

## SAINT FRANCIS HOSPICE

### JOB DESCRIPTION



<b>JOB TITLE</b>	Development Community Clinical Specialist
	6a
<b>HOURS OF DUTY</b>	37.5 hours per week Service runs 7 days a week over 24 hours 365 days a year
<b>REPORTS TO</b>	Community Team Lead
<b>KEY RELATIONSHIPS</b>	<ul style="list-style-type: none"><li>• Community Team Leaders</li><li>• Hospice Community Team and Admin</li><li>• Hospice @ Home Team Leader</li><li>• PSPA &amp; Referral Hub Manager</li><li>• Referral Coordinator &amp; Assistant</li><li>• Primary Care Teams/District Nurses</li><li>• Saint Francis Hospice multi-professional team</li><li>• Palliative Care Teams in Acute Hospital Trusts</li><li>• GP Practices on an individual basis and through Gold Standard Framework meetings or similar format Community liaison at planned meetings</li><li>• Individual, loved ones and Carers</li></ul>
<b>RESPONSIBLE FOR</b>	This role does not have line management responsibility

#### JOB SUMMARY

As a development clinical specialist, the role is a learning and achieving organisational competencies to achieve clinical specialist status in palliative care, providing appropriate palliative care and advise to individuals, their loved ones, healthcare professional and social carers, whether face to face, telephone contact, virtual assessments and onsite visits.

The role involves management of complex and often distressing and highly emotive situations on a regular basis using advanced communication skills. Positive relationships with GPs, DNs and other external agencies, fostering collaborative and creative working in supportive partnerships to improve positive outcomes for individuals.

#### MAIN DUTIES AND RESPONSIBILITIES

- To provide appropriate end of life care addressing physical, emotional and spiritual care in agreement with the individual and their loved ones following development of skills to undertake complex, holistic assessment of need

- Take responsibility for own safety in the community when working autonomously and adhere to lone working policy and procedures as set by the organisation
- To be responsible for travel to and from individuals' home and plan and organise community visits efficiently
- To communicate effectively and appropriately using advanced communication skills, with individuals, their carers and liaise with other professionals involved in their care on behalf of the Hospice Community team
- Due to exposure to highly distressing, possibly unpleasant environments in the community to be aware of support mechanisms available within the team and organisation
- Develop skills in recognition of palliative care emergencies through clinical symptoms and assessment. To take responsibility to recognise and report changes in an individual's condition and respond appropriately to maintain effective symptom control
- Accurate and timely recording of assessments and clinical history
- Understand the importance of multi-professional team working and the ability to promote it within the organisation and externally.
- Have an understanding and awareness of behaviours and interpersonal skills that are vital to effective team always working and practice them
- Work proactively to maintain effective communication networks of sensitive information with all departments within the hospice and externally to maintain a seamless delivery of services
- Participate in the service delivery over a 24/7 365-day service as directed by
- Development Mentor and Community Team Leader with weekend and on call work

- being part of the rota.
- Take responsibility to develop and establish external relationships with District
- Nursing teams, GP practices, acute sector and other hospices/specialists.
- To attend monthly Hospice Community Team meetings and weekly multidisciplinary team meetings. Attendance at Reflective practice sessions will be required during development process and with Clinical Supervisor as arranged.
- Demonstrate progression from intermediate to advanced clinical knowledge of the principles and practice of palliative care through competency achievements and ongoing self-reflection and setting of objectives.
- To retain professional membership with the Health and Care Professions Council (HCPC) or other health professional bodies e.g NMC and to fully comply with the professional standards associated with the status and revalidation requirements.
- Attend and represent Saint Francis Hospice at internal/external meetings on behalf of the Hospice Community Team – as directed by the Manager
- To familiarise self with work of Clinical Champion Groups within Saint Francis Hospice and the Widening Access Agenda and participate within the groups to gain further development of service provision and resource,
- To recognise the impact that a life limiting illness can have on individuals and their loved ones and to support them through this process, respecting the individuality and rights and promoting their independence
- To participate, plan and present teaching sessions, audits, surveys or other clinical governance activities as requested

- To participate in own personal development through all mandatory training and suitable internal/external study day
- To be responsible for the maintenance and development of own CPD. Actively seeking to develop skills and knowledge through reading, reflection and attending both internal and external teaching courses
- Develop advanced communication skills; Anticipate barriers to communication, and take action to improve the communication skills and strategies of the team
- Develop skills in managing complex communication issues with individuals and loved ones as a lone worker in the community
- Develop presentation skills, both oral and written. Write and maintain accurate notes/documentation and input computerised data, keeping all information up to date
- Demonstrate competent use of Electronic Patient Records or paper notes and IT systems
- Accurate and timely recording of assessments and clinical history. Use SFH recognised electronic record symptom and use of external system information supporting individuals' data gathering with any investigations
- Develop skills in managing complex situations relating to anticipatory grief or bereavement care
- Develop skills in networking and influencing to represent the voice of palliative care in the wider community
- Participate in all learning opportunities offered and expected as part of the development programme, and apply own learning to the future development of practice
- Share, articulate and reflect palliative care skills, enabling others to learn
- Develop teaching skills and participate in planned teaching programmes
- Consistently draw on research and literature to always influence specialist palliative care learning and use of evidence-based practice

- Develop skills for writing articles for publication, deliver at conferences, and produce posters for presentation.
- Participate in forums for discussion on research and audit programmes
- Work towards non-medical prescribing

#### PROFESSIONAL RESPONSIBILITIES

- Act within the Codes of Professional Conduct, HCPC or NMC
- Take responsibility for own professional and personal development which will be monitored in supervision sessions and in the annual appraisal system.
- Following the successful completion of the non-medical prescribing course and approval for practice, the Clinical Specialist may prescribe medications within agreed policies and procedures.
- To be involved and support the multi-disciplinary team meetings in primary and community care settings with GPs, and in Care Homes
- To practice and be accountable for own professional actions in accordance with health and safety policies, lone working policy and adheres to fire regulations and maintains own personal safety accordingly.
- Adhere to the policies and conditions of service of Saint Francis Hospice relating to sickness and absence, conduct, Health and Safety, Data Protection and any others that are relevant.

## **ADDITIONAL REQUIREMENTS OF POSTHOLDER**

**SENSITIVITY AND PROFESSIONALISM:** As an employee of Saint Francis Hospice, you should expect that it is likely that you will come into contact with individuals and their loved ones and members of the public who are at the end of life or recently bereaved. All employees are expected to respond to people recounting and expressing their emotions about such events with sensitivity and understanding, and to know enough about the services that the Hospice provides to be able to signpost people who may benefit from our services to the relevant contacts.

**CONFIDENTIALITY:** The post holder must maintain confidentiality, security and integrity of information relating to individuals and their loved ones, staff and other hospice matter during the course of duty. Any breach of Confidentiality may become a disciplinary issue.

**DATA PROTECTION:** It is the responsibility of all staff to be aware of their obligations in respect of the Data Protection Act 2018.

**EQUAL OPPORTUNITIES:** The hospice is committed to the development of positive policies to promote equal opportunity in employment and has a clear commitment to equal opportunities. All employees have a responsibility to ensure that they understand the standards expected and that they promote and adhere to the equal opportunity measures adopted by the hospice.

**HEALTH AND SAFETY:** All staff must be familiar with section 2 of the Health & Safety Policy, Organisation of Health and Safety. This document sets out the responsibilities of all staff for health and safety, whether in a supervisory capacity or not. Policy section 3 (arrangements for Health and Safety) provides an overview of training for competence in Health and Safety matters.

**HOSPICE IDENTITY BADGES:** Hospice ID badges must be worn at all times whilst on duty.

**SMOKING:** The hospice acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. Smoking is therefore not permitted at any point whilst on duty, in accordance with the guidelines set down within the Hospice No Smoking Policy.

### **REGISTRATION COMPLIANCE/CODE OF CONDUCT:**

All employees who are required to register with a professional body to enable them to practice within their profession are required to comply with their code of conduct and requirements of their professional registration.

**WORKING TIME REGULATIONS:** The 'Working Time Regulations 1998' require that you should not work more than an average of 48 hours in each week. For example, in a 26 week period you should work no more than 1248 hours.

*Please note that this job description is not definitive or restrictive in any way. It is a guide to the responsibilities of the role. It may be reviewed, in consultation with the post holder, in light of changing circumstances and the changing needs of the Hospice.*

*The post holder will be expected to perform any other such duties as might reasonably be required by the Director and will work in accordance with all Hospice Policies and Procedures.*

*In an emergency, all staff may be required to work different hours or carry out different tasks to those set out in their contracts of employment. This will be done in consultation with individuals and taking into account any special circumstances that may exist.*

## PERSON SPECIFICATION

### JOB TITLE : DEVELOPMENT COMMUNITY CLINICAL SPECIALIST

E = ESSENTIAL	D = DESIRABLE	
<b>Demonstrating the Hospice Values – Collaborative, Compassionate, Creative</b>		
<b>Compassionate</b> – we are a caring team, kind to each other and put the needs of individuals and their loved ones at the heart of what we do.	<b>E</b>	
<b>Collaborative</b> – we value working in partnership across our communities and are proactive about nurturing relationships with our stakeholders.	<b>E</b>	
<b>Creative</b> – we are forward-thinking, adaptable in our changing world and embrace change and innovative ways of working.	<b>E</b>	
<b>Qualifications &amp; Training</b>		
<ul style="list-style-type: none"> <li>Professional Health Care qualification with significant post registration experience RGN or HCPC registration (as an Allied Health Professional, or Paramedic)</li> </ul>	<b>E</b>	
<ul style="list-style-type: none"> <li>Oncology/Palliative Care Qualification /Relevant Skills/Experience in Palliative Care</li> </ul>	<b>E</b>	
<ul style="list-style-type: none"> <li>Teaching qualification/experience Level 3 and above</li> </ul>		<b>D</b>
<ul style="list-style-type: none"> <li>Degree or equivalent experience or willingness to undertake</li> </ul>		<b>D</b>
<ul style="list-style-type: none"> <li>Minimal 5 years post qualification experience</li> </ul>	<b>E</b>	
<ul style="list-style-type: none"> <li>Non-Medical Prescriber or willing to undertake</li> </ul>	<b>E</b>	
<b>Skills/Abilities/Knowledge/Experience</b>		
<ul style="list-style-type: none"> <li>Knowledge of current issues in specialist palliative care and equity of access</li> </ul>	<b>E</b>	
<ul style="list-style-type: none"> <li>Flexible approach to team working and an awareness of team dynamics/behaviours</li> </ul>	<b>E</b>	
<ul style="list-style-type: none"> <li>Awareness of expectations around role modelling and sharing knowledge re - end of life care to all professional colleagues</li> </ul>		<b>D</b>
<ul style="list-style-type: none"> <li>Ability to work as part of a team both within the hospice MDT, community ICBs and acute specialist palliative care team</li> </ul>	<b>E</b>	



• Ability to assess situations comprehensively and decisive planning of care	<b>E</b>	
• Motivated and enthusiastic willingness to develop advanced clinical skills	<b>E</b>	
• Ability to flourish in a rapidly changing/developing service	<b>E</b>	
• Effective and clear communication skills both written and verbal		<b>D</b>
• Good personal support mechanisms and ability to acknowledge when support needed	<b>E</b>	
• Demonstrate experience of managing time and workload efficiently with good organisational skills	<b>E</b>	
• IT knowledge and use of electronic based records – awareness of confidentiality and GDPR	<b>E</b>	
• Community-based experience and awareness of autonomous working expectations		<b>D</b>
• Significant experience at Band 6/equivalent senior level - in palliative care or another associated speciality	<b>E</b>	
<b>Other Requirements</b>		
• Efficiency to travel around a designated areas of work and flexibility to work in a 24/7 service	<b>E</b>	

I confirm that I have read the Job Description/Person Specification and the duties contained therein and accept the conditions of this role.

**NAME:**

**SIGNATURE:**

**DATE:**