JOBS DESCRIPTION

JOB TITLE: Paediatric Advanced Nurse Practitioner

RESPONSIBLE TO: Head of Children's Services

ACCOUNTABLE TO: Director of Care

BASE: ellenor Dartford

POST SPECIFICATION:

General

ellenor is a specialist palliative care provider for adults and children in Dartford, Gravesend and Swanley and for children in the London Borough of Bexley and South West Kent. The organisation has Inpatient and Day Therapy facilities at Gravesend, a comprehensive Hospice at Home service and a range of outpatient and community services, all supported and delivered through a multi-disciplinary team approach. This is available 24 hours a day, 365 days a year.

The ellenor children’s team provides specialist palliative care at home. We operate an on call service 365 days a year 24 hours a day for advice, support and emergency assistance if appropriate. Our team includes Specialist Nurses, Nursery Nurses, Health Care Assistants, Youth/ transition worker, music and play therapist, and volunteers who assist and support the family, providing specialist advice and support, short breaks and nursing care.

JOB SUMMARY:

To provide effective clinical nursing leadership and expertise that supports, promotes and develops efficient service delivery within children’s Hospice at Home team. This will be achieved by an ability to work autonomously whilst interacting with a multi-disciplinary team (MDT) keeping the needs of the child, young person and family at the centre of care planning and delivery.

To act as the nursing clinical lead for Children’s Hospice at Home team, working alongside the Head of Children's Services to ensure the safe and effective running of the service. Working as part of an integrated multidisciplinary team, the purpose of this role is to facilitate the provision of specialist palliative care nursing interventions based on comprehensive holistic assessment, goal focused care planning and education and support to both patients and families. This will be achieved in collaboration with services within ellenor, and with other service providers, for example health and social care, local paediatricians and specialist palliative care consultants.
Duties and Responsibilities:

I. Clinical Practice
Be an autonomous expert clinical practitioner within the MDT, demonstrating skills in clinical examination, advanced patients assessment, clinical decision-making and interventions, providing senior nursing support and specialist advice to the team at an advanced level.

Provide thorough specialist palliative care assessment of medical, psychological, social and spiritual needs of children and families, liaising with appropriate services as required.

Provide a visible clinical profile, having both an advisory and clinical input into patient care in the children’s team.

Participate in a range of enhanced and expanded skills such as independent nurse prescribing, venepuncture, cannulation, and other required interventions after appropriate training.

Ensure that safeguarding issues are managed appropriately within the team, and in partnership with external partners.

Contribute to operational policies and expanded scope of practice in response to clinical demand encountered within the role and service.

Maintain adequate documentation to NMC requirements for all patients seen and where advice is given in any practice setting.

In conjunction with the Head of children’s services, take responsibility for ensuring that the service is delivered with appropriate use of resources to meet service needs, developing clear pathways and protocols to support efficient, needs led service delivery.

Develop and evaluate evidence based clinical policies, guidelines and protocols.

Ensure that the patient’s dignity is promoted and respected and that equality and diversity are a top priority in the care of patients and families.

Deliver, monitors and reviews the care of patients and families reporting any variances of concern to senior colleagues in the team, taking appropriate advice in complex cases.

Ensure patients / families preferred place of care is clearly discussed and identified and advanced care plans are in place wherever possible.

Make proactive patient referrals to appropriate alternative internal or external services.
Actively plan and discharge patients / families when identified goals have been met or when disease progression is stable in line with the organisation’s policies and protocols.

Provide clear explanations and education as appropriate to ensure that patients and families have the information they require in a timely fashion.

Actively promote the rehabilitative and therapeutic approach to specialist palliative care.

Participate in a seven day per week operational service including out of hours provision.

Work proactively to ensure patients, families and professionals have appropriate links to colleagues in the absence of the post holder, ensuring continuity of advice and intervention through effective team working.

Regularly attends Hospice at Home multidisciplinary team meetings, proactively discussing and planning care for patients and families, including safeguarding.

In the best interests of patients and families, proactively collaborates with a wide range of community and hospital based health and social care services including voluntary support groups.

Promote the work of the organisation in all settings, encouraging collaborative working and the referral of appropriate patients with all diagnoses.

Utilise the electronic patient administration system and makes full use of the information and technology resources to ensure high quality patient care, maximise patient benefit and make best use of resources.

Ensure accurate and contemporaneous records, inputting patient data as required by the organisation.

To support ellenor’s strategy to support more people by actively participating running of outpatient clinics and satellite centres.
Post holders will comply with the NMC Code of Professional Conduct and other guidance issued by the Council governing professional issues.

Professional Development, Education and Training

- To take responsibility for attending statutory & Mandatory and hospice training in line with organisational policy and current legislation
- To participate in the ongoing educational programme of the Hospice by attending in–house study days and courses as appropriate.
• To take responsibility for self development, identifying training and education needs with team leader.
• To assist in orientation programmes for new members of staff.
• To keep abreast of current issues in relevant nursing practice.
• To take responsibility for his/her own professional updating to maintain clinical competencies relevant to the role of Nursing Assistant
• To take responsibility for a delegated area of relevant special interest.
• Support the team in proactive and effective safeguarding for children, ensuring all policies and procedures are followed.

• Maintain own expert clinical knowledge and skills, and achieves the educational standards set out in line with the skills, knowledge and competency level required for the role.
• As directed, actively participates in the development and delivery of training sessions including internal and external courses, education and awareness raising events for professionals.
• Participates fully in clinical supervision sessions in line with organisational policy and own registration requirements.
• Actively contributes to the supervision and practice development of colleagues within the team, as well as within the wider organisation.

**Audit & Quality**
Participate in regular clinical audit to aid ongoing service improvement and development.
Keep abreast of research and audit activity to ensure that his / her practice is appropriately updated in line with latest guidance, research findings and local policies and procedures.
Assess, report and manages risks in line with the Nursing and Midwifery Council’s Code and the organisation’s policies.
Identify and reports verbal complaints in line with the organisation’s policy.
Contribute to the Clinical Governance framework of the organisation, participating in a Sub Group as required, and keeps up to date with governance activity and latest policies and procedures.
Together with colleagues, actively seeks and identifies areas where changes to routines and practices will result in quality improvements.
Participate in research and audit aimed at enhancing patient or family care.
Actively work to ratified clinical policies and procedures.
Abide by all organisational policies and guidance in relation to confidentiality and information governance.
Actively contribute to policy reviews in line with latest practice guidelines.

**Internal Communication**
To promote at all levels, ellenor’s vision, values and strategic objectives.
To utilise the channels of communication developed across the organisation in order to be fully informed and engaged with service developments.
Health and Safety

The post holder has responsibility to take reasonable care of self and others in relation to managing risk, health and safety and will be required to work within the appropriate policies and procedures.

This job description is not intended to be restrictive, but is an outline of the main duties. The job description will be reviewed periodically to take into account developments in the organisation, department or role.

GENERAL

♦ To be aware of the philosophy of ellenor and to behave as a fit representative
♦ To abide by ellenor's general confidentiality policy
♦ To keep abreast of and work in accordance with hospice policies as outlined in the staff handbook, the 'P' Drive and/or policy folders held in each department.
♦ To undertake bi-annual performance review when personal development plan will be discussed
♦ To attend statutory and specialised training when required
♦ At ellenor we are committed to creating and managing a safe working environment for all our staff, visitors, volunteers and patients. All ellenor employees are expected to know, understand and deliver their Safety Responsibilities. All ellenor employees may be set at least one Safety Objective by their manager or supervisor which must be delivered if they are to meet their objectives.

Postholder’s Name ………………………………

Postholder’s Signature ………………………… Date ……………………

Manager’s Name ………………………………

Manager’s Signature ………………………….. Date ………………………

This Job Description will be regularly reviewed
## Person Specification
### Paediatric Advanced Nurse Practitioner

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<th>Requirement</th>
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| **Education** | Current registration with NMC  
Educated to degree level  
Qualified Children's Advanced Nurse Practitioner / MSc (or working towards)  
Recognised teaching/mentor qualification  
Non medical prescriber or willing to undertake. | MSC in relevant subject | Application form, certificates & interview |
| **Experience** | Significant Post Registration paediatric palliative care experience (in more than one health care setting)  
Demonstrative track record working with own paediatric client base, managing the assessment, treatment and discharge of patients as an autonomous practitioner  
Experience of staff/student supervision.  
Demonstrable ability to work in partnership with a range of other professionals including health, social care and education.  
Experience of working with families and children with complex needs. | Experience of working in a community setting.  
Experience of developing and implementing clinical guidelines and protocols to support service development.  
Experience of managing safeguarding issues in clinical practice. | Application form and interview |
| Knowledge, Skills, Abilities | Clear understanding of Hospice philosophy  
Demonstrable knowledge of current professional issues e.g. transition for young people with life limiting conditions, end of life care of children, complex symptom management, Patients charter, NMC Codes of Practice etc  
Understanding of the recent DOH and NICE guidelines for children’s palliative care, and other relevant legal frameworks such as the Mental Capacity Act.  
Demonstrable knowledge of clinical governance, audit and supervision  
Management of a range of presenting clinical conditions autonomously requiring minimal support or supervision and ensuring a high level of care.  
Supporting the nursing team and ability to provide clinical leadership and advice at an advanced level.  
Teaching and mentorship in a clinical setting  
Excellent clinical skills and expertise  
Able to establish rapport with clients and other health care professionals  
Understanding of development and implementation of clinical guidelines, protocols and care pathways  
Ability to manage change and practice  
All existing clinical skills are up-to-date alongside evidence based practice  
Excellent verbal and written communication skills  
Computer literacy  
Self motivation and commitment  
Extended clinical skills e.g. venepuncture  
Excellent understanding and working knowledge of children’s safeguarding policy and procedure, particularly in relation to families and children with life limiting illness. | Negotiation skills  
Conflict resolution skills  
Report writing skills  
Hold current UK Driver’s Licence | Application form & interview Application form & interview Application |
| Personal qualities |  |  |
|--------------------|---------------------------------------------------------------|
| Resilient and able to meet the complex demands of the post, able to take on unscheduled tasks and work competently and effectively under pressure |  |  |
| Flexible approach with ability to adapt to changing or conflicting priorities |  |  |
| Ability to work autonomously and with unpredictable work patterns, managing time, work commitments and priorities within the working hours allocated. |  |  |
| Acts as a good role model for junior staff and colleagues at all times |  |  |
| Identifies any limitations to own ability within the role and actively plans how to address these |  |  |
| Conscientious, reliable, punctual and acts with integrity at all times. |  |  |
| Strategic awareness and knowledge of wider health and social care agenda |  |  |

| Other |  |  |
|-------|---------------------------------------------------------------|
| Car driver |  |  |