

## EACH ANGLIA'S CHILDREN'S HOSPICES

Job Title: Children's Palliative Care Nurse (EACH Band 6)

Responsible to: Palliative Care Managers

Accountable to: Head of Palliative Care Services/ Lead Nurse

Job Summary: To provide holistic care and support to children with life threatening conditions and their families. The post holder will be required to provide care across a range of settings in the community and at the hospice.

The post holder will work in collaboration with other services providing care and support for the child and family.

1. To ensure that holistic care is family centred, needs led, evidence-based and meets all statutory requirements.
2. To apply clinical decision making and practice at a level that reflects skill and competencies.
3. To assess, plan, implement and evaluate care plans to meet the diverse and individual needs of children and families, reporting these back to the Care Team, Medical Services and Referral Panel as appropriate.
4. To undertake the management of a caseload of families as directed by the Palliative Care Managers. This includes managing referrals, key working, ongoing and annual reviews, transition plans and working with external partners.
5. To be responsible for the team in delivering safe and appropriate care during a shift
6. To undertake the day to day management, supervision and appraisal of staff as required.
7. To participate in the 24/7 out of hours clinical on call service for the locality as required.
8. To ensure that all risks associated with care delivery relevant to the care setting are managed effectively and that all accidents and incidents are reported promptly following the policy and procedure, ensure that follow up actions are taken and learning is shared across the team
9. To make an active contribution to the on-going development of EACH care services.
10. To participate in and be prepared to take responsibility for quality assurance and practice development activities e.g. audit, benchmarking, service review, reflective practice and action learning to ensure that the highest standards of care are maintained.
11. To work proficiently and effectively within the relevant legal, ethical and professional frameworks applicable to children's palliative care practice in the community and in the hospice at all times, including the NMC Code of Professional Conduct.
12. To share professional expertise with Care Team colleagues, providing support and training where appropriate.
13. To be responsible for maintaining and updating own professional practice by actively participating in reflective practice, appraisal, management and practice supervision and to be a full and willing participant in opportunities for learning
14. To act as a mentor with recognised qualification to care team members and students and participate in the education and development of colleagues.

15. To act as an ambassador for the organisation and to maintain positive and effective communication with other agencies involved with families receiving EACH services. To attend discharge planning, review and debrief meetings as appropriate.
16. To undertake any other duties as are within the scope, spirit and purpose of the job, the title of the post and its grading, as requested by your line manager or his/her higher level of authority.

Note: This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and is subject to amendment in consultation with the post holder.

The managerial and clinical philosophy of EACH is based on a multi-disciplinary approach. Staff regardless of grade or discipline are required to participate according to this concept. All staff must be sympathetic to and able to project the philosophy and concept of EACH.

#### General requirements

- Maintain confidentiality in all areas of work at EACH.
- Ensure that your conduct within and outside EACH does not conflict with professional expectations.
- Actively support and promote EACH and all its policies.
- Ensure an awareness and observation of Fire and Health and Safety Regulations.
- Ensure the respect, dignity and rights to privacy of children, young people and their families as far as possible.

The role of volunteers is integral with the work of EACH, and paid staff are required to underpin this in their attitude and actions.

**EAST ANGLIA'S CHILDREN'S HOSPICES**  
**JOB SPECIFICATION - Children's Palliative Care Nurse (EACH Band 6)**

	Essential	Desirable
Knowledge/ Training	<ul style="list-style-type: none"> <li>• RN Child / RSCN</li> <li>• Knowledge of current legislation relating to children &amp; young people including best practice in safeguarding children.</li> <li>• IT literate (e.g. word processing and E-Mail)</li> <li>• Detailed knowledge and understanding of children's palliative care and recent initiatives in children's health and social care.</li> <li>• Mentor qualification or willingness to work towards.</li> </ul>	<ul style="list-style-type: none"> <li>• Professional knowledge acquired through degree or diploma or other professional training.</li> <li>• Experience of using System One electronic care record system</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Significant post registration experience with demonstrated experience of delivering care to children and families in a health care setting.</li> <li>• Experience of assessment, development, implementation, delivering and evaluation programmes of care across a range of environments</li> <li>• Evidence of working within a professional multi-disciplinary team</li> <li>• Experience of managing a small group of staff and resources on a day to day basis, including practice supervision, mentoring and appraisal</li> <li>• Evidence of providing mentorship to staff and students</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a palliative care service</li> <li>• Experience of working with learning and physically disabled children and young people/mental health needs</li> <li>• Experience of providing community care services</li> <li>• Experience of working with volunteers either personally or professionally.</li> <li>• Evidence of participation in research</li> </ul>
Skills & Abilities	<ul style="list-style-type: none"> <li>• Evidence of a proactive approach to the care delivery process</li> <li>• Team leadership skills</li> <li>• Ability to undertake a wide range of clinical tasks</li> <li>• Ability and willingness to study at degree level</li> <li>• Good written and oral communication skills.</li> <li>• Ability to reflect on practice and propose changes.</li> <li>• Initiative</li> <li>• Ability to problem solve</li> <li>• Able to plan and manage own time</li> <li>• Ability to work as part of a team</li> <li>• Enthusiastic approach to work</li> </ul>	

	<ul style="list-style-type: none"><li>• A flexible attitude and approach to the changing work environment and to provide the flexibility of service required by the families seeking EACH services.</li><li>• Proven track record of reliability</li><li>• Able and willing to work within a palliative care environment.</li></ul>	
Other Requirements	<ul style="list-style-type: none"><li>• Must have full driver's licence and own transport.</li><li>• Evidence of commitment to own continuing professional development</li><li>• Ability to provide on call clinical care i.e able to respond out of hours</li></ul>	

## EAST ANGLIA'S CHILDREN'S HOSPICES

### EMPLOYMENT DETAILS – CHILDREN'S PALLIATIVE CARE NURSE

**Salary:** £24833 - £31025 per annum (Up to £33723 for exceptional candidates) excluding unsocial hours worked. Progression up the spine is dependent on satisfactory performance and demonstration of agreed knowledge and skills, determined by our appraisal system every April. Staff need to have accrued more than 6 months service to be eligible for an incremental rise.

**Unsocial Hrs** Any hours worked before 7am, after 8pm, and any time on weekends and public holidays will be classified as unsocial hours, and will be paid for at the hourly rate plus 30%.

**Hours:** 37.5 hours per week. EACH's Care Service is provided 24 hours a day, 7 days a week. Care is provided in the community and at our hospices, and care staff will work in both settings. Staff need to be flexible and work rostered hours on variable shifts which consist of earlies, lates and nights, weekends and public holidays.

<b>On Call:</b>	Period of on call	On call rate
	Up to 6 hours	£9.50
	Up to 12 hours	£19.00
	Up to 18 hours	£28.50
	Up to 24 hours	£38.00
	Up to 30 hours	£47.50

**Holiday:** 35 working days, including public holidays, in each complete year based upon a 7.5 hour working day. An extra two weeks' leave will be given for every five years' service completed, to be taken during the course of the following leave year.

**Sick Pay:** Linked to length of service.

Period of continuous service	Period of full basic salary	Period of half basic salary
During the first year of service	1 month	2 months
During the second year of service	2 months	2 months
During the third year of service	4 months	4 months
During the fourth & fifth years of service	5 months	5 months
After completing five years of service	6 months	6 months

**Pension:** A contributory group pension scheme is in operation, to which the charity will contribute up to 7% of gross salary. Further details are available on request. Those who are already members of the NHS scheme may continue to make contributions to the scheme through the payroll.

**Retirement:** The Charity's normal retirement age is 65 years.

**Training:** The Charity maintains a policy of developing staff through training which is appropriate to its business plan aims. EACH has an Education, Training and Research centre based at Milton Hospice. Full orientation is given to all new staff and those changing roles within the organisation.  
An annual appraisal system is in operation which aims to identify appropriate training needs.

**Staff Support:** Staff support measures currently available include support groups,

an employee assistance programme with confidential telephone access for individuals, and team / staff meetings.

**Travel:** A small vehicle fleet is maintained by the Charity. Staff who travel in their own vehicles on Charity business will be reimbursed in accordance with current Charity policy.

**Additional:** A no smoking policy is in operation on all sites.

Further details of the employment policy and the rules and conditions in operation at East Anglia's Children's Hospices are available from the Employee Handbook.