

### **JOB DESCRIPTION**

**Job Title:** Associate Palliative Care Nurse

**Band:** 6

**Division:** Integrated Medical Specialities

### **ORGANISATIONAL ARRANGEMENTS**

**Accountable to:** Head of Nursing for Palliative and End of Life Care

**Responsible to:** Macmillan Specialist Palliative Care Team Lead

### **JOB PURPOSE**

The post holder will:

- Provide evidence-based specialist palliative care, advice and support to patients with a diagnosis of cancer or other life-threatening illness, and their carers. Working collaboratively with multi-professionals across primary and secondary care and liaising with the Macmillan Specialist Palliative Care Team Lead where appropriate. The service provides support seven days a week.
- Provide specialist palliative care advice, education and training to all members of the multi professional team across all care settings as the service requires.

### **DUTIES AND RESPONSIBILITIES**

#### **1 CLINICAL**

The post holder will:

1. Manage a caseload of patients and their families/ carers with specialist palliative care needs, assessing, developing and implementing programmes of care.
2. Provide clinical visits where appropriate regardless of the patients' place of care, necessitating the need to travel between acute and community care settings and working alone when necessary.

3. Maintain accurate and effective records under the supervision of the Senior Macmillan Specialist Palliative Care Nurse, collecting and collating statistics as required in accordance with professional, national and organisational requirements.
4. Provide specialist palliative care advice and support to patients, carers and all health care professionals (including senior medical staff) using specialist knowledge to address issues around cancer and palliative care, including cancer treatments, pain and symptom management, psycho-social needs and ethical dilemmas liaising with the Senior Macmillan Specialist Palliative Care Nurse.
5. Work collaboratively with other professionals and agencies to ensure that patient and carer needs are met, ensuring the involvement of the multi-professional team.
6. Establish and maintain highly effective communication with patients, carers, and professionals across health and social care in order to develop a therapeutic relationship within which sensitive, distressing and complex issues at times may require addressing.
7. To act as a core team member of the palliative care MDT, thereby ensuring that all new and complex patients with specialist palliative care needs are assessed and discussed.
8. Attend case conferences as appropriate with other professional and non-professional carers.
9. Attend team meetings to ensure continuity of care, co-ordination and support for nurses working with patients requiring palliative care.
10. Act as an advocate for the patient/family and/or carer when necessary.
11. Willing to undertake V300 Non-Medical Prescribing course when appropriate.

## **2 PROFESSIONAL**

The post holder will:

1. Maintain his/her own professional status and will ensure that the NMC requirements for registration are met and adhered to.
2. Maintain a Personal Professional Portfolio and engage in the team's B6 professional development plan. This will enable the post holder to develop specialist knowledge underpinned by relevant theory and experience.
3. Maintain good relationships and communication with all disciplines within the Trust and externally.
4. Act as a role model at all times and contribute towards the provision of nursing expertise and specialist knowledge within the area of practice.
5. Actively participate in multi professional group meetings.

6. Keep up to date with current issues and developments in nursing and healthcare.
7. Actively support the development of an environment conducive to ethical debate and resolution.
8. Ensure that information processed for both patients and staff remains accurate, confidential and secure in line with the Data Protection Act (1998) and the Security and Confidentiality Policy.

### **3 MANAGEMENT / LEADERSHIP**

The post holder will:

1. Participate in systematic peer caseload review with nursing colleagues and where appropriate allied health care professionals on an individual or group basis.
2. Ensure that resources are used efficiently and effectively and report any causes for concern to the appropriate manager.
3. Ensure compliance with organisational policies and procedures and national, legal and professional standards.
4. Attend strategic/clinical meetings, participating as appropriate with other members of the team.
5. Monitor health, safety and security of self and others and promote best practice in hospital and community settings.
6. Facilitate open and effective communication within the multi-professional teams.
7. Contribute to the development of an annual report and participate in Macmillan service reviews

### **4 EDUCATION & TRAINING**

The post holder will:

1. Assist patients towards self-care as appropriate and educate carers to enable them to support the patient at home and/or in hospital.
2. Maintain awareness of current developments and the need for service improvement in palliative care service and implement as appropriate.
3. To assist the Macmillan Specialist Palliative Care Team in providing a multi professional teaching programme where appropriate.

4. Ensure own compliance with regard to mandatory training,
5. B6 development plan and PREP requirements in accordance with the principle of life long learning.
6. Provide mentorship and shadowing opportunities for pre and post-registered nurses and other health professionals.

## **5 CLINICAL GOVERNANCE, RESEARCH AND AUDIT**

The post holder will:

1. Be aware of appropriate Trust policies and procedures.
2. Promote and implement the clinical governance agenda.
3. Base his/her own nursing practice on evidence-based guidance.
4. Participate as appropriate in research or audit projects and programmes.
5. Promote people's equality, diversity and rights.

## **6 RISK MANAGEMENT**

It is a standard element of the role and responsibility of all staff of the Trust 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.

## **7 RECORDS MANAGEMENT/DATA PROTECTION ACT**

As an employee of the Trust, you have a legal responsibility for all records (including patient health, financial, personal and administrative) that you gather or use as part of your work within the Trust. The records may be paper, electronic, microfiche, audio or videotapes, x-ray images. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

## **8 HEALTH AND SAFETY REQUIREMENTS**

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any

circumstances that may compromise the health, safety and welfare of those affected by the Trust undertakings.

## **9 CHILD PROTECTION**

All employees have a duty and responsibility to protect and safeguard children. They must therefore be aware of child protection procedures and who to contact within the Trust for further help and guidance.

## **10 CONFIDENTIALITY AND INFORMATION SECURITY**

- As a Trust employee you are required to uphold the confidentiality of all records held by the Trust, whether patient records or Trust information. This duty lasts indefinitely and will continue after you leave the Trust employment.
- All information that identifies individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 1998 Data Protection Act and should be managed in accordance with this legislation.

## **11 TRUST POLICIES**

The Trust operates a range of policies, e.g. Human Resources, Clinical Practice (available on the Trust intranet). All Trust employees must observe and adhere to the provisions outlined in these policies.

## **12 EQUAL OPPORTUNITIES**

The Trust provides a range of services and employment opportunities for a diverse population. As a Trust employee you are expected to treat all patients/customers and work colleagues with dignity and respect irrespective of their background.

*The above indicates the main duties of the post that may be reviewed in the light of experience and developments within the service. Any review will be undertaken in conjunction with the postholder.*

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**August 2015**

**PERSON SPECIFICATION**

**ASSOCIATE MACMILLAN SPECIALIST PALLIATIVE CARE NURSE**

		<b><u>ESSENTIAL</u></b> <b>The qualities without which a post holder could not be appointed</b>	<b><u>DESIRABLE</u></b> <b>Extra qualities which can be used to choose between candidates who meet all the essential criteria</b>	<b><u>METHOD OF ASSESSMENT</u></b>
<b>QUALIFICATIONS</b>	<b>1</b>          <b>4</b>	1 <sup>st</sup> level registered Nurse  Post registration qualification in palliative care, cancer care or life-limiting conditions  Teaching qualification eg: Preparation for Mentorship or equivalent	Oncology qualification  Degree / degree pathway in health related subject  Communication skills training.	Application form / certificates / interview
<b>EXPERIENCE</b>	<b>5</b>          <b>6</b>	4 year post registration experience  2 years' experience at B5 OR 6 supporting patients with cancer or life-limiting conditions in a palliative care/community/acute hospital setting.	Experience in teaching  Experience in audit/project management.  Experience in service development.	Application form / interview / presentation
<b>SKILLS AND COMPETENCIES</b>	<b>7</b>          <b>10</b>	Effective communication skills both verbal and written  Ability to apply research findings  Demonstrate an understanding of current cancer and palliative care issues  Effective time management skills and the ability to prioritise own workload	Relevant communication skills training eg: Sage and Thyme	Application form / interview / references

	<b>11</b>	Ability to work alone as well as part of a multi-disciplinary team		
	<b>12</b>	Basic computer literacy		
<b>WORK RELATED CIRCUMSTANCES</b>	<b>13</b>	Ability to travel between care settings		Application form / interview / references
	<b>14</b>	Able to work flexibly		
	<b>15</b>	Satisfactory attendance record, reliable and punctual		
	<b>16</b>	Committed to own CPD and service development.		

**Date Prepared:**

**September 2023**

**Agreed by: Employee**

**Agreed by: Manager**

**Date agreed:**

**Date agreed:**

**Date reviewed:**

**Reviewed by:**