

JOB DESCRIPTION

Post	Advanced Clinical Nurse Specialist (ACNS)
Reporting to	Advanced Clinical Practitioner
Accountable to	Deputy Director of Clinical Services
Contract type	Permanent, Full time
Location	Whittington/Sutton Coldfield
Hours	37.5 working hours per week
Annual salary	Starting from £44,805 with the ability to progress to £51,500 (plus enhancements where applicable)

Job purpose
<p>The ACNS is a key senior role within the Nursing team, acting as the clinical specialist lead and overseeing the community nursing service for a defined area on a rotation basis (non-clinical). Working with an integrated team of nurses, you will contribute to the overall care of patient and families referred to St Giles within the community setting.</p> <p>As a team member, you will contribute to a positive supportive working environment with an emphasis on team work and cooperation. You will participate in a rota system providing a 7 day a week, face to face and telephone service for patients and their families and, in the out of hours rota, providing telephone advice and support. This may include visiting out of hours in exceptional circumstances.</p> <p>It is anticipated that the work plan will be 80% clinical (clinical management) 10% Service Development and 10% Education and Teaching.</p> <p>The role includes activities such as audit, quality and risk management initiatives and Nurses working at an advanced level will:</p> <ul style="list-style-type: none"> • Practice autonomously and be self-directed • Appropriately analyse complex situations • Undertake assessment of individuals using a range of different assessment methods, which may include physical examination, ordering and interpreting diagnostic tests or advanced health needs assessment. • Draw on a diverse range of knowledge in their decision-making to determine evidence based therapeutic interventions; this may include prescribing medication and actively monitoring the effectiveness of therapeutic interventions. • Actively seek and participate in peer reviews of their own practice • Appropriately define the boundaries of their practice and understand the parameters of their professional role. • Promote and participate in the implementation of the local and national strategies and St Giles core standards.

Key tasks and responsibilities
<p>The role entails but is not limited to:</p> <p>Leadership and Managerial</p> <ul style="list-style-type: none"> • Be an effective role model to the team and other primary healthcare colleagues

- Provide effective leadership to the team, acting as a role model for best practice and with honesty and integrity
- Provide professional/clinical (nursing) leadership to other Clinical Nurse Specialists and other grades of staff, acting as a point of expertise, providing advice and support
- Input into workforce planning process and maintaining effective use of resources (rota and rotation of staff) supported by the clinical administrator
- Participate in multi-professional meetings, acting as a patient advocate and contribute to the decision making regarding service delivery
- Attend appropriate patient related and team meetings
- Participate in service development initiatives as required instigating and managing change within a complex environment
- Work with the Deputy Director of Clinical Services to develop St Giles's policies and processes and ensure team compliance
- To be responsible for assurance of quality standards and clinical governance, standard setting and audit
- Maintain high professional standard in accordance with Hospice policies and procedures and the NMC Code of Professional Conduct

Clinical

- Be responsible for the continued co-ordination of the content and delivery of your allocated patient's care plan and ensure that the patient is getting the right service from St Giles
- Undertake patient clinical assessments and nurse prescribing
- In liaison with other Advanced Clinical Nurse Specialists in Palliative Care, Clinical Nurse Specialists and Palliative Care Community Staff Nurses, ensure the overall quality and provision of nursing care of patients and families referred to St Giles in the community setting and that their needs are met
- To promote the principles and practice of palliative care as an extension of the Hospice into the community
- To work across a range of settings, including community visits e.g. home / care home / community hospitals, telephone conversations and reviewing patients in outpatient settings
- To assess the holistic needs of patients and their carers and identify their respective physical, psychological, social, cultural and spiritual needs
- To work within a team framework, collaborating with colleagues and members of other disciplines
- To use a proactive, sensitive and empathetic approach with patients and relatives to enable involvement in advance care/treatment planning
- To undertake DNACPR discussions and decisions where appropriate with patients and families
- To assess people's information needs and provide relevant information to meet those needs
- To offer bereavement support to carers in collaboration with the Supportive Care Team or refer them onto the appropriate service
- To provide appropriate nursing interventions
- To work alongside and liaise with DN's, GP's and other external Health and social care providers to ensure patients and families receive appropriate care and support

- To participate in the out of hours rota to provide telephone advice and exceptional visits if indicated
- To contribute to patient management by attending Gold Standard Framework (GSF), hospital and other practice based meetings
- To liaise and communicate with community, nursing home and hospital staff in order to raise awareness and promote understanding of Hospice services
- Ensure that all relevant information is documented and recorded on the appropriate systems
- Foster positive working relations with the Primary Healthcare Team and with other health care professionals in the delivery of community based palliative care

Allocated Lead Responsibilities

For those working in the community, these roles will also take lead responsibility for a defined area on a rotational basis working on:

- Audit and research programmes
- Input into Clinical Governance framework
- Chairing the Caseload Review meetings
- Undertake leadership responsibilities for all areas, ensuring appropriate cover supported by the lead administrator

Service Development

- Provide input to service development initiatives
- Ensure systems are in place to ensure continuous improvement, quality assurance and effective Clinical Governance and participate in the development of policies, protocols and clinical guidelines to support specialist palliative care nursing
- Promote and engage staff in new ways of working - such as the use of technology and working off site
- Promote a questioning and open culture
- Support and review departmental policies and processes and ensure team compliance
- Keep abreast of current advances in nursing practice and research
- Together with the Deputy Director of Clinical Services, initiate, promote and participate in nursing and inter-disciplinary audit projects
- Together with the Deputy Director of Clinical Services, take a key role in supporting the hospice Clinical Governance framework
- Work across professional boundaries using creative reasoning and problem solving

Education and Training

- To take responsibility for attending mandatory Hospice training and in-house courses in line with organisational policy and current legislation
- To actively participate in and contribute to the ongoing educational programme of the Hospice
- To attend and actively participate in the identified CPD opportunities provided.
- To proactively maintain appropriate level of clinical competence as identified within the 'St Giles' Competencies'

- To identify training and education needs, in line with service provision, with Practice Development Lead
- To assist in orientation programmes for new members of staff
- To act as a mentor/supervisor for developing staff under the direction of the Deputy Director of Clinical Services
- To participate in research projects as required.
- To take personal responsibility for life-long learning, self-development and reflection
- To participate in informal and formal education

Key relationships:

- Deputy Director of Clinical Services
- Director of Clinical Services
- Executive Medical Director
- Head of Quality
- Community Specialist Team
- Wider MDT

MAIN CONDITIONS OF SERVICE

Our vision and values

All staff must commit to our vision and values and exhibit behaviours in line with these.

We have adopted five core values that have been developed through engagement with our volunteers, staff, patients and families. These are the values that characterise all that we do and our behaviours with our patients and families, and each other.

Our values:

- We care
- We are trustworthy
- We work together
- We are creative
- We take pride

These values underpin everything we do and we expect all staff at St Giles, in all capacities - employees, bank staff, contractors, agency staff, those who hold honorary contracts, students and volunteers - to share and uphold these values. Each value is supported by behavioural standards and employees will be expected to display these behaviours at all times.

We also expect that everyone who works here shall act in such a manner as to justify public trust and confidence and to uphold and enhance the good standing and reputation of St Giles Hospice. Individuals must therefore always carry out their duties with due regard to the Hospice's Equality and Diversity Policy.

Research and Development

At St Giles we are committed to continually improving the service that we offer through development and research. To achieve this we expect all employees to:

- commit to engage in research, audit and service improvement
- approach practice with an evidence base
- maintain professional development and learning in relation to your role

Mandatory training

All staff must complete ongoing mandatory and role-specific training pertinent to their post, and this should be confirmed with their line manager.

Health and safety

Staff are required to observe local health and safety arrangements and take reasonable care of themselves and persons who may be affected by their work.

Equal opportunities

Staff are required to comply with the St Giles Hospice approach to equal opportunities and treat everyone the same, regardless of their gender, race, disability, marital status, religion or belief, sexual orientation, gender reassignment, pregnancy and maternity or age.

Infection prevention and control

Staff must adhere to current policies and procedures on infection prevention and control to ensure that they are aware of these provisions. It is not intended to be an exhaustive list of responsibilities, but more an outline framework against which staff and managers have flexibility to develop and define the detail of the work undertaken.

Information governance

Staff are required to keep all patient and staff information confidential unless disclosure is expressly authorised by your employer. Misuse of or a failure to properly safeguard any data considered to be confidential may be regarded as misconduct/gross misconduct and a disciplinary offence.

Patient and family experience

Staff should ensure that they help to create a positive patient and family experience at all stages of a patient's interaction with the hospice and help to improve the patient experience within the hospice or community environment.

Safeguarding children and vulnerable adults

All employees have a responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

Fit and proper

It is a condition of employment that those holding Director positions provide confirmation in writing, on appointment and thereafter on demand, of their fitness to hold such posts. This post has been designated as being such a post. Fitness to hold such a post is determined in several ways, including (but not exclusively) by the Hospice's provider licence, the Health and Social Care Act 2008 (Regulated Activities) Regulations 2008 ("the Regulated Activities Regulations") and the Hospice's constitution.

The job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder.

Person specification

The person specification sets out the essential qualifications, experience, skills, knowledge, personal attributes and other requirements, which the post holder requires to perform the job to a satisfactory level. Without these qualities, the applicant cannot be appointed to the post.

Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • First level nurse • Recognised teaching qualification • Communication skills/counselling • Independent Nurse Prescribing Level 3 minimum <p>Desirable</p> <ul style="list-style-type: none"> • Degree in specialist practice – related to specialist palliative care • Community Nursing qualification • Leadership course • Management course • Community nursing experience • Experience and evidence of clinical audit • Published original work
Knowledge and experience	<p>Essential</p> <ul style="list-style-type: none"> • Proven experience within specialist palliative care • Management experience • Post registration experience • Experience and evidence of effective change management • Experience and evidence of research/evidence based practice • Experience and competence in managing complex palliative care cases – symptoms, psychological, grief/loss needs, ethical dilemmas and patient advocacy • Ability to work independently and as part of a team • Ability to make expert clinical decisions • Emotionally resilient • Excellent time/deadline management • Reflective practitioner • Fully comprehends contemporary CNS role • Development, implementation and appraisal of quality and audit initiatives • Knowledge of corporate and clinical governance • Fully comprehends and implements research and evidence based practice process • Diverse specialist palliative care knowledge and awareness – national and local agenda
Values	<ul style="list-style-type: none"> • Exhibits our hospice values and behaviours
Skills	<p>Essential</p> <ul style="list-style-type: none"> • Sound reflective and facilitation skills • Expert communication, counselling and interpersonal skills • Teaching skills– informal and formal and ability to contribute to education programme • Leadership skills • Management skills
Personal Attributes	<ul style="list-style-type: none"> • Empathetic • Team player • Able to work under pressure • Collaborative

	<ul style="list-style-type: none"> • Ambassador for St Giles Hospice
Other requirements	<ul style="list-style-type: none"> • Valid driving licence • Eligibility to work in the UK • Please note that St Giles Hospice does not hold a sponsorship licence and is therefore unable to accept sponsorship requests

Benefits	
Pay and conditions	
<ul style="list-style-type: none"> - Up to 33 days holiday plus bank holidays (Pro-rata for part time employees) - Eligible clinical staff transferring from the NHS will have their continuous service and annual leave recognised for up to 10 years and can continue their NHS pension contributions - Group pension scheme, matching contributions of up to 8% - Life assurance scheme, up to the age of 65 - Enhanced sick pay, rising with service 	
Training and development	
<ul style="list-style-type: none"> - A dedicated on-site Education team offering training and development opportunities 	
Health and wellbeing	
<ul style="list-style-type: none"> - The Hub Wellness Support - Eligibility for flu vaccine - Access to Occupational health support - Access to Mental Health First Aiders - Cycle to work scheme 	
Family friendly	
<ul style="list-style-type: none"> - Enhanced Maternity and Paternity benefits - Shared Parental Leave - Supportive Time off policy 	
Other benefits	
<ul style="list-style-type: none"> - Flexible working requests after 26 weeks of service - Access to an employee shopping discount scheme - Free on-site parking 	

Working Environment
Community based

This job description is intended to describe the main features of the role. It is therefore not exhaustive and incumbents may be asked to perform additional duties outside of their job description in the interest of the Hospice.

Data Privacy

Please note that any personal data submitted to St Giles Hospice as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation, for more information regarding GDPR please see: <https://www.gov.uk/government/publications/guide-to-the-general-data-protection-regulation>

Equality of opportunity

Entry into employment with St Giles Hospice and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

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