

Job Description

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| Job Title: | Swan End of Life Care Specialist Nurse |
| Band: | 6 |
| Hours: | Full/part time (6 months fixed term/secondment) |
| Job Location: | The Shrewsbury and Telford Hospital NHS Trust |
| Reports to: | Swan End of Life Care Facilitator (Lead Nurse) |
| Accountable to: | Oncology Matron |
| Essential Qualifications: | <p>RGN</p> <p>Minimum 3yrs post registration experience in an acute setting or Palliative/End of life care environment.</p> <p>Evidence of continuing professional development</p> |
| Essential Qualities: | <p>Effective communication skills.</p> <p>Good presentation & clinical skills</p> |

Job Summary

We are implementing an improved end of life care programme, through which we are implementing key enablers;

- Advanced care planning
- Individualised End of Life plan
- Swan Scheme

The post-holder will support the End of Life Care Facilitator to implement and evaluate these End of Life Care (EoLC) tools within The Shrewsbury and Telford Hospital NHS Trust by engaging with the end of life care facilitator and key stakeholders in the Trust and across other care settings.

Job Scope

The overall objective of this post is to make quality improvements in the provision of End of Life Care within The Shrewsbury and Telford Hospital NHS Trust and Care Homes within Shropshire and Telford and Wrekin by the continued implementation and evaluation of the EoLC programme.

Working in conjunction with the End of life Care Facilitator and key stakeholders, the post holder will participate in the implementation plan and sustainability model for the EoLC Programme.

The post holder will be an educator in giving support, advice and guidance to all levels of clinical and non clinical staff during this process.

Duties And Responsibilities

Managerial/ Leadership

- To promote the EoLC programme within The Shrewsbury and Telford Hospital NHS Trust and locality by developing and providing education / information programmes.
- To work closely with the Specialist Palliative Care Teams to identify priorities and implement the EoLC programme
- To participate in reviewing usage of EoLC Tools in support of ongoing analysis and identification of Trust wide training needs.
- To assist with setting goals and determine timescales for stages of implementation of the EoLC programme.
- Identify and participate with setting measures to monitor and demonstrate success of the dissemination / implementation programme.
- To network widely ensuring that all relevant parties across The Shrewsbury and Telford Hospital NHS Trust and Shropshire partners in healthcare are aware of the importance of the EoLC programme and involve those parties who are influential to its implementation.
- To empower areas implementing and/or utilising EoLC tools by facilitating regular meetings with clinical teams, encouraging the sharing of good practice, developing problem solving strategies and promoting ownership.
- To recognise that the implementation of the EoLC Tools is an innovative process and will require all members of the Team to adapt quickly and prioritise a constantly fluctuating workload.
- To participate in the development and implementation of the education programmes to both raise awareness and support the use of all EoLC Tools within the Trust and Care home settings.
- To partake in any other duties that are identified as a benefit and promote the values and intent of the programme.

Clinical responsibilities

- To provide clinical advice regarding End of Life care to clinical staff, patients and their families/carers.
- Utilise clinical skills when working with/supporting staff on the Ward/Departments.
- Work collaboratively with other professionals and agencies to ensure the patient's needs are met especially in relation to complex care and discharge needs.

Education

- Disseminate ideas between clinical teams and & within Shropshire partners in healthcare.
- To participate in audit and research activity to determine impact of the EoLC programme, disseminating findings through presentation to professional groups and publication.
- Participate in the education of pre and post registered nurses, medical staff, AHP's, patients and carers and participate in curriculum development where appropriate
- Promote patient and public involvement to enhance service development.

Professional development

- To take reasonable opportunity to maintain and improve self-development including professional knowledge and competence to meet Nursing Midwifery Council and Person Specification.
- To participate in personal objective setting and review, including the creation of a personal development plan.
- Be conversant with the Nursing Midwifery Council code of professional conduct and understand the importance of professional accountability.
- Attend trust statutory training programme.

Research

- Read and interpret original research disseminating latest research to all disciplines and grades of staff.
- Participate in research as required.
- Critically appraise and evaluate infection control practice through the Department of Health's structured audit programme.
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- Provide regular feedback of audit data to medical, nursing and other clinical groups.
- Formulate and implement a surveillance programme for improving the quality of care, which takes into account priorities, objectives and available resources.

Systems and Equipment

Advise on the purchase of new equipment and best methods of decontamination/cleaning and be a member of the Trusts medical devices management group.

- Required keyboard skills to formulate and manage data on spreadsheets/databases for audit records, infection data and outbreaks
- Use of Electronic communication systems, personal computer systems and normal office equipment

Decisions, judgements and freedom to act

Accountable for own professional actions. Not directly supervised with the ability to manage time and prioritise workload effectively exhibiting managerial, supervisory and goal setting skills

Communication and relationships

- Communicate effectively and sensitively with patients and carers and provide practical and psychological support when necessary.
- Keep accurate documentation of advice and information given, within the trust, to all patients receiving specialist care to the outside agencies where appropriate.
- Provide timely feedback, both written and verbal, to relevant clinicians, managers and committees on the bereavement feedback survey/concerns/complaints.
- Liaise with other End of Life Care teams to ensure that EoLC is managed in accordance with best practice guidelines.
- Advise managers within the Trust on advances in EoLC.
- Establish and maintain collaborative working relationships with other EoLC personnel in Shropshire to develop a single shared EoLC strategy across the county
- To ensure that confidentiality is maintained at all times in conjunction with the Trust's Confidentiality Policy.

Physical, mental, and emotional demands of the post

- To work flexibly to meet critical short term and long term deadlines
- To act sensitively at all times in ensuring patients and staffs concerns are dealt with sympathetically.
- To maintain a patient focus in all service activities.
- To travel regularly between The Royal Shrewsbury Hospital and Princess Royal Hospital sites to ensure effective management of the service and for attendance at relevant department /corporate meetings.

Working conditions

- Frequently required to exert light physical effort for several long periods of time during clinical visits to all wards and departments.
- Occasionally have to deal with aggressive distress patients and relatives when discussing or imparting information on specific infections

Health & Safety

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Infection Prevention and Control

- The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:
- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff; and
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and

- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.
- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

Professional Standards and Performance Review

As an employee of the Trust you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and ☐ participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

Safeguarding Children and Vulnerable Adults

- We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities.
- The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.
- As an employee of the Trust you have a responsibility to ensure that:
 - you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
 - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

Social Responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste

Continuous Improvement

The Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower staff at all levels to have the confidence, capability, passion and knowledge, to test changes and make improvements at the Trust and the communities we serve. Following a successful five-year partnership with the Virginia Mason Institute in the USA, the Trust continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you to make improvements, whilst also providing training at various stages of your time at the organisation, as part of your continuing professional development.

Job description agreement

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| Manager Name | Post holder Name |
| Signature | Signature |
| Date | Date |

This job description is a summary of the main responsibilities and is not intended to be an exhaustive list of duties or tasks.