

## Job Description and Person Specification

<b>Job Title:</b>	Professional Lead and Deputy Director of Patient Care
<b>Location:</b>	Rowcroft Hospice
<b>Hours of work:</b>	Full time
<b>Grade:</b>	Senior Management Team
<b>Reports to:</b>	Director of Patient Care
<b>Responsible for:</b>	Professional responsibility for all Rowcroft's Nurses and Operational responsibility for Hospice@Home Manager, IPU Manager, specialist nurse and specific quality improvement project leads.

### Job Purpose

- Leadership and development of professional nursing practice across the hospice.
- To support the Director of Care in providing strategic leadership of the hospice clinical workforce in collaboration with Head of Community, Therapies & Support Services, Clinical managers and Clinical Director.
- Engaging clinical colleagues across internal disciplines and external agencies to identify and develop the scope for future evidence-based practice.
- The post holder will act as the Infection Prevention Lead.
- The post holder will deputise for the Director of Patient Care when required in her role as CQC Registered Manager, Accountable officer for Controlled Drugs and Caldecott Guardian.

### Dimensions

<b>Budget:</b>	The post-holder will supervise the Hospice@Home and Inpatient Unit budget holders: circa £2.05 million
<b>Staff:</b>	IPU Manager Hospice@Home Manager Specialist nurse - IPU Specific project lead/s

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

## Primary Duties

### 1. Leadership and Management of Professional Practice - Nursing

- To provide expert nurse leadership in the further development and delivery of patient-centred care.
- Take responsibility for senior nurse manager posts in collaboration with the Director of Patient Care.
- Ensure nurses meet required national, regional and local professional standards and regulations and further develop a culture of continuous quality improvement.
- Provide visible and accessible leadership creating a climate where individuals understand their roles and responsibilities and are empowered to be effective in their role.
- Work with the Director of Patient Care and other senior managers to ensure we build talented teams and build capacity within patient care services for the future.
- Remain abreast of developments within palliative care and end of life care, and related political, social and economic changes.
- Work with the Volunteer Coordinator in further developing volunteer roles involved in patient care delivery.
- To promote, support and ensure an effective clinical supervision model is in place in collaboration with the Head of Human Resources.
- Support the ongoing development and monitoring of standards in electronic patient record keeping.
- Contribute to local, regional and, where agreed as appropriate, national forums, debate and discussion about palliative care nursing issues.
- Support the Director of Patient Care in the role of CQC registered manager by ensuring clinical standards and patient services reflect national and local requirements, policies and standards.
- Contribute to the individual performance reviews of nurses, monitoring service standards across clinical services to ensure the required standards, strategic objectives and targets are met.
- To plan and evaluate nurse staffing establishments against service needs and budgetary plans.
- Develop a culture of shared commitment and participation among nursing staff in the management of change so that services respond to the changing palliative care needs of patients in line with local and national strategies.
- Lead on specific areas of the workforce strategy as delegated by the Director of Patient Care.
- Lead on the development of infection prevention policies, systems, processes and training of staff across the hospice in collaboration with the local NHS infection prevention team, Director of Patient Care and Clinical director.
- With the Director of Patient Care and Clinical Director maintain a culture of effective multidisciplinary working.
- To participate in the Senior Management team on-call rota.
- Participate in the assessment of risk and contribute to the corporate governance agenda as appropriate.

### 2. Education, Research and Evaluation

- To be research aware, promoting evidence-based practice throughout the nursing workforce.
- Promote a culture of constructive enquiry and feedback.
- Working with the Director of Care and Clinical Director to support identification, development and involvement in research and audit locally, regionally and nationally.

- Work collaboratively as a member of the internal governance committees.
- Contribute to the annual audit programme, championing audit and other methods of quality assurance and improvement.
- Identify educational needs of hospice nurses, develop and contribute to the delivery of internal and external training programmes in collaboration with the education team.
- To undergo relevant education and training that may be needed to competently conduct the responsibilities of this post.
- Take responsibility for own professional and personal development.

### **3. Communication and Working Relationships**

- Use highly developed leadership, negotiation and influencing skills with the ability to enthuse, motivate, involve and engage staff and volunteers within the organisation.
- Use political judgement in understanding and working with complex policy and diverse interest groups.
- Ensure there are clear systems to enable the flow of effective communication within this posts area of responsibility.

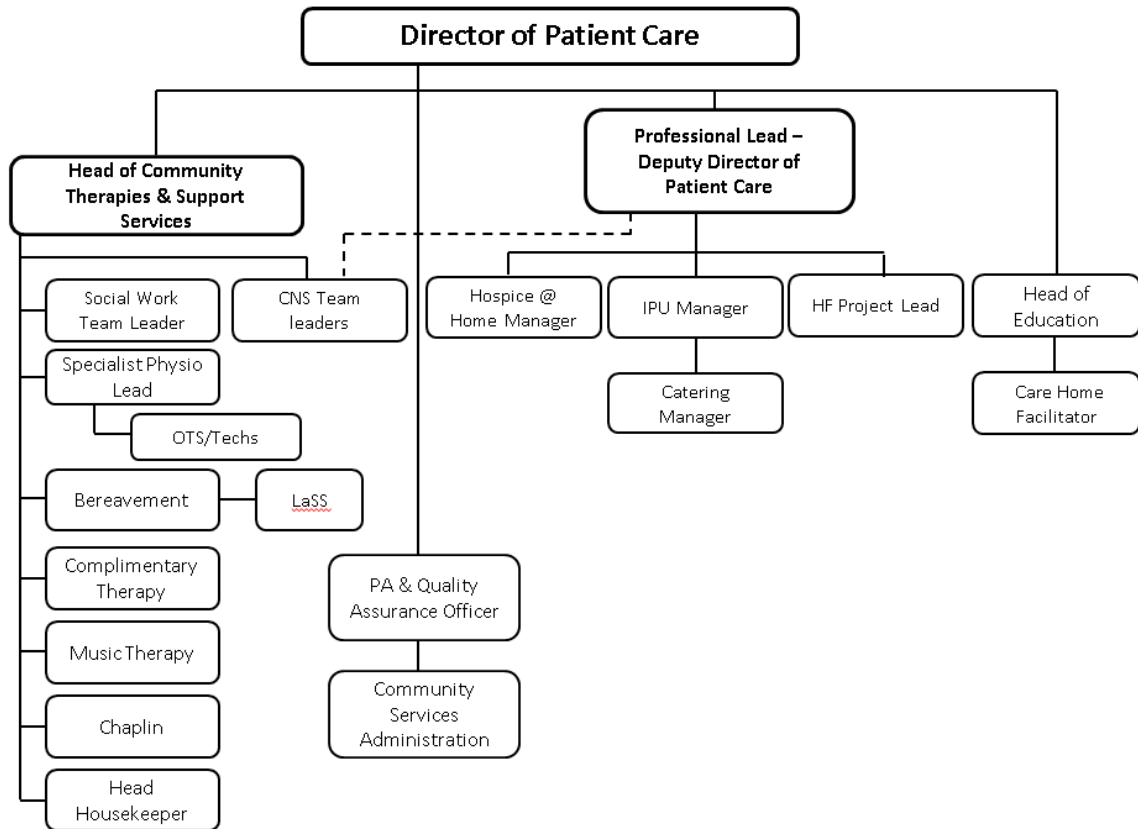
#### ***Key communications with the following internal staff***

- Rowcroft nurses
- IPU Manager
- Hospice@Home Manager
- Director of Patient 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
- Income Generation team
- Communication and Marketing team

#### ***External communications***

- Patients and their relatives/carers
- Other providers 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 and NEW Devon CCG
- Other South West Hospices

#### 4. Organisational Chart



## 5. 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.

## 6. Audit Clause

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

## 7. Person Specification

*(Please see attached)*

## 8. 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
<b>Qualifications, special training and general intelligence</b>	<ul style="list-style-type: none"> <li>• Registered Nurse</li> <li>• BSc/BA degree in nursing</li> <li>• Masters in health related subject, or working towards</li> <li>• Clinical supervision or coaching qualification or equivalent experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Masters in palliative care or nursing</li> <li>• Non-medical prescriber</li> <li>• Qualification in teaching/training others</li> <li>• Qualification in coaching/mentoring</li> </ul>	<ul style="list-style-type: none"> <li>• Application Interview</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Considerable knowledge in professional leadership and service development</li> <li>• Expert nursing knowledge in palliative/cancer care or chronic disease management</li> <li>• Leadership skills</li> <li>• Teaching skills - informal</li> <li>• Quality improvement</li> <li>• Analytic, creative and evaluative thinking skills and evidence of application</li> <li>• Advanced clinical reasoning - problem solving and offering solutions</li> <li>• Effective verbal and written communications skills</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of workforce planning</li> <li>• Budget management</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Psychometric tests</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Expert experience in palliative care/cancer care or chronic disease management.</li> <li>• Experience of effectively leading and managing teams</li> <li>• Experience of managing service changes</li> <li>• Experience of providing clinical supervision to staff, individually and in groups</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of developing new roles/new service models</li> <li>• Experience of budgetary management and control.</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>

<p><b>Personal requirements e.g. communication, interpersonal</b></p>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills, including complex facilitation and negotiation, ability to establish collaborative working relationships</li> <li>• Experience of multi-disciplinary team and cross sector working and some understanding of complexities associated with third sector engagement</li> <li>• Able to adapt communication styles to meet needs of staff at all levels.</li> <li>• Ability to motivate, engage and inspire others.</li> <li>• Ability to work under pressure and meet deadlines.</li> <li>• Ability to develop and work towards organisational and service goals</li> <li>• Highly developed organisational skills including planning complex service delivery</li> <li>• Excellent level of self-awareness and openness to solicit and engage with constructive feedback</li> </ul>		<p>Psychometric Tests/Interview</p>
<p><b>Other requirements, e.g. Rotas</b></p>	<ul style="list-style-type: none"> <li>• Must be willing to work flexible hours including occasional weekend shifts where required to support staff.</li> <li>• Maintain own professional registration.</li> <li>• Aware of own professional development needs to be an effective and competent practitioner.</li> <li>• Effective IT Skills</li> <li>• Ability to travel around South Devon</li> </ul>		<p>Application Interview</p>