richard House and all its policies.
- Review, update and write policies and procedures directly relating to the care environment.
- Take responsibility for your continuing professional development.
- Co-operate with all staff in maintaining harmonious inter-personal relationships.
- Attend staff meetings and training as required.
- Ensure an awareness and observation of Fire and Health and Safety Regulations.
- Ensure the respect, dignity and rights to privacy of the child and young person as far as possible.
- Participate in regular Supervision sessions with your Line Manager.
- Carry out any other duties as are within the scope, spirit and purpose of the role, the title of the post and its grading as requested by your Line Manager or his or her higher level of authority to include flexibility and adaptability as required.

## Person Specification

### Essential Skills, Experience and Knowledge

- RNC/RNLD/RNA with paediatric experience.
- Experience in mentoring junior members of the team.
- Experience in managing care team members.
- Experience of leading and coordinating shifts.
- Knowledge and experience of caring for children and families with complex health needs.
- Experience in caring for children with tracheostomies, ventilator dependent children, intravenous therapy via central lines and complex symptom management plans including subcutaneous infusions of medicine.

### Abilities

- Able to communicate clearly and effectively both verbally and in writing at all levels of the organisation and with external stakeholders.
- Able to effectively engage others and build positive and trusted working relationships.
- Able to self-manage, take the initiative and prioritise own work effectively.
- Able to juggle and manage a varied and busy workload.
- Able to develop and run processes.
- Able to spot opportunities to improve systems and processes.
- Works methodically and has keen attention to detail.
- Able to record information and data accurately.

### Qualities

- Caring and sensitive.
- Friendly and enjoys engaging with people.
- Enthusiastic and self-motivated.
- Has a positive and flexible approach to work.
- A proactive problem solver who can create resolutions.
- Assertive.
- Resilient.
- Can work effectively as part of a team.
- Leadership.
- Committed to ongoing personal development and training.
- Has enthusiasm for and commitment to the work of Richard House.

### Qualifications

- RNC/RNLD/RNA with current NMC registration.

### Safeguarding Rules

Richard House is committed to the safeguarding of children and vulnerable adults. This post is subject to a Disclosure and Barring Service check.

## Notes

In addition to the key responsibilities above, the post-holder is expected to carry out any other reasonably required duties.

This job description reflects the present requirements of the role. As duties and responsibilities change and develop the job description will be reviewed and is subject to amendment in consultation with the post-holder.