**Job Description**

**Job Title**: Hospice@Home Manager

**Hours**: 37.5 per week

**Reporing to**: Deputy Director of Patient Care

**Job purpose**:

Our Vision is to make every day the best day possible for our patients and their families in South Devon.

Your role will be to provide management, leadership and coordination of nursing care within allocated resources. The service managed will provide high quality nursing care for patients and their families in the community.

To be responsible for management of staff employed within the Hospice at Home Service.

To act as Budget Holder, accountable for the management of the Hospice at Home budget

To act as Deputy Accountable Officer for CD’s for Rowcroft Hospice.

To lead the expansion of the Hospice@Home team as planned to fulfil the requirements set out in the proposal to be met in 2023.

To exercise accountability as set out in the NMC Code of Professional Conduct.

**Our Values:**

Honesty & Integrity Generosity of Spirit Respect Team Player

**Key roles and responsibilities.**

**Management & Leadership:**

• To effectively manage all aspects of the Hospice at Home service to work within budgetary constraints effectively using evidenced-based practice.

• To have effective systems in place for ordering stock and non stock consumables.

* To coordinate shifts and work patterns for the team.

• To enhance staff development using the appraisal system, restorative practice, coaching techniques, education and regular support to direct reports.

• Working with the Infection Prevention Practitioner, ensure the Hospice at Home staff comply with infection control standards.

• To deliver clinical governance standards in line with Rowcroft’s clinical governance Framework.

* To lead and evaluate clinical audits as required, under direction of the deputy director of patient care.
* Ensure the team to access clinical supervision.

• To liaise closely with the Deputy and Director of Patient Care and Head of People team to ensure that the Hospice at Home service is fit for purpose at all times according to the standards laid down by the Care Quality Commission and in line with the national association for Hospice at Home .

• To effectively propose revenue budgets making best use of resources and taking into consideration patient, relative, staff views.

* To develop a workforce plan ensuring an effective skill-mix for the Hospice at home service that meets the future needs of service users.
* To embrace IT developments to support clinical practice and enable the team to utilise these fully.
* To participate in the senior nurse on call rota.
* To work in other nursing areas within Rowcroft hospice should the need arise.

 **Clinical Management:**

• To provide leadership and support to the clinical team in all aspects of specialist palliative care for both patients and their families.

• To have responsibility for the organisation and co-ordination of the Hospice at Home service over a 24 hour period, ensuring efficient and safe management.

• To ensure clear, effective two-way communication at all times between staff and patients/carers to promote open and honest interaction.

• To work as a member of the team providing physical, emotional, spiritual and social support to both patients and families to ensure evidence based care is given.

• Promote innovation by encouraging and facilitating staff to consider and develop new ways of working, employing reflective practice and making use of quality measurements/tools to plan and evaluate the service.

• To inform and advise the Deputy Director of Patient Care of all appropriate matters relating to the service to ensure open and clear lines of communication and to maintain high levels of quality assurance.

• To use national, regional and local guidance to influence quality of practice in patient safety, clinical effectiveness and patient and family experience

* Fully utilise the IT patient record (SytmOne) to support patient care and enable the team to do this.

• Ensure staff have appropriate education, training and skills in line with service needs and appraisal outcomes to deliver the care needed by patients and carers.

• To contribute to the Hospice’s education programme and support H@H staff in developing teaching skills.

• To ensure an environment conducive to learning in conjunction with the wider multi-disciplinary team.

• To ensure that research-based findings form the basis of clinical practice in patients residence.

• Demonstrate a knowledge and understanding of research skills supporting and encouraging research and regular audit activity within the Hospice@Home service..

**Education Management:**

1. Promote and enable teaching and training for the team , including participation in research.
2. Establish a robust system to support staff to compete the competencies required for their posts and establish a system to support the ongoing review of the competencies.
3. Work with the education team to support the educational programme at the hospice and ensure your team are freed up to deliver teaching as required.
4. Develop educational links for the team with other hospices and be part of the South West hospice forum.
5. Participate in providing teaching sessions for Rowcroft hospice.

**Budget Management:**

* Work within the parameters of the set budget for team.
* Lead in budget setting and planning for the team yearly.
* Monitor and be vigilante of budgetary constraints.

**Clinical**

As a registered nurse you will have the skills to work clinically for up to 40% of your time.

**General**

This job description is not exhaustive and outlines the key responsibilities of the post holder. It may be amended from time to time to meet the needs of the hospice.

**Infection Prevention**

All Rowcroft employees both clinical and non-clinical are required to adhere to the Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times to reduce the burden of Healthcare Associated Infections including MRSA.

You agree to the following responsibilities:

* 1. To decontaminate your hands prior to and after direct patient care or contact with the patient's surroundings;
	2. To take part in mandatory infection control training provided
	3. To responsibly manage your own infections (other than common colds and illness) that may be transmittable to patients, including to contact Occupational Health for guidance.

**PERSON SPECIFICATION**

Inpatient Unit Modern Matron

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| **Attributes** | **Essential** | **Desirable**  |
| **Qualifications and Training**  | Registered NurseRelevant first degree.Teaching, mentoring or coaching qualification or equivalent experience.  | Degree in Palliative CareManagement / Leadership Training |
| **Knowledge and Skills** | Proven knowledge and experience in community nurse management, including budget management.Leadership skillsPresentation skillsQuality improvement and service development skillsExcellent IT Skills  |  |
| **Experience** | Previous palliative/cancer care experience.  | Previous Specialist Palliative care experience.  |
| **Personal Requirements**  | Ability to communicate with staff at all levels.Ability to provide effective leadership of a team.Ability to work under pressure and meet deadlines. |  |
| **Other Requirements**  | Willing and able to work flexible hours to meet the needs of the serviceMaintain professional registration.Aware of own professional development needs to be an effective and competent practitioner.Willing and able to volunteer at least one Rowcroft event each year.  |  |