**JOB DESCRIPTION**

_ellenor_

**Advanced Nurse Practitioner – Adult Specialist Palliative Care**

Responsible to: Head of Adult Community Services  
Accountable to: Director of Patient Care

**General**

_ellenor_ is a specialist palliative care provider for adults and children in the Dartford Gravesham and Swanley (DGS) and for children in the London Borough of Bexley and West Kent. The organisation has In-patient 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.

The Hospice at Home team provides specialist palliative care at home with regular contact by Specialist Nurses and Doctors to assess and address the patient and family’s needs and problems. This is achieved with the support of GPs and other local health and social care services, and is available 24 hours a day, 365 days a year. Our team also includes nurses, health care assistants and volunteers who assist and relieve the family, providing respite, companionship and practical nursing care where appropriate.

**Job Summary**

Working at an advanced practice level as part of an integrated multidisciplinary team, you will support patients with a terminal illness and their families to facilitate the optimum quality of life. This will be achieved in collaboration with patients through the provision of specialist palliative care nursing interventions at advanced level, based on comprehensive holistic assessment, diagnosis and prescribing treatment through self-care or medication.

The role supports primary care key workers in the delivery of high quality palliative and end of life care through the giving of information and specialist advice, training and education. You will also act as a specialist resource for the multidisciplinary team across the organisation.

As an experienced practitioner you will play an essential role in developing the skills and knowledge of the nursing team across the Hospice providing leadership and clinical advice and play a leading role in policy and service development implementation.

**Duties and Responsibilities**

1. **Clinical Practice**

As an experienced advanced nurse practitioner you will take responsibility and be accountable for the clinical assessment, diagnosis, treatment and management of complex patients taking into account local and national guidelines.
To be mindful of patients' needs, wishes, and culture, encouraging self-management.

Empower and educate patients, carers, and relatives so that they make informed decisions about their plan of care.

You will support patients through complex decision-making processes to enable them to make appropriate decisions.

Refer patients, as appropriate, to secondary care and for appropriate diagnostic investigations.

To interpret results in a holistic approach to the patient's assessment.

Ensure that individual patient's care and treatment plans facilitate the patient to achieve their preferred place of care.

To proactively manage patients with long-term conditions working collaboratively with the Integrated Primary Care Teams.

As an Independent Prescriber, prescribe medications in accordance with NMC guidance, local and national policy guidance.

As an independent prescriber, review medication and optimise patient concordance and reduce polypharmacy. To proactively oversee anticipatory prescribing to ensure that all necessary medicines are in place to achieve a patient's comfort and Preferred Place of death.

Champion patients' rights, for example, dignity, equality, diversity, choice, and respect and provide high quality care based on best practice.

Act as the patient's and relatives' advocate when necessary.

Provide expert professional advice, support, and guidance to other members of the multidisciplinary Team and external colleagues.

Work in partnership with the multi-disciplinary team, other health and social care professionals, and other agencies including the voluntary sector to promote continuity of care.

When undertaking all of the above ensure good communication and documentation is provided and entered within the appropriate systems of record keeping.

To provide clinical care of a high standard, consistent with the requirements of clinical governance and the NMC.

Prioritise workload and manage competing pressures.

Exposure to complex situations, and managing difficult conversations relating to this for example supporting patients and families of patients with dementia.

- Undertakes a comprehensive advanced specialist palliative care nursing assessment in an outpatient or home setting, agreeing a plan of care for patients and families.
Based on clear goals intended to bring about effective, measurable patient / family outcomes.

- Ensure patients / families preferred place of care is clearly discussed and identified and advanced care plans are in place wherever possible.
- Makes proactive patient referrals to appropriate alternative internal or external services.
- Undertakes bereavement follow up in line with the agreed pathway and bereavement risk assessment.
- Actively promotes the rehabilitative and therapeutic approach to specialist palliative care.
- Participates in a seven day per week operational service including out of hours provision.
- Ensures patients 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 and chairs (on a rota) multidisciplinary team meetings proactively discussing patients, ensuring the most appropriate plans of action are in place for individuals.
- 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.
- Regularly attends and provides services to GP practices supporting and advising on up to date, evidence based palliative care practice facilitating establishment and review of Gold Standards Framework, disease registers, proactive advanced care planning and clear understanding of patients and families preferred place of care.
- Promotes the work of the organisation in all settings, encouraging collaborative working and the referral of appropriate patients with all diagnoses.
- Utilises 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.

Ensures accurate and contemporaneous records, inputting patient data as required by the organization and NMC

2. Administrative and managerial

Champion and facilitate multi-disciplinary/professional team working.

To provide clinical leadership and day to day management to the Adult Hospice at Home Nursing Team

- To follow performance management policy as required.

Promote effective communications and relationships within the community sharing good practice and innovation.

Provides senior nursing support and mentorship to colleagues.

To be available as a resource to others providing clinical expertise and advice in relation to complex patient problems.

To facilitate and support caseload review and monitoring.

- To participate in and lead as appropriate research, audit and evaluation of care.
- To participate in the development of multidisciplinary protocols and care plans with the aim of providing best practice.

Representation at the Hospital Development Group/ Hospital at Home meetings.

ANP JD May 2015
To develop benchmarks for best practice.

- Works in partnership with administrative teams.
- Actively participates in service development initiatives as appropriate, contributing to service redesign in response to the demands of the national and local agenda.
- Proposes policy or service changes as appropriate.
- Plans and organises workload effectively, and is able to prioritise particularly in times of pressure in order to maintain quality standards.

Ensure that patients and carers comments, concerns and complaints are appropriately and proactively managed including investigation and feedback

2. Education, Training and Professional Development

- Maintains own expert clinical knowledge and skills, including advanced communication skills, and achieves the educational standards set out in line with the skills, knowledge and competency level required of advanced practitioners and by the role.
- Plays a lead role in the induction, training and support of new staff and the extended Hospice at Home team, acting as a mentor and role model.

Contribute to the development of the knowledge and practice of others.

Contribute to the education of others by guiding and developing Team members in their professional and clinical practice.

Assist the Head of Development and Quality in the implementation and ongoing review of clinical competences for registered nurses and healthcare assistants

- In conjunction with the Lead Nurse, plays a key supporting role to health and social care students undertaking training within the organisation.

Facilitate learning for staff and be actively involved in training sessions to disseminate good practice.

Develop and deliver educational programmes to clinical staff as required

- Engages in promoting opportunities to develop advanced nursing practice in order to deliver high quality care.
- Participates fully in clinical supervision sessions in line with organisational policy.

Undertake appropriate statutory/ mandatory training.

4. Quality, audit and research

- Plays a lead role in ensuring regular clinical audit to aid ongoing service improvement and development.
- Keeps 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.
- Plays a lead role in the implementation of research and development programmes to support the clinical and service development of the specialist homecare teams.
- Assesses, reports and manages risks in line with the Nursing and Midwifery Council’s Code and the organisation’s policies.
- Identifies and reports verbal complaints in line with the organisation’s policy.
- Contributes to the Clinical Governance framework of the organisation, playing a lead role in the Care Practice Group and chairing the Medicines Management Group. Keeps up to date with governance activity and latest policies and procedures.
- Supports the work of the User Governance Sub Group to ensure that patient and carer views actively inform service improvements.
• Together with colleagues, actively seeks and identifies areas where changes to routines and practices will result in quality improvements.
• Actively works to ratified clinical policies and procedures.
• Abides by all organisational policies and guidance in relation to confidentiality and information governance.

5. General

• Organises and prioritises any competing demands of the role, completing duties as required within working hours.
• Adapts and develops in line with changing needs of the role.
• Acts as an ambassador for Ellenor Lions Hospices in order to raise the profile of the organisation at a local, regional and national level as required.
• Works flexibly across sites and departments from time to time as may be requested by their managers.
• Undertakes other duties commensurate with the seniority of the post as maybe requested by their managers.

The post holder will work within the NMC Code of Conduct and Scope of Professional Practice at all times. All organisational policies and procedures will be followed.

This job description is not exhaustive and may be reviewed and changed by discussion with the post holder to meet the needs of the service.

Signed and agreed with the current post holder.
Name (please PRINT)…………………………………………
Signature………………………………………………………
Date…………………………………………………………
And line manager………………………………………………