JOB DESCRIPTION

JOB TITLE: Associate Clinical Nurse Specialist (ACNS)

DEPARTMENT: Community – Specialist Palliative Care

RESPONSIBLE TO: Nurse Manager

Background to post

St. Christopher’s is committed to supporting and developing its entire workforce which includes both staff and volunteers.

At St Christopher’s, we would like to train and develop junior nurses to grow into Clinical Nurse Specialists. These roles are demanding, and require a broad range of skills and competencies to enable nurses to deliver and lead palliative care across community settings.

Therefore we have developed a training and development programme that will provide both the skills and learning to support nurses who wish to become clinical nurse specialists in palliative care, and meet the needs of our organisation. This programme will encompass a number of different clinical placements in our various in-patient, out-patient and community settings. Alongside protected time to learn with colleagues. Furthermore, St Christopher’s will fully fund and support training and academic courses to develop skills and competencies in specific areas of advanced nursing practice.

Whilst this training programme consists of compulsory elements to create an expert practitioner, the three year programme, working as an Associate Clinical Nurse Specialist, individuals will have the opportunity to discuss their specific training needs with the Consultant Nurse leading the programme, their mentor and line manager as part of regular one to one meetings.

The programme is designed to take three years, however for part-time nurses and where personal circumstances require career breaks, then the programme length can be negotiated with Human Resources.

Following successful completion of the programme, nurses will be invited to apply for the position of Clinical Nurse Specialist.

Training and development fulfils a very important purpose, and as we are a registered charity, is regarded as a valuable resource. Therefore, all training opportunities provided must reflect a beneficial value to St Christopher’s, in other words provide a return on the investment. Accordingly, individuals undertaking this programme will agree to complete their training programme, but also agree to work for the organisation following completion of their training programme.

Primary Job Purpose

- To train to become an Clinical Nurse Specialist in community palliative care

- To work alongside the multi-disciplinary team to offer the patient and families the skills of a dedicated palliative care service encompassing symptom control, social, emotional and spiritual care.
• To offer advice, support and education to the primary health care team and hospital staff where appropriate, as part of an multi-disciplinary team.

• To work from a multi-disciplinary approach to care.

• To participate in quality initiatives within the department.

**Principal Accountabilities**

**Clinical Practice and Leadership**

• Take and analyse a clinical history in a relevant succinct and logical manner;
• Record concisely, accurately, confidentially and legibly the appropriate elements of the history, examination, results of investigations, differential diagnosis and management plan;
• Present cases clearly, consistently and professionally to the MD team contributing effectively in patient management;
• Assess the patient's needs. Identify their goals and work with the patient and family towards achieving them;
• Interpret the results of investigations and discuss and liaise with colleagues to order them appropriately;
• Develop knowledge of the options for achieving control of symptoms and ability to advise the primary health care team;
• Develop an ability to explore the personal resources of families/carers in order to ensure patients are cared for in the place of their choice;
• Support and coach carers at home in managing a relative whose condition is deteriorating;
• Recognise the impact of caring for dying patients on primary health care team colleagues and offer support;
• Demonstrate sensitivity and respect for patients and families from different religious and cultural background and sexual orientation;
• Develop skills in managing epidural cannulae and ascitic taps, NIPPY in the community and carry out venepuncture
• Undertake both female and male catheterisation in the community;
• Manage alternative methods of nutrition and hydration in the community;
• Demonstrate safe mobilisation, transfer and movement of patients in the community and how and where to obtain appropriate equipment;
• Manage the safe administration of medication in the community;
• Recognise and manage palliative care emergencies;
• Bring closure to the nurse-patient relationship and provide for a safe transition to another care provider;
• Following the successful completion of the non-medical prescribing course and approval for practice, the RN may prescribe medications within agreed St Christopher’s policies and procedures.
• To be involved and support the Gold Standard Framework with GPs and in Care Homes.
• To be part of the on-call rota - divided across the community nursing team.
• Attend weekly MDT meetings.
Communication

- Develop skills in managing complex communication issues with patients and families as a lone worker in the community;
- Anticipate barriers to communication, and take action to improve the communication skills and strategies of the team;
- Seeks out different styles and methods of communicating to assist longer term needs and aims;
- Develop advanced communication skills;
- Write and maintain accurate notes/documentation and input computerised data, keeping all information up-to-date;
- Develop presentation skills, both oral and written.
- Structure an interview using appropriate questioning, avoid jargon, using familiar language, at patients own pace;
- Communicate both verbally and in writing to patients whose first language may not be English in a manner that they understand, using interpreters appropriately;
- Break bad news in steps appropriate to the understanding of the individual and be able to support distress;
- Demonstrate an understanding of the need to involve patients and carers in decision making, offering them informed choices, respecting their views;
- Manage dissatisfied patients/relatives, anticipating potential problems;
- Demonstrate negotiation and diplomacy skills and partnership working with external agencies;
- Communicate effectively in meetings with members of the PHCT particularly if involved with end of life care initiatives.
- Demonstrate competent use of Electronic Patient Records or paper notes and St Christopher's group IT systems

Education and Training

- Participate in all learning opportunities offered and expected as part of the development programme, and apply own learning to the future development of practice;
- Share, articulate and reflect palliative care skills, enabling others to learn;
- Participate in planned teaching programmes;
- Develop teaching skills;
- Support new staff and clinical placements
- Use relevant AV equipment;
- Utilise experiential learning methods;
- Consistently draw on research and literature to influence specialist palliative care teaching;
- Write articles for publication, deliver at conferences, and produce posters for presentation.
- Obtain evidence based literature from various sources;
- Apply evidence to patient care;

Grief, Loss and Bereavement

- Develop skills in managing complex situations relating to anticipatory grief or bereavement care;
• Develop skills in working with families facing loss;
• Develop skills in identifying and managing risk factors for adverse outcomes of bereavement;
• Liaise with external care giving agencies;
• Develop skills in undertaking a single structured bereavement visit for all carers following a death;
• Support and educate community staff in the issues surrounding tissue/ organ donation;
• Liaise with religious organisations in the community.
• Co-facilitate a bereavement evening

Management

• Develop skills in networking and influencing to represent the voice of palliative care in the wider community
• Develop skills in working within a changing environment
• Develop skills to prioritise time effectively;
• Confidently and respectfully join in debates in meetings;
• Make relationships with external health professionals;
• Work alone, prioritising work and flexibly responding to changing situations
• Assess risk and minimise threat to personal safety;
• Manage equipment resource responsibly;
• Process complaints according to policy
• Together with the nurse manager take responsibility for building a cohesive MP team;
• Work within the guidance policy for safeguarding adults and children;
• Assimilate monthly Information Exchange and actively participate in the feedback process

Quality (including audit and research)

• Assist with the development of policies and procedures;
• Participate in forums for discussion on research and audit programmes;
• Support quality initiatives in local area.
• Participate in clinical governance initiatives e.g. clinical review
• Engage in clinical supervision and self-reflection, and use this to improve care and practice;

Professional Behaviour: Code of Conduct

The post holder must comply with their relevant professional code of conduct at all times, where this exists. All roles have identified competencies to which post-holders will be regularly assessed against.

A job description does not constitute a ‘term and condition of employment’. It is provided only as a guide to assist employees in the performance of their role. St Christopher’s is a fast moving organisation and therefore changes to employees’ duties may be necessary on occasion. The job description is not intended to be an inflexible or finite list of tasks and may therefore be varied from time to time, after discussion with the post-holder.

Safeguarding/MCA and DoLS

Staff are required to take responsibility in all areas of work for safeguarding people at risk (both adults and children) from any form of abuse or neglect. When delivering care and support, staff are required to comply with the requirements of legislation relating to care in the UK, including the Care Act (2014), and Mental Health Capacity Act 2005, which incorporates the Deprivation of Liberty Safeguards (DoLS). In order to achieve this, all staff are required to read St. Christopher’s Safeguarding Policy and Procedure and to participate in both regular training and training updates and to incorporate preventative strategies into their work, as applicable.
General

All employees are required to undertake the following:

- To make positive contributions to all internal and external quality and/or best practice measures/processes.
- To fully participate in the annual appraisal process, to agree targets and objectives with line managers and to report on activity against agreed targets on a regular basis.
- To fully comply at all times, with St. Christopher’s policies and procedures and to take responsibility for own actions/inactions.
- To fully comply with all mandatory and StC role specific training requirements
- To act in accordance with workplace legislation/requirements including Health and Safety, Equality and Diversity and Data Protection.
- To share and model St. Christopher’s values and expected behaviours at all times.
- To participate in all employee engagement activities including team, departmental or other staff meetings as required and to contribute to St. Christopher’s annual staff survey.
- To maintain professional registrations (where applicable) and to keep up to date with mandatory training and other training requirements within own area of specialism/responsibility.

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## PERSON SPECIFICATION: Associate Clinical Nurse Specialist

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<tr>
<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>NMC registration</td>
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<td>Palliative care or symptom control academic course</td>
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<td>Possession of a valid/full UK driving licence</td>
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<tr>
<td>BSc/BA or MSc/MA in relevant subject</td>
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<td>Non-medical prescribing course</td>
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<td>Advanced assessment skills course</td>
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<td>Proven teaching skills and community experience</td>
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<td>Community qualification</td>
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<tr>
<th>Knowledge and Experience</th>
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<tr>
<td>Two years (minimum) experience working at Band 5 RN in any clinical setting</td>
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<td>Proven palliative care/oncology with relevant qualifications and experience of working at Band 6/equivalent or above</td>
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<td>Sound knowledge of Symptom Control</td>
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<td>Demonstrate understanding of the role</td>
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<td>Understands equal opportunities/fair access values</td>
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<th>Skills and Competencies</th>
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<td>Ability to work in a disciplinary team</td>
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<td>Excellent written and oral communication skills</td>
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<td>Excellent oral and presentation skills</td>
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<td>✔</td>
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<tr>
<td>Demonstrates study skills and willingness to undertake academic courses</td>
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