



## **Job Description**

<b>Job Title:</b>	Senior Registered Nurse
<b>Tenure:</b>	Permanent
<b>Base:</b>	Workington Community Hospital
<b>Responsible to:</b>	Home Nursing Services Team Leader
<b>Responsible for:</b>	N/A
<b>Salary:</b>	£37,890
<b>Hours:</b>	37.5

### **JOB SUMMARY:**

The role of the Senior Registered Nurse is to co-ordinate and manage the caseload of patients receiving home nursing and support at home services. This is achieved by undertaking home assessments/assessing care needs, triaging referrals, reviewing care needs, and liaising with the hospice nursing team and other health and social care professionals, including the Continuing Health Care Team.

The Support at Home service (Domiciliary Care & Supported Living) is delivered by Hospice at Home West Cumbria through a commissioned service from the North Cumbria Clinical Commissioning Group (CCG).

Within this role there will be an option to deliver nursing care and support in a patient facing role to support business continuity.

### **DUTIES AND RESPONSIBILITIES OF THE POST:**

#### **Key responsibilities of the job**

- As a senior nurse, contributes to service delivery development and project initiatives as agreed with team lead. Leads and participates in appropriate operational Groups to ensure delivery of the HHWC Strategy.
- Supports the Home Nursing Services Team Leader to ensure continued service delivery and development including a skilled effective workforce

- Works under the direction and supervision of the Home Nursing Services Team Leader to ensure continued service delivery and service development.
- Prioritises and coordinates the day-to-day care arrangements for patients receiving home nursing care and support at home, ensuring staff are deployed appropriately and that communications with families and carers is of a consistent and high standard.
- Using a holistic palliative approach, assesses, plans and implements individualised patient care plans. Regularly re-assesses care and support needs of both patient and family, being perceptive to their changing physical and emotional/health needs, liaising with health and social care professionals as appropriate.
- As directed by the Home Nursing Services Team Leader participates in review meetings with the Continuing Health Care team (CHCT) to discuss support/care needs which fall within the CCGs commissioned service and CHC “Fast Track” eligibility criteria.
- Has a participatory role in supporting the on call (telephone only) team rota, as per service demands/requirements. This involves planning and cancelling care for patients currently receiving home nursing/support at home service and includes seeking additional advice and support from out of hour professionals in relation to direct patient care and management.
- Monitors standards of care being provided to patients by the home nurses, health care assistants and volunteers involved in their care and support at home package.
- Regularly reviews the home assessments for patients and carers that are undertaken by the home nursing team.
- Supports staff and volunteers in difficult/complex situations, providing clinical supervision on a one-to-one basis as and when the need arises.
- Supports staff through appraisal and developmental reviews to set objectives, goals and action plans identifying learning needs and training opportunities.
- Assists in the recruitment and selection of nurses, health care assistants and volunteers for the home nursing service.
- Maintains accurate records (both electronic and written) which comply with professional, legal and administrative requirements. Monitors nursing documentation (both electronic and written) on a regular basis to ensure accurate and timely record keeping.
- Supports audit, service reviews and contributes to policy and practice change, based on the resulting evidence as appropriate. This includes risk, complaints, and incident management, complying with and contributing to CQC requirements.

**Personal Development:**

- To be committed to personal and professional development and complete mandatory and statutory training as required. To set challenging goals through the appraisal process to ensure the effective delivery of personal objectives.
- To keep updated with current policies and procedures, as well as external trends and developments.
- Commitment to evidence on-going self-development and take responsibility for meeting revalidation requirements.
- To keep updated with current nursing developments.

**General**

- To ensure that personal conduct, ways of working and work activities are always aligned to the Hospice's purpose and values.
- In accordance with the Data Protection Act 2018 and the General Data Protection Regulations, to 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.
- To promote and foster the Hospice's reputation and standing within the community and with private, statutory and voluntary sector agencies and organisations.
- To adhere to the Health and Safety policy and report all accidents, incidents or near misses promptly and when requested to co-operate with any investigations undertaken.
- To be aware of obligations and to abide by the spirit and nature of the Equal Opportunities policy to avoid direct and indirect discrimination.
- To undertake any other duties which may be reasonably required.

## Person Specification

### Senior Registered Nurse

	Qualities Required	Essential (E) Desirable (D)	Method of Assessment
<b>Practical Knowledge and Qualifications</b>	NMC Registered General Nurse	E	A
	Relevant Degree or Diploma (or willing to work towards)	E	A
	Demonstrable clinical competence in palliative care or a willingness to undertake additional training to gain a palliative care qualification	D	A
	Demonstrable knowledge of current and relevant legislation and guidance including clinical governance	E	A/I
	Knowledge of the continuing health care framework and local commissioning arrangements	E	A/I
	Awareness of Hospice at Home West Cumbria and care services	D	A/I
<b>Skills and Competencies</b>	Ability to communicate and transfer complex and sensitive information effectively with patients, families, carers and other health care professionals	E	A/I
	Demonstrable IT skills with a working knowledge of Microsoft Office applications and a willingness to develop competencies within organisational and EMIS clinical systems	E	A/I/E
	Effective organisational skills and attention to detail with ability to plan and manage workload effectively to meet service deadlines	E	A/I
	Be flexible during times of change to support new ways of working	E	A/I
	Ability to prioritise care needs in order to establish a preferential order for actions/interventions.	E	A/I
	The ability to monitor standards of performance which contribute to achieving strategic goals.	E	A/I
	Willingness to travel to attend meetings or undertake training	E	A/I
	Ability to lead in a pressured environment, working under own initiative, both as an autonomous practitioner and as part of a team	E	A/I
	Ability to deliver clinical supervision and undertake appraisal to support professional and personal development	E	A/I
	Ability to coach, develop and motivate individuals and groups across a broad spectrum of roles	D	A/I
	Ability to prioritise care needs ensuring staff are deployed appropriately (skill base to patient need)	E	A/I
	Ability to obtain and assess complex information in order to establish preferential actions/interventions.	E	A/I
	Ability to reflect on working practice and to recognise self needs to maximise professional development and	E	A/I

	resilience		
	Ability to manage risk, complaints and incidents as per HHWC policy and procedures.	E	A/I
	Experience of working within a team and of building relationships internally and externally	E	A/I
	Experience of recent and varied nursing experience	E	A/I
	Experience with working in or with palliative care patients and families	E	A/I
	General experience of work with grief, loss and bereavement	E	A/I
	Experience of working in a multidisciplinary setting	E	A/I
	Experience of community working	D	A/I
	Experience of audit	D	A/I

*A = Application Form*

*I = Interview*

*E = Exercise*