SAINT FRANCIS HOSPICE
JOB DESCRIPTION

JOB TITLE	**Advanced Nurse Practitioner - ANP Hospice Response Service (HRS) Lead**
GRADE	SFH Grade 15/ Comparable to NHS 8a
HOURS OF DUTY	37.5 hours per week. Hours variable according to service needs. The Hospice Response Service operates 8am to 8pm, 7 days a week. The post holder will work flexibly across these hours, including some evenings and weekends, to provide visible leadership to the whole team.
REPORTS TO	Head of Community Services Director of Care & Community Services
KEY RELATIONSHIPS	Director of Care & Community Services, Head of Community Services, Medical Director, Head of Ward Services, Director of Nursing, Quality & Research, Quality Improvement Lead, Clinical Specialists, Individuals referred to the organisation and wider MDT teams, volunteers, external organisations, GP and service users. Internal and external stakeholders. Hospice Response Service team, Hospice Response Service Steering Group, Hospice Response Service project manager (during handover), consultant clinical lead, referrals hub, Hospice Community Team leads, nursing on-call team, BHRUT palliative care team in A&E, London Ambulance Service, urgent community response, virtual frailty ward
RESPONSIBLE FOR	This role provides line management, including 121s and appraisals to a small team of nurses working within HRS.

JOB SUMMARY
• The role blends a significant proportion of direct, higher level clinical care with education, research and management activities. • Operational leadership function. Lead the day-to-day running of the Hospice Response Service, the hospice's rapid response service for people at home, taking over operational responsibility from the project

manager as the service moves from mobilisation into business as usual. Line management of the team to follow after an agreed development period.

- As an expert, will deliver high quality care to individuals, enable other practitioners to maintain professional expertise whilst exercising a high degree of autonomy. This will include 50% direct clinical practice and include non-medical prescribing.
- Education, training and development function. Provide specialist training and education, establishing formal links with local education providers. They will participate in the development of students working towards professional registration as well as the learning and development of qualified staff. Professional leadership and consultancy function. Demonstrate leadership skills to support and motivate others and to continuously improve quality of care and standards of practice, providing a source expertise and knowledge.
- Practice development, service evaluation and improvement function. Nurse practitioner will contribute to development of professional standards, through the promotion of evidence-based practice. They will also conduct research and evaluation of practice within their specialist field.
- Research and Quality function. Collaborate and work alongside colleagues to identify and support Quality and Research activity and initiatives.

MAIN DUTIES AND RESPONSIBILITIES

This is a key post within the specialist area and will have a role in defining, shaping and developing all services, including those in community settings.

Clinical Practice

- The ANP duties will include designated time for delivery of direct, expert clinical care and evidenced-based, complex decision-making. These sessions will be delivered mainly within the Hospice Response Service, working as a senior clinician on the service rota, including assessment, non-medical prescribing and complex decision-making for people whose condition has become unstable. Role model advanced nursing practice for all nursing staff and the multidisciplinary team
- The post holder will provide system leadership, supporting Clinical Specialists to realise their full potential as autonomous practitioners to ensure seamless delivery of care and high-quality outcomes
- The post holder will act as an innovator, change agent and role model to support and influence clinical pathway redesign within services including quality, implementation of national initiatives, service reconfiguration and new digitally enabled models of care
- The post holder will work closely within an MDT in addition to key relationships above
- Expert advice and support to the clinical and medical teams
- Integrate holistic assessment, diagnosis, plan of care, treatment and discharge in accordance with the evidence base
- Participate in quality initiatives to achieve evidenced based clinical standards
- Recognise limitations in scope of practice and address theoretical and practice gaps through continuing education and consultation with medical colleagues

Operational Leadership

- Lead the day-to-day delivery of the Hospice Response Service, including oversight of capacity, caseload and referral prioritisation, with clinical escalation to the medical team
- Oversee the service rota and leave, with the admin/coordinator, so staffing is safe across service hours
- Act as the main operational contact for partners, including BHRUT, London Ambulance Service and urgent community response
- Oversee data collection and reporting to the Steering Group, and use service data to inform how the service develops
- Lead clinical governance for the service, including incidents, complaints and risks
- Build a cohesive team through regular team meetings, case review and debriefs
- Take over operational processes from the project manager on an agreed date

Professional Leadership

- Clinical leadership of the development of nurse-led practice, including strengthening nursing beyond the current scope of practice and generating innovation and transformation in service models and delivery

- Use advanced communication skills in all challenging contexts and communicate information that may be sensitive and complex
- Demonstrate self-awareness with compassionate and authentic leadership within inter-professional teams to influence practice for effective, holistic, person-centred care.
- Record keeping and data handling in accordance with hospice policy
- Promote an internal and external understanding of the role to increase the awareness of the scope of practice
- Demonstrate professional leadership and a strategic approach
- Lead and provide expert knowledge with colleagues in the writing and development of specific policies
- Lead on the production of an annual report, demonstrating goals and outcomes aligned to the organisational strategy
- Collaborate with quality lead role, with a focus on risk management, standard setting, safety, and continuous improvement, in accordance with governance requirements
- Ensure that effective safety procedures are established to comply with Health & Safety Guidelines
- Ensuring regular clinical supervision will be a requirement via organisational /external processes with allocated supervisor
- Professional curiosity is encouraged to explore learning, qualifications and development opportunities, to maintain capability to practice at an advanced level.
- Role model reflective and reflexive practice and advocate for access to individualised support and clinical supervision to ensure continuous learning, improvement and professional development of self and colleagues
- Support, influence and lead projects in line with the organisational strategy

Line Management

- Line manage the Hospice Response Service Clinical Nurse Specialists and Nurses, accessing appropriate support and guidance from People & Culture Partner
- Support recruitment, induction, appraisal and staff wellbeing, including access to clinical supervision given the emotional demands of crisis work

Research

- Identify research priorities specific to area of clinical practice and the scope of practice/caseload
- Participate in and collaborate with the multidisciplinary team in undertaking research
- Lead, undertake, disseminate and publish nursing research to shape and advance nursing practice, education and policy and the wider health agenda as part the hospice research activity
- Work in partnership with the quality lead to implement a quality management system and utilise findings to initiate change in practice
- Initiate and foster links with higher education institutions and other organisations in relevant to research

- Contribute to service planning and budgetary processes through use of data and specialist knowledge
- Develop data collecting systems that will inform and evaluate the service provided
- The post holder will be a key member of the Research Interest and Audit Groups, contributing expertise and mentorship in these areas

Education

- The post holder will have an educational commitment to ensure clinical pathways and practices are enveloped in all staff training programmes
- Collaborate to facilitate the education and professional development of all nursing grades and other healthcare professionals
- Participate in facilitating learning and education (both undergraduate and post-graduate levels) and other health professionals in the clinical area
- Contribute to the professional body of knowledge and clinical practice, nationally and internationally, by writing, publishing and presenting outcomes
- Actively promote the development of a learning culture, to drive high performance, improvements and innovation

ADDITIONAL REQUIREMENTS OF POSTHOLDER

SENSITIVITY AND PROFESSIONALISM: As an employee of Saint Francis Hospice you will come into contact with patients, their families 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 patients, 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 OPPORTUNITES: 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 always worn whilst on duty.

SMOKING & VAPING: 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

Advanced Nurse Practitioner HRS Lead

E = ESSENTIAL	D = DESIRABLE

Demonstrating the Hospice Values – Supportive, Compassionate, Inclusive and Respectful, Professional, Always Learning ***This section is mandatory, do not change***		
Compassionate – 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. **Collaborative** – we value working in partnership across our communities and are proactive about nurturing relationships with our stakeholders. **Creative** – we are forward-thinking, adaptable in our changing world and embrace change and innovative ways of working	**E** **E** **E**	
Qualifications & Training		
• Registered Nurse with evidence of PIN and revalidation • Significant demonstrable experience of practice in palliative care at Band 7 or above • Teaching qualification: Post Graduate Certificate in Education or equivalent. • Master's degree in relevant subject/significantly working towards • Accredited management training course or significantly working towards • Non-Medical Prescribing qualification	**E** **E** **E** **E** **E**	**D**
Professional Leadership		
• Ability to lead with honesty, integrity and care. Be able to develop, empower and delegate effectively to achieve change and generate a positive, inclusive workplace • Be accountable for actions and bring creativity and innovation to inspire and motivate others. Be active in the delivery of the Hospice strategy • Ability to demonstrate significant experience in nursing including responsibility for aspects of case management, managing a clinical area, leading elements of service provision and of supporting staff in the clinical environment • Evidence of continuing professional development. • Evidence of innovative practice that involves research or service improvement • Experience of leading or coordinating a clinical team • Demonstrable achievement in: ❑ Changing clinical practice ❑ Developing professional staff and mentorship ❑ Organisational change & understanding project management methodology	**E** **E** **E** **E** **E** **E**	**D**

❑ Leadership ❑ Teaching • Articulate a vision of nursing-led practice • Demonstrate integration of advanced assessment and examination skills, leading to diagnosis, treatment plan and discharge • Demonstrates highly developed advanced communication skills	**E** **E** **E**	
Skills/Abilities/Knowledge		
• Highly developed advanced interpersonal and communication skills, able to communicate sensitive, highly complex and sometimes contentious information • Able to use a range of formats to present information to others and with ability to present complex information to large groups of people • Able to demonstrate in-depth knowledge of health policy in relation to palliative and end of life care nursing practice • Able to challenge current practice in a constructive, learning focused way • Demonstrate experience of identifying research priorities specific to area of clinical practice and the scope of practice/caseload • Able to make prompt decisions on capacity and prioritisation • Able to use service data to report on activity and outcomes	**E** **E** **E** **E** **E** **E**	 **D**
Experience		
❑ Line management experience		**D**
❑ Ability to coordinate the completion of several projects simultaneously	**E**	
❑ Ability to prioritise and meet deadlines	**E**	
❑ Ability to compile, analyse and disseminate complex information	**E**	
❑ Registered nurses working at this advanced level: • are accountable practitioners, working within the boundaries of their profession • are holistic practitioners, able to address nursing as well as medical needs using a person-centred approach • provide health promotion advice, counselling, assessment, diagnosis, referral, treatment and discharge	**E**	
❑ are innovative and highly skilled at assessing and managing risk	**E**	
❑ have the freedom and authority to act autonomously and independently accept the responsibility for decisions made and actions taken	**E**	
❑ are experienced and highly educated experts with a clear understanding and research focused practice model	**E**	
❑ Experience of working with partners across organisations, such as acute, ambulance or community services		**D**
❑ Experience of rapid response, urgent care, hospice at home or community crisis work		**D**
❑ Experience of setting up or mobilising a new service		**D**
Other Requirements		

• Willingness to work flexibly • Car driver with full license and a roadworthy vehicle	**E**	