



Job Description

Job Title	Home Nursing Team Lead
Tenure:	Permanent
Base:	Workington Community Hospital
Responsible to:	Head of Care and Quality
Accountable to:	Chief Executive
Salary:	Point 37 (£33,631) / Point 38 (£34,616) pro rata
Hours:	30 hours per week

JOB SUMMARY:

Hospice at Home West Cumbria (HHWC) is a “Hospice without Walls” providing Home Nursing, Family and Bereavement Support and Lymphoedema Care to patients, families and carers across West Cumbria. All services are provided free of charge. Hospice at Home works alongside and in collaboration with the other providers of specialist palliative care; i.e. clinical nurse specialists, medical team, occupational therapy and The Loweswater Suite.

The main purpose of this post is to manage, develop and lead a skilled and effective workforce to provide one to one nursing care and support in a range of settings; i.e. home, care homes, community hospitals and acute wards.

DUTIES AND RESPONSIBILITIES OF THE POST:

Clinical Responsibility

1. To directly line manage and delegate work as appropriate to the senior hospice nurses and linked clinical administrator, including training, absence, sickness and annual leave management.
2. To lead and develop the home nursing team and volunteers, encouraging effective communication, setting objectives, initiating work plans and helping to foster a positive team spirit through regular team meetings.
3. Have an overview of the day to day prioritising of care arrangements for patients receiving home nursing care; ensuring that staff are deployed appropriately and that communications with families and carers is consistent and of a high standard.
4. Plan and manage the senior hospice nurse and out-of-hours on-call rota.
5. Have a participatory role in the on call (telephone only) team rota, as per service demands/requirements.
6. Work closely with and maintain/develop positive working relationships with the Integrated Care Communities.
7. Attend the weekly multi-disciplinary team meeting, liaising with the wider Specialist Palliative Care Team as appropriate to patient's ongoing care and support needs.
8. Maintain accurate records (both electronic and written) which comply with professional, legal and administrative requirements.
9. Monitor standards of care being provided to patients by the home nurses and volunteers involved in their care and support.
10. Undertake a regular review of the skills mix and composition of staff employed-within the team.
11. To report any incidents or concerns to the Head of Care and Quality or appropriate member of the senior management team as soon as possible, ensuring correct procedures have been followed.
12. Undertake and review risk assessments for staff and patients as appropriate to service requirements.
13. To deputise for Head of Care and Quality at agreed meetings and events.

Clinical Governance

1. Arrange and ensure delivery of appropriate levels of clinical supervision for all home nursing staff and volunteers.
2. Review and monitor nursing documentation (both electronic and written) on a regular basis to ensure accurate and timely record keeping.
3. Support the Head of Care and Quality with quality improvements, service reviews, service development, and revision of policy and procedures as appropriate. This includes risk management, complaints, complying with and contributing to CQC requirements and clinical audit.

Education

1. Ensure the delivery and completion of regular mandatory training for all home nursing staff and volunteers in line with roles, competencies and HHWC training matrix.
2. Support the Patient Moving & Handling Key Worker for the organisation.

3. Facilitate additional study days throughout the year for all staff covering a range of subjects and speakers, involving good practice for patient delivery, risk assessment, risk management.
4. Develop student placements to facilitate the delivery of palliative and end of life care education, learning and development.
5. Participate in developing and delivering relevant education programmes in partnership with statutory and voluntary sector agencies and organisations as appropriate.

Staff Development

1. Undertake and support nurses through an effective appraisal and personal development review to set objectives, goals and action plans identifying learning needs and provide training opportunities as appropriate. Can be delegated to senior hospice nurses where appropriate.
2. Undertake and support volunteers through an effective review process, identifying learning needs and provide training opportunities as appropriate. Can be delegated to senior hospice nurses where appropriate
2. Support individual staff to achieve their personal goals by facilitating certain work placements e.g. placements on Loweswater Suite; time with community nursing team; time with community nurses, etc.
3. Create and sustain a culture which promotes self-development.

Recruitment

1. With support from the Head of Care and Quality take a lead in the recruitment process of all registered general nurses and health care assistants employed for the home nursing service.
2. Support the Volunteer Co-ordinator with the recruitment of patient support volunteers to enhance the home nursing service.
3. Prepare and deliver an appropriate induction programme for all new staff and volunteers.
4. Prepare additional individualised induction programmes if required; mentoring staff and volunteers through this process.
5. Organise suitable placements with other staff members and a shadowing scheme to allow ongoing supervision and development of new staff members.

Self-Development

1. To meet with line manager on a regular basis for management supervision.
2. Participate in annual appraisal and personal development reviews.
3. Attend mandatory training days.
4. To keep updated with current policies and procedures.
5. To keep updated with current professional developments.

Health and Safety

1. All staff have responsibilities to ensure that our working environment continues to be a safe, secure, healthy and fulfilling place to work.
2. Employees of HHWC are required to work in line with the Health and Safety Policy to ensure not only their own health and safety, but that of others too.

Confidentiality

1. The post holder must maintain the confidentiality of information about patients, staff and Hospice business (both in and out of working hours) in accordance with the Data Protection Act 1998 and Caldicott principles.
2. Any breach of confidentiality will be taken seriously and appropriate disciplinary action taken.

General (all staff)

1. Ensure the maintenance of confidentiality in respect of staff, volunteer and client records and all privileged information relating to the services of the Charity, its patients, staff and volunteers and particularly of the area for which directly responsible.
2. Promote and foster the Hospice's reputation and standing within the community and with private, statutory and voluntary sector agencies and organisations.
3. Undertake any other duties which may be reasonably required.
4. The philosophy of the Hospice is based on a multi-skilled, cross-departmental approach. Staff regardless of grade or discipline, are required to participate in this concept. The role of volunteers is integral with the work of Hospice at Home West Cumbria and paid staff are required to underpin this in their attitude and actions.
5. All staff must be sympathetic to and able to project the philosophy and concept of hospice care.
6. The Hospice has in place provision for staff support. Staff are expected to exercise responsibility in accessing and providing whatever forms of support might be appropriate for them to ensure that they are able to offer the professional care for which they are employed.
7. All staff have a responsibility to report all accidents, incidents or near-misses promptly and when requested to co-operate with any investigations undertaken.
8. The Hospice has adopted an equal opportunities policy and all employees must be aware of their obligations to abide by the spirit and nature of the policy to avoid direct and indirect discrimination.

The job description and person specification is subject to review as part of the annual appraisal process, or due to any changed service provision.

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I agree to the content of this Job Description which is effective from

Employee Name:

Employee Signature:

Date:

Manager Name:

Manager Signature:

Date

Person Specification

Post: Home Nursing Team Lead

Qualifications and Training	Essential	Desirable
Registered General Nurse.	✓	
Relevant Degree or Diploma – or willingness to work towards	✓	
Community nursing qualification		✓
Palliative care qualification or demonstrable experience in the delivery of palliative care	✓	
Advanced communication skills training		✓
Teaching Qualification		✓
Experience		
Recent and varied nursing experience	✓	
Working in or with palliative care patients and families	✓	
Appraisal process	✓	
Multidisciplinary working	✓	
Experience of working with small and large groups in an educational capacity	✓	
Community working		✓
Audit		✓
Knowledge		
Clinical governance	✓	
Clinical supervision	✓	
Knowledge of symptom management in palliative and end of life care	✓	
3 rd Sector working		✓
Skills and Abilities		
Leadership skills	✓	
Ability to deliver education and training using a variety of methods and in a variety of settings	✓	
Ability to motivate individuals and groups across a broad spectrum of roles	✓	
Ability to work as an autonomous practitioner and as part of a team	✓	
Excellent inter-personal skills	✓	
Enhanced communication skills	✓	
Enhanced care delivery skills	✓	
Ability to prioritise care needs	✓	
Ability to coach and develop staff	✓	
Ability to support and build rapport with staff	✓	
Effective decision making skills	✓	
Well-developed IT skills	✓	
Ability to use initiative and prioritise own workload	✓	
Dealing with critical incidents, complaints and risk assessments	✓	
Personal qualities and circumstances		
Self-motivation with ability to reflect on own practice	✓	
Ability to travel across geographical area covered and outside area for meetings	✓	
Other requirements		
Valid and current driving licence	✓	