



Bicton Heath, Shrewsbury, SY3 8HS

Re : Hospice Outreach Practitioner

Thank you for your request for further information for the above mentioned post. Please find attached the following :

- 1. Information to Candidates**
- 2. Equal Opportunities Monitoring Form**
- 3. Job Description**
- 4. Person Specification**

Having read the enclosed information, your completed application form should be returned to me at the address below, to arrive no later than **29th March 2019**.

For an informal discussion regarding this position, please telephone Helen Duce (Matron Community Services) on 01743 236565.

We will respond to all unsuccessful applications within 4 weeks of the closing date via email (if you have provided an e-mail address on your application form).

Thank you for the interest you have shown in this post.

Yours sincerely

Gaynor Taylor
HR Advisor
Encs.

Hospice Outreach Practitioner – 37.5 hours per week. Shrewsbury
INFORMATION TO CANDIDATES - SUMMARY OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT

The following information is intended as a useful guide to applicants considering joining the Hospice. Full details are supplied with an offer of appointment.

1. MEDICAL

As part of the Hospice's selection procedure for employment, we ask all prospective employees to complete a pre-employment medical questionnaire. The purpose is to fulfil our responsibilities under the Health and Safety at Work Act 1974 and to ensure that the proposed employment does not present any particular risks from a medical point of view.

No formal offer of appointment will be made until the Hospice, through its Occupational Health Service Provider, is satisfied about your medical fitness to undertake the job. Further details about this will be sent to any prospective employee following interview.

2. REFERENCES

No formal offer of employment will be made until we have received satisfactory references.

3. DISCLOSURE

Please note that, because of the sensitive nature of the duties the postholder will be expected to undertake, you are required to disclose details of any criminal record, and any offer of employment will be subject to an Enhanced Disclosure provided by the Disclosure Barring Service.

4. PROBATIONARY PERIOD

Your appointment will initially be for a probationary period of up to 3 months during which time your progress will be regularly assessed. Your line manager will work closely with you in order to help and support you as necessary throughout your probationary period. The Hospice reserves the right to extend the probationary period for any reason should this be deemed necessary eg. to provide additional training.

Your appointment will be confirmed in writing following the satisfactory completion of your probationary period. Your employment may be terminated at any time during the probationary period with appropriate notice. However, prior to this decision being made, every effort will be made to ensure that you reach the required standards.

5. SALARY

The salary for this post is £32,093 - £42,314 per annum depending on experience. This is Band 7 under the Hospice's pay scale system. Salaries are paid monthly by credit transfer to a bank or building society account.

6. HOURS OF WORK

You will be contracted to work 37 ½ hours (5 days) per week Monday to Friday

7. HOLIDAY

You will be entitled to 7 weeks holiday per annum including bank holiday entitlement. The holiday year runs from 1 January to 31 December.

8. NOTICE

During your probationary service the period of notice to terminate your employment is one week by either party.

9. PENSION

The Hospice is able to offer ex NHS staff continuity of membership* into the NHS Superannuation Scheme. Please note, as a direction employer, the Hospice is not able to provide access to the NHS (Compensation for Premature Retirement) Regulations or the NHS (Injury Benefits) Regulations. All other NHS Superannuation scheme benefits are applicable.

(*Provided there is not a gap of more than twelve months between your last contribution to the scheme and applying to re-join it from the Hospice.)

10. MILEAGE

	First 10,000 business miles	Over 10,000 business miles
Cars and vans	45p per mile	25p per mile

Mileage paid from base / home to patient home - excess mileage is payable over and above that which would normally be incurred from home to base journey

NB. You will need to have business car insurance to cover your Hospice journeys.

Severn Hospice Equality and Diversity Statement

Severn Hospice (the Hospice) is committed to the equal treatment of all employees and job applicants and requires all staff, whatever their grade or authority, to abide by this general principle. The Hospice is committed to all employees being able to achieve their full potential in an environment characterised by dignity and mutual respect.

No individual shall be treated less favourably than another on grounds of gender, age, religion or belief, marital status, race, nationality, ethnic or national origin, sexual orientation, disability, social background, trade union membership, criminal record, carer responsibilities or employment status. The policy of equality of opportunity extends to all services we provide.

Severn Hospice aims to promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a diverse range of candidates including those with criminal records. We comply fully with the DBS Code of Practice and undertake to treat all applicants fairly. We undertake not to discriminate unfairly against any subject of a DBS Check on the basis of a conviction or other information revealed. Candidates are selected for interview based on their skills, qualifications and experience.

A DBS Check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS Check is required, all application packs will contain a statement that a Check will be requested in the event of the individual being offered the post.

Details of criminal records must be sent under separate, confidential cover with your application form. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

All those involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. At interview, an open and measured discussion will take place on the subject of any offences or other matter that might be relevant to the position.

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an "unspent" conviction will not necessarily bar you from employment. This will depend on the nature of the position and the circumstances and background of your offences. However, any "unspent" convictions, which are not declared and subsequently revealed, may result in dismissal.

Under the Rehabilitation of Offenders Act 1974, a conviction will become "spent" (i.e. treated as if it had not occurred) where the individual has not, after a specified period of time, committed another serious offence.

Rehabilitation periods vary depending on the type and length of conviction originally incurred.

Severn Hospice has a legal obligation to protect vulnerable client groups from people who have committed serious offences, and as such meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment in a post that falls into this category will be subject to a Disclosure Barring Service Check, before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions, including "spent" convictions and where the post is subject to an Enhanced Check, other relevant non-conviction information, such as police enquiries and pending prosecutions will be included.

Severn Hospice is committed to compliance with the Disclosure Barring Service's Code of Practice for Registered Persons and other recipients of DBS information.

A copy of the Hospice's Equality and Diversity Policy is available upon request.

Severn Hospice

EQUAL OPPORTUNITIES APPLICANT MONITORING FORM

To help us ensure the effectiveness of our Equality and Diversity Policy **please complete this form, seal it in a separate envelope, and return it with your application form.** This will ensure that the appointing officer responsible for shortlisting or interviewing does not see the monitoring form before an appointment is made.

Post applied for

Full name of applicant

Date of birth (age)

• **Gender**

- Do not wish to disclose
- Male Female Transgender

• **Sexual Orientation**

- Do not wish to disclose
- Heterosexual / Straight Bisexual Gay / Lesbian
- Any other sexual orientation – please specify

• **Religion or Belief**

- Do not wish to disclose
- Baha'i Buddhist Christian Hindu Jain Jewish
- Muslim None Pagan Sikh Zoroastrian
- Any other religion or belief – please specify

• **Ethnic Group**

- Do not wish to disclose

White

- English, Welsh, Scottish, Northern Irish, British Irish Gypsy or Irish traveller
- Any other White background – please specify

Mixed / multiple ethnic group

- White & Black Caribbean White & Black African White & Asian
- Any other mixed background – please specify.....

Asian / Asian British

- Indian Pakistani Bangladeshi Chinese
- Any other Asian background – please specify

Black / African / Caribbean / Black British

- Caribbean African
- Any other Black, Caribbean, African background – please specify.....

Other ethnic group

- Arab
- Any other ethnic group – please specify.....

• **Disability**

- Do you have a physical impairment? Yes No
- Do you have a mental impairment? Yes No

Data Protection Act

I agree that the information given on this form may be processed by the Hospice in accordance with the Data Protection Act, in particular, for the purposes of the equal opportunities monitoring. I agree to the storage of this information on manual and computerised files.

Signature Date

(please tick appropriate box)

Thank you for completing this form



JOB DESCRIPTION

JOB TITLE:	Hospice Outreach Practitioner
QUALIFICATION REQUIRED:	Registered General Nurse Palliative Care Degree (or equivalent Level 3 Health Degree) First Level Registration
REPORTS TO:	Matron Community Services (MCS)

JOB SUMMARY

The post holder is identified as a Palliative Care expert having extensive specialist knowledge and continuing clinical involvement in this area of practice and its development.

Providing clinical leadership and support to the wider team, demonstrating a high level of clinical expertise and the ability to work in partnership with other key services.

Through demonstrating a clear understanding of organisational goals, acts as a role model for staff within and outside the team.

To establish robust relationships with GPs and the wider Primary Care team to ensure the best outcomes for patients.

The post holder will demonstrate an advanced level of complex and palliative assessments skills, and will be able to supervise, illustrate and disseminate such skills to other practitioners while benefiting patient care.

The post holder will assist the MCS in the development, management and promotion of the service ensuring the delivery of high quality cost effective care.

To represent team members at weekly MDT meetings.

The post holder will work as part of a multidisciplinary team and other care providers, demonstrating autonomy within a geographical area

The post holder will take a leading role in the provision of specialist palliative care education, promoting evidence based practice. To initiate and participate in the planning and delivery of education.

PROFESSIONAL RESPONSIBILITIES

1. To adhere to the NMC Guidelines for Professional Practice and with the Severn Hospice policies, procedures and standards, therefore retaining accountability for own professional actions and omissions while working autonomously and without supervision.
2. To ensure that quality standards of care are maintained.
3. To promote, develop and maintain effective communication networks with other professionals taking action where necessary.
4. Comply with Information Governance requirements.

5. To champion the delivery of comprehensive, skilled and evidence based nursing care to patients in the community setting.

SCOPE OF PRACTICE / MAIN DUTIES

1. Undertake a lead specialist role in palliative care through partnership with health care professionals and other agencies throughout the Shropshire, Telford and Wrekin and Powys. Providing highly specialist advice and support on all aspects of clinical palliative care.
2. Works autonomously as a highly reflective, specialist practitioner who uses evidence based skills and translates expert knowledge directly into individualised holistic therapeutic patient care in the full range of settings across primary care.
3. Develops clinically effective and therapeutic working relationships with patients and relatives using persuasive, negotiating and motivating skills to communicate complex, contentious and sensitive information. For example, end of life issues and difficult to accept conditions, taking into account barriers to understanding and challenging communication.
4. Enables people to access, identify, appraise and interpret information to determine their own future.
5. To be a key player and advocate of the Hospice's Living Well strategy.
6. Demonstrates highly developed communication skills in order to share sensitive and complex concepts with other professional and relevant organisations about a full range of palliative care issues.
7. Defines a clear care pathway refers to other Hospice professionals and signposts to other agencies as appropriate.
8. To have in depth specialist knowledge and clinical expertise in palliative care, underpinned by accessing relevant training, updates and conferences as agreed with the MCS.
9. To undertake non-medical prescribing where required following appropriate assessment of patient, documentation and liaison/recording at patient's GP practice.
10. Autonomously manages a defined clinical caseload by providing specialist direct patient assessment and care.
11. Making clinical judgements which require analysis, interpretation and comparison of a range of options, therefore recommending appropriate evidence based diagnostic and therapeutic interventions to patients, and health care professionals. Refer to nursing and medical professionals, and appropriate statutory and voluntary agencies.
12. Influences and contributes to the development of Hospice policy and clinical guidelines
13. In conjunction with MCS, responsible for implementing, monitoring and evaluating clinical standards protocols and policies.
14. Working with MCS to lead the nursing contribution to service development
15. In conjunction with MCS, set individual and service development objectives with other team members as part of an annual appraisal.
16. Maintain reflective practice through individual clinical supervision, and peer review.
17. Provide clinical supervision to members of the multidisciplinary team through reflection thus creating a capacity to learn through practice.

MANAGERIAL AND LEADERSHIP

1. Acts as a role model demonstrating high standards of care and providing clinical leadership to others.
2. To support the MCS through day to day supervision of their team, effectively motivating, and directing staff to ensure that time and resources are managed through effective teamwork.
3. To ensure that staff have a clear understanding of their duties and responsibilities and of the standards of performance and conduct expected of them during their span of duty.
4. Instigates and manages change within the working environment. To support the MCS in promoting new ways of working which support and contribute towards corporate objectives and improvement programmes .
5. Participates in recruitment and selection of new team members. Develop and monitor agreed induction and orientation programmes for newly appointed staff.
6. To ensure that all HR policies, procedures and guidelines are adhered to and report any failure to do so appropriately to the MCS
7. With support from MCS, undertaking initial / informal stages of HR policies eg. performance management (capability); disciplinary and grievance investigations
8. Coaches and supports other team members to assist them achieve Hospice organisational objectives.
9. Leads on implementation and monitoring of adherence to relevant clinical guidelines.
10. In conjunction with MCS, contribute to service level agreements, service development and strategic planning of palliative care, to develop an effective and co-ordinated approach to service delivery.
11. Provide specialist expert clinical leadership in the field of palliative care to inspire colleagues to improve standards and practice through palliative care meetings and case conferences.
12. Will take a leading role in the development and planning of palliative care services to meet changing agenda, locally, regionally and nationally within defined objectives, using negotiating, and diplomacy skills to influence how these are best achieved.
13. To hold caseload meetings and represent Severn Hospice when appropriate locally and nationally.
14. When required facilitate, attend, chair and deliver identified actions of staff meetings and ensure effective dissemination of information and best practice.
15. Uses creative reasoning, experience and vision to advance care.
16. Record and submit accurate and timely data, as required.

EDUCATIONAL

1. Leads ongoing development of specialist education and training to other professionals.
2. Responsible for creating and maintaining an appropriate learning environment to meet the educational and developmental needs of all team members, visiting professionals, MDT colleagues and students
3. In conjunction with MCS, identify personal development and educational requirements through yearly review / appraisal

4. Design and deliver palliative care education to internal and external delegates
5. Provide educational placements for healthcare professionals sharing knowledge and

RESEARCH AND AUDIT

1. In conjunction with MCS, responsible for identifying clinical audit requirements, collecting and collating data, and presenting findings.
2. To lead on service audit
3. To undertake caseload analysis across a cluster to ensure service provision addresses the needs of the local population and ensures effective use of resources.
4. Promotes patient and public experience feedback to drive innovation and change.
5. Disseminate audit findings and take responsibility for developing and leading identified actions from audit findings.
6. Critically appraise and evaluate palliative care related research on a continual basis to maintain best and evidence based practice.

Last reviewed : HD / BR (Jan 2019)



Person Specification – Hospice Outreach Practitioner

CRITERIA	ESSENTIAL	DESIRABLE
<p><u>Qualifications/Training</u></p> <p>Level of education necessary. Professional and post basic qualifications. Specialised training required for this post</p>	<ul style="list-style-type: none"> • RGN • NMC Registered • Palliative Care Degree (or equivalent Level 3 Health Degree) • Communication Skills Training preferably at advanced level 	<ul style="list-style-type: none"> • Teaching qualification • Evidence of Masters level learning
<p><u>Experience</u></p> <p>Length, type and level of job-related work experience required (expressed as additional/or alternative to qualifications above)</p>	<ul style="list-style-type: none"> • Experience in community nursing • Substantial post registration experience • Proven experience of working in palliative care at advanced level • Ability to manage change in self and others • Supervisory experience • Experience in audit and research • Clear understanding of Living Well concept 	<ul style="list-style-type: none"> • Line management experience
<p><u>Skills and Knowledge</u></p> <p>Range and level of skills, depth and extent of knowledge</p>	<ul style="list-style-type: none"> • Nurse prescriber qualified (or achieved within 18 months of appointment) • Physical assessor qualified (or achieved within 18 months of appointment) • Awareness of local and National palliative care agendas • Proven experience of collaborative working with multidisciplinary agencies • Clinical Supervisor • IT Skills 	
<p><u>Aptitudes and Attributes</u></p> <p>What aptitudes and personal qualities are required, e.g.: written/verbal expression, taking responsibility, co-operating, organising, resolving problems, and exercising initiative.</p>	<ul style="list-style-type: none"> • Innovative approach to working • Ability to demonstrate a commitment to teamwork • Ability to work autonomously • Ability to show empathy when working with complex emotional situations and to remain calm under pressure • Effective communication and interpersonal skills 	