

Rossendale Hospice

Job description and person specification



Position:	Clinical Services Team Leader		
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Reports to:	Clinical Services Manager	Salary	
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Location:	HOSPICE AND COMMUNITY	Hours	
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Job summary: the post holder is expected to:

- To provide alternative nursing care to patients, families and carers and health professionals by demonstrating clinical knowledge of the principles and practice of palliative care.
- Manage service caseloads of patients and staff within the Hospice at Home and Wellbeing community settings and as a palliative care nurse as part of the wider Hospice team.
- Experience in Palliative Care is essential along with experience of co-ordinating caseloads

Rossendale Hospice Mission Statement

Rossendale Hospice is a community focused charity working to improve the quality of life for everyone in Rossendale coping with life-limiting illness. We do this by:

- Providing and enabling the highest quality care both within the Hospice and in the community
- Respecting patients' dignity and independence
- Supporting their family and friends before and after the end of life
- Working alongside other care-providers to improve the lives of those who are facing the end of life

Key tasks / duties:

- To provide and deliver a high quality service for patients to ensure patient care is seamless and of the highest standard.
- To work alongside Job-Share Sister, Clinical Services Manager, District Nursing Teams, GP's ,Clinical Nurse Specialists, and therapies
- To be involved in day to day management of the team ; support and manage the palliative support workers and Registered Nurses
- To demonstrate the ability to motivate and support staff on a daily basis.
- To apply advanced communications skills and evidence leadership and presentation skills.
- To develop clinical expertise in all aspects of our clinical services through integrating evidence based practice into clinical practice and Hospice procedures as required.
- To maintain professional development through academic study pertinent to the role in line with NMC the Code for Professional Standards of Practice and Standards of Proficiency for Registered Nurses.
- To provide induction training for new staff recruited to work within the Hospice at Home Nursing/Care Team.

Person/professional	
<ul style="list-style-type: none"> • To act at all times in accordance with the hospice policies and procedures of Rossendale Hospice • At all times act as an ambassador for Rossendale Hospice to patients, relatives carers, colleagues and members of the public • Engage in lifelong learning and attend any training as recommended/agreed according to role • Participate in annual appraisal • Attend mandatory training annually/and or undertake e-learning as instructed 	
Health and safety	
<ul style="list-style-type: none"> • Understands the fire regulations and action to be taken in the event of a fire • Report any incidents/adverse events in accordance with Rossendale Hospice policy • Understand the principles of infection control and hand hygiene. • Have an understanding of the Safeguarding Children and Vulnerable Adults policy. • Take all measures to ensure that the safety of staff, patients, volunteers, supporters, customers and visitors to Rossendale Hospice in accordance with the Rossendale Hospice Health and Safety Policy. 	
Manual handling and /or heavy lifting	Key requirement of the role as detailed below
Full, current, valid UK driving licence	
Access to a vehicle which can be used for work purposes	
Car insurance, including business cover	
Disclosure & Barring Service Check (formally known as Criminal Records Bureau)	Enhanced check required for this role
Additional Information:	
<ul style="list-style-type: none"> • This job description will be reviewed as part of the post holders' annual appraisal and is not intended to be a complete list of responsibilities. To meet the ever changing needs of the service you may be required to perform other duties within your capacity, appropriate to you grade, competence and general level of responsibility within the organisation. • Rossendale Hospice believes in providing appropriate training and development for all employees and the post holder will be encouraged to attend / participate in additional training as appropriate. • Rossendale Hospice is able to provide its high quality service thanks to the enthusiasm and commitment of our staff and volunteers. We expect all staff to work positively alongside our volunteers and to demonstrate our values of excellence, collaboration, respect, dignity and professionalism at all times. • Rossendale Hospice is a no smoking organisation. • Safeguarding Children and Vulnerable Adults All Hospice employees and volunteers are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults. Familiarisation with and adherence to Hospice and Lancashire Safeguarding Children's/Adults Boards Safeguarding policies is an essential requirement of all employees and volunteers, as is participation in related mandatory training and safeguarding supervision 	

Records Management/Data Protection Act

- As an employee of the Hospice, 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. The records may be paper, electronic, etc.
- As an employee of the hospice, you are required to undertake information governance training annually and following the principles and guidance of information governance.
- You must consult your manager if you have any doubt as to the correct management of the records with which you work

Acceptance of Job Description

I confirm I accept the duties contained in the above job description.

Name (Print)

Signed.....

Date.....

PERSON SPECIFICATION

ESSENTIAL	
<p>Registered Nurse (UK registration) with at least two years post registered experience in acute hospital or Hospice.</p> <ul style="list-style-type: none"> • Post-registration qualification in End of Life Care or Care of Frail Adult or Life Limiting Illnesses or willingness to undertake appropriate module for role. • Experience in Palliative/End of Life Care. • Experience of co-ordinating workload. • Demonstrate ability to participate in audits. • Demonstrate ability to teach staff patients and relatives across all the areas of care and nursing practice. • Ability to use Microsoft Office and other IT skills. • Excellent communication skills both written and verbal. • Evidence of Assessment Skills • Demonstrate an understanding of risk management processes and procedures and how these relate to clinical practice. • Have the ability to demonstrate leadership skills in practice. • Experience of participation of multidisciplinary team working. • Ability to be flexible and responsible and to work effectively as a team member • Well-presented and self-aware. 	<p>Application form, interview/certs</p> <p>Application form, interview</p> <p>Application form, interview</p> <p>Application form</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Interview</p>
<p>Desirable</p> <ul style="list-style-type: none"> • Community experience • Evidence of leadership skills. • Ability to use Excel sheets • Understanding of health and social care reform. • Experience in clinical informal teaching 	<p>Application form/interview</p> <p>Application form/interview</p> <p>Application form</p> <p>Application for/interview</p> <p>Application form/interview</p>

Terms and Conditions

Responsible to: Clinical Services Manager.

This posts requires the individual to rotate through all clinical areas undertaking any shifts which are required as part of this role.

Please sign below to signify your acceptance.

Signed _____ Date _____