

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Community Nurse</b>
<b>Team/Directorate:</b>	<b>Community Team</b>
<b>Salary range/pay band:</b>	<b>Band 6 £35,708.99 - £40,782.90 (pay point depending on experience) plus geographical</b>
<b>Reports to:</b>	<b>Community Nurse Lead Nurse</b>
<b>Hours:</b>	<b>37.5</b>
<b>Location:</b>	<b>Christopher's, Guildford and Community based</b>

### Job purpose

The post holder will be responsible for providing holistic care and support to children and young people (CYP) who have life-limiting conditions and their families as a key member of the community team. This care is provided in the family's own home, in the community, and support into the hospices and acute settings.

The post holder will be the first point of contact for families following acceptance to the service and the nurse is responsible for undertaking a holistic assessment of the child and family's needs. The post holder will provide high quality palliative care to CYPs under the care of Shooting Star Children's Hospices, using their skills and expertise in a diverse range of situations, autonomously and as a member of the community team. The post holder will have excellent communication skills, be a sound educator, and work proficiently.

They will work closely with the SSCH in house team, family support team and symptom management services to ensure a seamless and comprehensive service to CYP and their families.

SSCH care is provided 24 hours a day, 365 days a year, the post holder will be required to work flexibly to meet the needs of planned and emergency care, including on calls overnight and weekends in addition to contracted hours.

### Key tasks and Responsibilities

- Providing professional clinical leadership in the provision of palliative care across care settings for CYP under the care of SSCH.
- To work in partnership with the SSCH care teams and wider MDT, demonstrating excellent communication skills to ensure high quality seamless care.
- To ensure that holistic care is family centred, research based, and meets with all statutory requirements and adheres to clinical governance initiatives and best practice.
- Provide support to CYPs and their families where required through community visits to hospital, home or hospice alongside relevant external professionals from statutory services.
- Maintain an awareness of the multi-cultural nature of the SSCH catchment area, adapting care culturally as required.
- To ensure all documentation is maintained in accordance with SSCH policies, guidelines and standards.
- To act in accordance with the SSCH and statutory Safeguarding Children Policy and Procedure.

## Clinical

- To be actively involved with the on-going development of the SSCH care service, in particular the community team, contributing to development through research, audit and quality improvement.
- Provide clinical support and continuity of care to CYPs with palliative needs.
- Work alongside specialist symptom management teams to assess symptoms and provide clinical feedback to form part of decision making under the lead of the specialist services.
- Ability to follow an agreed symptom management plan and liaise with teams to offer high level care in the home as needed.
- Working in partnership with all members of the MDT, encouraging and promoting effective team working from all disciplines within SSCH.
- Attend professional meetings as a representative for SSCH and provide proactive input to ensure high level care for CYPs and families.
- Coordinating transition to adult services when appropriate in conjunction with the transition coordinator.
- Ensure written communication and correspondence is used to communicate with external professionals and services.
- Form part of the community on call service in conjunction with statutory services to endeavour to offer a responsive 24/7 service in end of life care.

## Quality / Audit / Research

- Enhancing the interface between the community team and user involvement into the development of the service.
- To share professional expertise with Care Team colleagues, providing support and training where appropriate.
- To work to the SSCH medicine policy and adhere to the NMC guidelines at all times when giving medication.
- Participating in audits with the clinical governance facilitator to maintain and improve clinical care.
- In collaboration with the team, producing and reviewing operational policies and procedures specific to the team.
- Attending the Morbidity and Mortality meeting and having a proactive input.
- To take responsibility for your own lone worker safety, support the team and comply with SSCH policy/practices.
- To adhere to the NMC Code of Professional Conduct at all times.
- Supporting research activity through service user recruitment and data collection as required.

## Leadership

- Attending appropriate clinical meetings.
- Reporting all incidents and accidents in accordance with local policy.
- Taking prompt and appropriate action if a complaint is received in accordance with SSCH policy.
- Communicating with the MDT, providing case presentation for a unified approach to care for CYP and their family.
- To take a lead on a specific role within the team, for example – transition or medicines management.
- Actively participate in team away days to support with development of the community team.

## Education

- To be responsible for your own on-going education and professional development, to facilitate lifelong learning which complies with the professional educational requirements of your training.
- To take responsibility to undertake all required elements of annual mandatory training i.e. Fire Safety, Safeguarding Children, Infection Control, CPR, Moving and Handling.
- To recognise the importance of personal and team support and participate in the informal and formal support opportunities available.
- To act as a mentor to student nurses and new staff and participate in the education and development of colleagues. Sharing professional expertise, providing support and training where appropriate.
- To participate with in-service training programmes both as a recipient and facilitator.

## Professional

- To value the knowledge, skills and expertise of all team members to maintain an efficient and mutually respectful team.
- To ensure that Team Members and Team Leaders are fully informed of any changes in the family or child's needs.
- To act as an ambassador for SSCH.
- To ensure the relevant diaries are an accurate reflection of your whereabouts, when working in the community, to promote personal safety.
- To maintain positive and effective communication with other agencies involved with the care of families receiving a service from SSCH. To attend discharge planning, network and review meetings as appropriate.
- Prioritising workload to be responsive to a changeable caseload.
- External communication either written or verbal to update on the community teams input in to CYPs care.

- To participate in the appraisal and personal development mechanisms available.
- Ensure that SSCH policies are complied with and that policy documents are read.
- Report any equipment issues to the community nurse team lead and ensure that SSCH equipment is well looked after.
- Always adhering to the NMC Code of Professional Conduct
- To ensure clinical notes are up to date to ensure colleagues are able to access the most current clinical information.
- Meet the requirements of revalidation and ensure continued registration with the NMC.
- Valuing and participating in clinical supervision and other support opportunities.
- To maintain budgetary awareness and foster effective use of all resources.
- Expectation to carry out any reasonable duty as requested by the Head of Symptom and Community Services and/or the Director of Care

As a voluntary organisation our ambition is to see highly professional services which place life-limited children and their families at the heart of everything we do.

Therefore, capitalising on this opportunity and to achieve this ambition we require that all of our staff share our common values and display behaviours that will enable us to achieve our goal.

## Mandatory Criteria

### 1. Other duties

The post holder will be working in a developing environment and they will therefore be expected to undertake other appropriate duties as required for the effective operation of Shooting Star Children's Hospices.

### 2. Professional Codes of Conduct

The post holder will be required to respect professional codes of conduct and practice relevant to their role, as appropriate

### 3. Health and Safety

Be responsible for health and safety in the area under their control and ensure that they are familiar with Shooting Star Children's Hospices policy on health and safety at work.

### 4. Mandatory Training

**The post holder will attend all mandatory training relevant to their role**

### 5. Our values and behaviours

Shooting Star Children's Hospices is a leading children's hospice charity for babies, children and young people with life –limiting conditions, and their families. We require that all of our staff share our common values and display behaviors that will enable us to

achieve our goals.

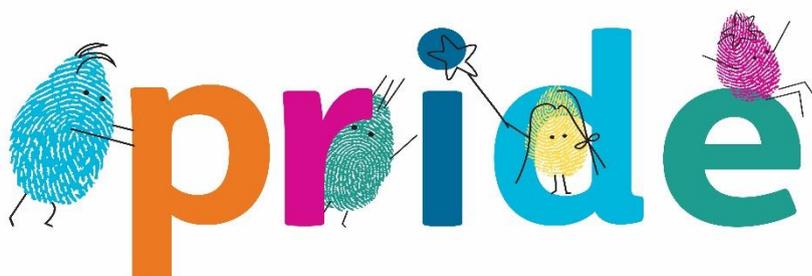
**Professionalism** – we will safeguard our families, each other and our organisation by working to ethical and professional standards at all times.

**Respect** – We will treat each other with the utmost respect.

**Integrity** – We will be open, honest and transparent in all that we do.

**Diversity** – We will respect individuality and ensure inclusion and fairness to all.

**Excellence** – We will strive for excellence in all that we do.



**Minimum person specification**  
**Band 6 Community Nurse - Community Team**

**PERSON SPECIFICATION: Registered Nurse: Experienced Band 5 or a Band 6**

Candidates must be able to demonstrate	Essential/Desirable	Assessed by
<b>Attainments:</b>		
Registered Children's Nurse	Essential	App. Form
First level degree in related topic	Essential	App Form
Post basic qualification in palliative care/ Children's Community Nursing or relevant subject	Desirable	App / Int
Mentorship qualification /ENB 998 or equivalent	Essential	App Form
Evidence of continued professional development	Essential	App. / Int.
Prepared to work towards Advanced Communications Skills Training	Essential	App. / Int.
Experience in Research	Desirable	App. / Int.
Physical Assessment Skills qualification	Desirable	App / Int
<b>Experience:</b>		
Relevant post registration; and experienced Band 5 or a Band 6 in relevant area (Minimum 2 years experience)	Essential	App/Int
Experience of palliative care, end of life care, symptom management or Community care	Desirable	App/Int
Knowledge or experience in bereavement	Desirable	App/Int
Experience of teaching	Desirable	App/Int
Experience of multi professional working	Essential	App/Int
Evidence of advanced communication	Desirable	App/Int
Previous experience of working in community or hospice settings	Essential	App/Int
Experience of audit and research	Desirabl	App/Int
<b>Skills and Ability:</b>		
Ability to prioritise work and meet deadlines.	Essential	App. / Int.
Organisation and negotiation skills.	Essential	Interview

Ability to lead and motivate self and others.	Essential	Int. / Ref.
Excellent interpersonal skills with particular ability to show empathy and consideration for others.	Essential	Int. / Ref.
Good organisational and time management skills.	Essential	App. / Int.
Evidence of innovative practice/evidence based care.	Essential	Int. / Ref.
Ability to set and monitor standards.	Essential	Int. / Ref.
Ability to work under pressure.	Essential	Int
Ability to work effectively with members of the MDT across various boundaries.	Essential	Int
Ability to work as an autonomous practitioner and as part of a team	Essential	Int
Up to date clinical nursing skills including IV therapy	Essential	App/Int
Evidence of reflective practice	Essential	App / Int
Ability to network	Essential	App/Int
IT Literate	Essential	App/Int
Teaching/assessment and presentation skills	Essential	Int / Ref
Calm and objective	Essential	App/Int
Assertive, confident yet approachable	Essential	Int/Ref
Personally, and professionally mature	Essential	Int/Ref
Recognition of own limitations	Essential	Int/Ref
Demonstrates enthusiasm	Essential	Interview
<b>Circumstances:</b>		
Ability to travel	Essential	App. / Int.
Flexibility of working hours to meet service needs.	Essential	App. / Int.
Car owner/driver	Essential	App. Form
<b>Physical:</b>		
Smart appearance.	Essential	Interview
Good health/attendance record.	Essential	App./ Ref.
Fitness for duties.	Essential	Occ. Health

The above attributes have been identified by management to be necessary for this post, and will be used when shortlisting applicants for interview

## What we offer

### Pension scheme

- NHS Pension Scheme (eligible employees)
- Stakeholder pension scheme
- Employee contribution 3.5%
- Shooting Star Children's Hospices contribution 4.5%
- Additional contributions – we will pay 1% above the contribution up to a limit of 7%

### Annual leave

- 35 days including Bank Holidays rising with length of service
- 2 weeks paid sabbatical leave after 5, 10 and 15 years' service

### Contractual benefits

- Generous sick pay scheme

- Enhanced maternity, adoption, and paternity leave pay
- Flexible working arrangements
- Death in service benefits
- Reimbursed professional membership fees
- Eye care
- Employee referral scheme
- Blue Light discount card

### **Health and wellbeing**

- Employee Assistance Programme
- Occupational Health
- Mindfulness sessions
- Cycle to work scheme
- Mental Health First Aiders
- Nutritionally balanced meals at Christopher's (free employees)

## **Equality, diversity and inclusion**

Shooting Star Children's Hospice is committed to inclusion and diversity in everything we do. We know that getting things right is critical for us to live our organisation's values: Professionalism, Respect, Integrity, Diversity and Excellence.

We are always trying to improve our way of working to be more inclusive and equal. Our vision is for Shooting Star Children's Hospice to be a place where people of all backgrounds, groups and communities feel welcomed to work and volunteer.