Job Description and Person Specification

Job Title: Head of (Integrated) Nursing Services

Location: **Rowcroft Hospice**

Hours of work: Full time

Grade: Band 8a

Reports to: Director of Patient Care

Responsible for: Hospice@Home, IPU nurses and professional responsibility for all Community nurses

Job Purpose

- To oversee the operational management of Inpatient and Hospice@Home clinical nursing services with leadership of the development of palliative clinical nursing practice across the Charity.

- To support the Director of Care in providing strategic leadership of the hospice nursing workforce in collaboration with Head of Community, Therapies & Support Services, IPU manager and H@H Manager.

- The postholder will ensure an integrated approach to the delivery and development of palliative care nursing expertise both within the hospice and externally, engaging with senior colleagues across internal disciplines and external agencies to identify and develop the scope for future evidence-based practice.

- The Head of Nursing will support nurses to develop and manage nursing services reaching out to work in a more efficient and integrated way making the best use of resources, with clinical colleagues in the NHS and other stakeholders in End of Life Care.

- The post holder will act as the Non-Medical Prescribing Lead, Infection prevention lead, Caldicott Guardian for the hospice and Deputy AOCD.

- The post holder will deputise for the Director of Patient Care when required.

1. DIMENSIONS:

Budget: The post holder will line manage the budget holders for H@H and IPU: circa £2.05 million

Staff: **IPU Manager**
Hospice@Home Manager
Specialist nurse – IPU
Specific project manager/s

It is envisaged that approximately 60% of the role will be management and 40% clinical and teaching responsibilities. The post-holder will also role model flexible working practices across the hospice clinical services.

Primary Duties

1. Management and Development of Integrated Nursing Services

- In collaboration with the Director of Care, and as a key member of the Senior Management Team, Clinical sub-committee and Quality and Patient Safety Committee and Pharmacy Committee contribute to and influence the strategic and operational development of the quality of and approach to palliative care nursing within all areas of the Charity.
- Play a lead role in development and implementation of nursing competencies and clinical guidance for palliative and end of life care provision within the Charity including contributing to and influencing clinical governance, working in partnership with other senior managers and lead clinical professionals.
- Financial oversight of delegated budgets for IPU & Hospice@Home departments, including supporting budget holders in budget and business proposals, managing expenditure within budget and taking corrective action as required.
- Support the nurses within the charity in a cultural organisational shift towards flexible jobs (Superfluid) and roles, including integration of new roles such as Nursing Associates, Nurse Apprenticeships and other roles within the nursing family.
- To work with the Director of Care to implement the clinical strategy, and support the community strategy, as outlined in the Rowcroft Strategic Plan, 2018 - 2023
- Work with the Director of Care and contribute to and positively influence new initiatives that may have potential across the Charity, e. g. supporting the use of telemedicine to aid consultations, use of clinics etc., in line with our strategic workforce plan.
- Lead on the further development of our Hospice@Home service and IPU service ensuring the provision of high quality and leading edge palliative and End of Life Care working collaboratively with the Director of Care, Clinical Director, medical staff and Head of Education.
- To contribute to the development and capacity building of patient services across the organisation
- To lead on the review and accuracy of all clinical policies/guidance
- Remain abreast of developments within palliative care and End of Life, and related political, social and economic developments.

2. Professional Leadership and Management

- Provide leadership, development, guidance and vision to managers and staff during a period of cultural and professional change and development
- To work clinically in practice 30% and teaching 10% of the week to ensure visible leadership, provide supervision of nurses and retain clinical credibility as a nurse.
- To provide expert nursing leadership in the development and delivery of patient-centred care for patients with palliative care needs
- To be ultimately responsible for day to day delivery of a robust, responsive and safe nursing service in IPU and H@H.
- Provide visible and accessible leadership creating a climate where individuals understand their roles and responsibilities and people are empowered to be effective in their role.

- To lead on the implementation of agreed workforce plan as it pertains to the nursing workforce throughout the Charity (2018-2023)
- Work with the Volunteer Coordinator in further developing volunteer roles involved in care delivery.
- To lead on the review and accuracy of all clinical policies/ guidance and work closely with key clinical staff to assess and evaluate current practice; identify opportunities for improvements in order to ensure excellence of palliative and end of life care provision throughout the Charity
- Provide strong clinical leadership on palliative care and End of Life care to registered nurses across the Charity
- Support the Education Lead in the development of Rowcroft's Nurses as they undertake non-medical prescribing and other related further education and training
- Support and advise the Head of HR in the provision of a Clinical Supervision programme for nurses and also acting as clinical supervisor.
- Oversee the ongoing development of clinical documentation and the clinical database to ensure it is fit for purpose for all clinical areas of the Charity.
- Ensure that wherever Rowcroft patients are (home, community hospital or nursing home) they receive efficient and effective palliative care services, through advice, guidance and support to, and development of, external community colleagues.
- Ensure that all nursing staff have an annual appraisal, six monthly reviews and that training and development needs are identified and met
- Be a member of the HR panel for aligning appropriate bandings to new and revised posts
- Contribute to local, regional and, where agreed as appropriate, national forums, debate and discussion about palliative care issue
- Ensure all nurses work within the NMC code of practice and within other regulatory frameworks.

3. Education, Research and Evaluation

- Working with the Director of Care and Clinical Director to support identification, development and involvement in research and audit in a timely and organised manner
- Work collaboratively as a member of the Quality and Patient Safety Committee to develop questions from practice, work up project, audits and research proposals, and where appropriate funding applications.
- To lead and identify areas for clinical audit, working within the quality assurance framework structure and senior colleagues, including personally leading on delivery of specific areas of audit and coordinate audit work undertaken by others as appropriate
- To train/educate nurses and other members of the MDT in topics aligned to palliative and end of life care, working with the Head of Education to plan and deliver appropriately scoped and paced courses for internal and external staff.

4. Communication and working relationships

- Strong and credible engagement with the nursing workforce
- Collaborative working relationships with senior colleagues, clinical leads and educators within the hospice
- Give presentations and talks at professional and public forums about specialist palliative care and end of life care, and the organisation as required
- Effective relationships with key external colleagues to facilitate optimal operational integration across the health and social care economy.

Key communications with the following internal staff:

- Rowcroft nurses

- IPU Manager
- H@H Manager
- Director of Care
- Head of Community, Therapies and Support services
- Medical team
- Quality Assurance Officer
- Senior Management Team
- Senior Information Risk Manager/Director of Finance
- Head of Education
- Volunteer Coordinator

External communications

- Patients and their relatives/carers
- Other providers of palliative and health and social care services both statutory and voluntary
- Primary Care Providers/GP Consortia/Federations
- Torbay and South Devon NHS Foundation Trust
- South and Torbay CCG
- Other hospices & providers

INFECTION CONTROL CLAUSE

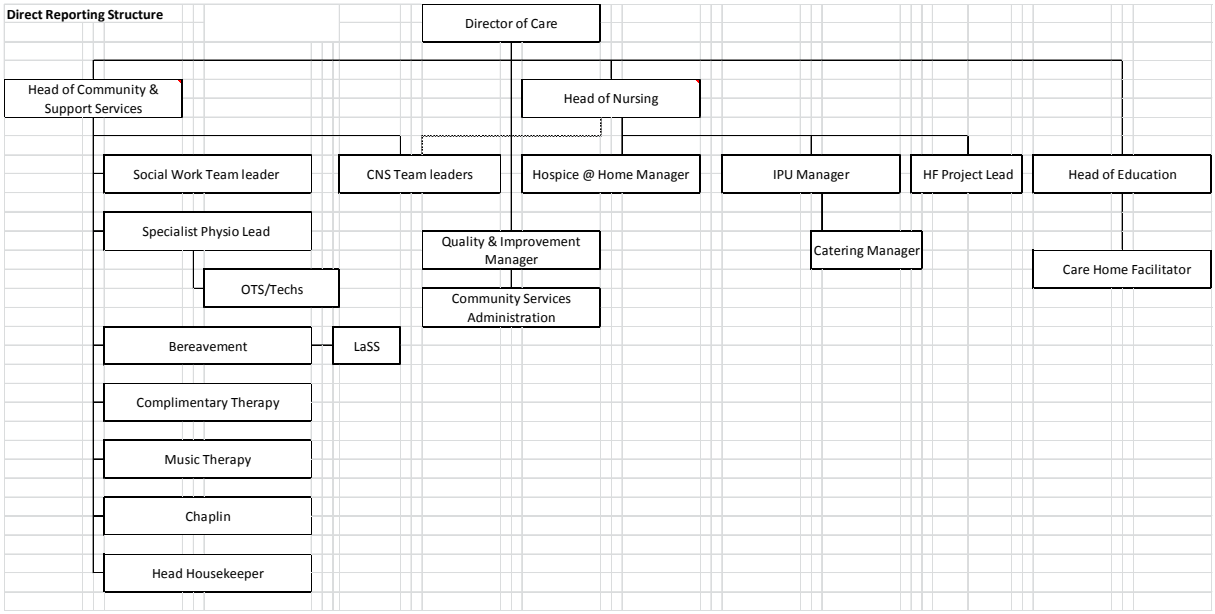
All staff, both clinical and non-clinical, are required to adhere to the organisation's Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times, thereby reducing the burden of Healthcare Associated Infections including MRSA. All staff employed by Rowcroft Hospice have the following key responsibilities:

- Staff must decontaminate their hands prior to and after direct patient care or contact with the patient's surroundings;

- Staff members have a duty to attend mandatory infection control training provided for them by the Hospice;

- Staff members who develop an infection (other than common colds and illness) that may be transmittable to patients have a duty to contact Occupational Health.

5. Organisational Chart.



9. AUDIT CLAUSE

All members of staff are expected to participate in audit assessments as appropriate.

10. PERSON SPECIFICATION

(Please see attached)

11. JOB DESCRIPTION AGREEMENT

This job description is subject to review. The post may include other duties and responsibilities as determined by the recruiting manager in consultation with the post holder.

The post is subject to Rowcroft Hospice Foundation Ltd. Terms and Conditions of Service.

Post holder's Signature: Date:

Head of Department's Signature: Date:

Person Specification
PERSON SPECIFICATION

Attributes	Essential	Desirable	Assessed by
Qualifications, special training and general intelligence	• Registered Nurse • BSc/BA degree in nursing/health. • Teaching, supervision or coaching qualification or equivalent experience.	• Masters in Palliative care • Masters in Nursing Qualification/training in service development • Non-medical prescriber • Qualification/training in education • Qualification in coaching/mentoring	Application Interview
Knowledge and skills	• Proven management/leadership • Considerable knowledge and experience in service development • Expert knowledge in palliative/cancer care • Leadership skills • Teaching skills • Budget management • Quality improvement • Analytic, creative and evaluative thinking skills and evidence of application • Advanced clinical reasoning - problem solving and offering solutions • Effective verbal and written communications skills	• Knowledge of workforce planning	• Application • Interview
Experience	• Expert experience in palliative care/cancer care. • Experience of budgetary management and control. • Experience of effectively managing teams • Experience of managing service changes	• Experience of developing new roles/new service models • Experience of providing clinical supervision to staff, individually and in groups	• Application • Interview

Personal requirements e.g. communication, interpersonal	• Excellent interpersonal skills, including complex facilitation and negotiation, ability to establish collaborative working relationships • Experience of multi-disciplinary team and cross sector working and some understanding of complexities associated with third sector engagement • Able to adapt communication styles to meet needs of staff at all levels. • Ability to provide effective leadership of a team/s. • Ability to work under pressure and meet deadlines. • Ability to develop and work towards organisational and service goals • Ability to inspire and motivate others • Highly developed organisational skills including planning complex service delivery • Excellent level of self-awareness and openness to solicit and engage with constructive feedback	•	Psychometric Tests/Interview
Other requirements, e.g. Rotas	• Must be willing to work flexible hours including occasional weekend shifts where required to support staff. • Maintain own professional registration. • Aware of own professional development needs to be an effective and competent practitioner. • Effective IT Skills • Ability to travel around South Devon		Application Interview