**Lead Nurse for Paediatric Palliative Care & Bereavement Support**

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| **Post:**  | Lead Nurse for Paediatric Palliative Care & Bereavement Support  |
| **Band:** **Hours** | 8a Full time  |
| **Division:** | Women & Children‘s |
| **Based at:** | Bristol Royal Hospital for Children (BRHC) & St Michael’s Hospital |
| **Responsible to:** | Head of Nursing |
| **Responsible for:** | Strategic development and operational delivery of Paediatric Palliative Care & Bereavement Support activities within UH Bristol NHS Foundation Trust. |

**Background**

The Paediatric Palliative Care Support Team was initially formed in 2015 with the aim of supporting the delivery of outstanding care for children, young people and their families affected by life threatening and life limiting illnesses whilst under the care of Bristol Royal Hospital for Children (BRHC) and St Michaels Hospital. The service was expanded in 2016 to develop its capacity to support families who have been bereaved following the death of their child and was renamed The Paediatric Palliative Care & Bereavement Support Team (PPCBST).

The PPCBST support a model of facilitating others to deliver the different elements of palliative care for children, enabling them to access the physical, social, psychological & spiritual elements so that life can be as good as it can be, when the future is uncertain. When required, members of the team will also provide clinical care through direct contact with children and families. Examples of these situations might include but are not limited to those when symptoms are challenging, decisions about treatment options are ethically challenging and support of children and families at end of life and in bereavement.

**Job purpose**

As the Lead Nurse for Paediatric Palliative Care & Bereavement Support the post holder will provide nursing leadership for the PPCBST and will contribute to the leadership and pursuit of excellence in paediatric palliative care and bereavement support by providing expertise in the areas of:

* Clinical Service Provision
* Service Development/Leadership
* Education and Professional Development
* Research

**Key capabilities of the post holder**

* Clinically experienced paediatric palliative care nurse
* Excellent interpersonal skills
* Commitment to a model of facilitating and upskilling others to deliver high quality palliative care & bereavement support
* Ability to develop innovative practice
* Ability to turn practice into policy
* Ability to turn policy into practice
* To be a transformational leader
* Ability to advocate for families
* Ability to advocate for a developing service
* Ability to contribute to the national conversation about the development of paediatric palliative care provision

**Main duties and responsibilities**

**Management**

* Work collaboratively with the BRHC and St Michaels hospital Ward Managers / Senior Nurses and Managers regarding Paediatric Palliative Care & Bereavement Support needs and priorities.
* Represent the Division at appropriate Trust, Regional and National Paediatric Palliative Care & Bereavement Support meetings
* Provide nursing leadership and management for the Paediatric Palliative Care & Bereavement Support Team
* Manage and develop all strategic and operational provision for MDT’s relating to palliative care within BRHC.
* As required, attend and actively participate in the Children’s Clinical Governance Committee and the Children’s Leadership Team.
* Effectively manage the nursing budget
* Produce an annual activity report
* Participate as part of Senior Nurse Team within BRHC
* Attend and contribute, as required, to the Children’s Operational Group, bereavement forum and Sister’s Forum agenda and initiatives.
* Be a key leader in promoting professional and personal growth and development for all nursing staff in the field of palliative care and bereavement.
* Contribute to the annual appraisal process for nursing staff with a Paediatric Palliative Care & Bereavement Support remit.
* Leadership of the nursing team within PPCBS and management of HR issues within the team.
* Be involved in the systems and processes within the region in order to develop services

**Education and Training**

* Lecture on study days, conferences, master classes and courses (academic or non-academic) as clinical expertise allows.
* Lead the annual reporting of output from the Paediatric Palliative Care & Bereavement Support Team
* Facilitate effective learning across BRHC by acting as a resource and role model for staff.
* Maintain a high standard and quality of care through the use of evidence based practice.
* Lead the development, organisation and evaluation of Paediatric Palliative Care & Bereavement Support programmes that will enable trained staff to acquire ‘extended’ skills, in line with the NMC Code of Professional Conduct.
* Assist members of the PPCBST and staff from across the division in identifying personal and professional development needs that will ensure they develop their individual knowledge and skills.
* Maintain clinical skills and clinical presence in ward areas by undertaking a minimum of 12 hrs clinical practice / month.

**Audit, Research and Evidence-based Practice**

* Lead and support the PPCBST in the auditing, service evaluation and research of Paediatric Palliative Care & Bereavement Support programmes
* Facilitate and support in the development of evidence based guidelines for use in clinical practice.
* Audit practice, undertake evaluation and disseminate findings of educational activity
* Assess the utilisation of tools to audit professional practice

**Professional**

* Maintain and update own clinical, educational and professional knowledge base.
* Be accountable for one’s own actions in accordance with the NMC Code of Professional Conduct.
* Participate in and network with specialist groups relating to their clinical speciality locally, regionally and nationally.
* Demonstrate a personal commitment to continuing professional development and

life-long learning

Travel will be expected as part of this role.

**NMC REGISTRATION**

The maintenance of registration with the NMC is a requirement. Post-holders are expected to comply with the NMC code of Professional Conduct and all other guidelines issued by the Council governing professional practice.

**General Information:**

**The Trust’s Values**

University Hospitals Bristol NHS Foundation Trust is committed to provide patient care, education and research of the highest quality. In delivering this ambition, we will be guided by the following values:

* Respecting Everyone
* Embracing Change
* Recognising Success
* Working Together

The Trust expects all staff to work in ways which reflect these values and behaviours at all times as follows:

*Respecting Everyone*

* We treat everyone with respect and as an individual
* We put patients first and will deliver the best care possible
* We are always helpful and polite
* We have a can do attitude in everything we do

*Embracing Change*

* We will encourage all change that helps us make the best use of our resources
* We learn from our experiences and research new ideas
* We look to constantly improve everything we do

*Recognising Success*

* We say thank you and recognise everyone’s contribution
* We take pride in delivering the best quality in everything we do
* We share and learn from each other
* We encourage new ideas that help us to be the best we can

*Working Together*

* We work together to achieve what is best for our patients
* We support each other across the whole Trust
* We listen to everyone
* We work in partnership

In line with the NHS Constitution, all healthcare providers, registered medical practitioners, nurses and other registered health professionals have a duty of openness, honesty and transparency (candour).

###### Transforming Care

Transforming Care challenges everyone at University Hospitals Bristol to play their part in supporting quality changes and improvements in their work place, building efficient care systems critical for our patients and their families, both today and in the future.

The Trust’s mission is to deliver clinical services, teaching and research of the highest quality. Our vision is to provide first class technical care, with humanity, compassion and sensitivity to the needs of each patient.

*Delivering best care, Improving patient flow, Delivering best value,*

*Renewing our hospitals, Building capability, Leading in partnership.*

These are the core elements essential to Transforming Care. Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation.

###### Equal Opportunities

The Trust is committed to eliminating unlawful discrimination and promoting equality of opportunity. All staff have a personal responsibility to contribute towards an inclusive and supportive environment for patients, carers, visitors and other colleagues from all the equality strands (race, gender, age, sexual orientation, religion, disability).

Staff have a personal responsibility to:

* Ensure their behaviour is not discriminatory
* Does not cause offence
* To challenge the inappropriate behaviours of others
* Adhere to the Trust’s values, including ‘Respecting Everyone’, as well as the Staff Conduct Policy and the Equal Opportunities policy

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##### Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

* Take reasonable care of themselves and for others at work
* To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
* Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

*Senior Management* is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

*Line Managers* areresponsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.

Everyone has a responsibility for contributing to the reduction of infections.

**University Hospitals NHS Foundation Trust is ‘Smoke Free’. Smoking or tobacco is not permitted on any of our hospitals sites.**

**Safeguarding Children and Vulnerable Adults**

University Hospitals Bristol is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

**Quality and Clinical Governance**

Quality in the NHS has three core dimensions:  Patient Safety, Patient Experience and Clinical Effectiveness.

Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints.

If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management.  Reference should be made to the Trust’s guidance on Raising Concerns about provision of patient care.

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##### Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act and the Human Rights Act.  It is the duty of every employee to:

* Only access person identifiable information as required in the execution of their duties.
* Disclose information appropriately, in line with the Data Protection Act 1998.
* To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
* Always trace patient notes on the Patient Administration System
* Maintain the confidentiality of their password / username and if in possession of a ‘Smartcard’ abiding by the terms and conditions of its use.

**Workplace Health and Wellbeing**

The Trust Workplace Health and Wellbeing Framework applies to all employees, students and volunteers who are encouraged to take responsibility for their individual health and wellbeing and to promote the wellbeing of colleagues. Line managers must recognise the importance of health and wellbeing and take it into account when planning tasks and designing jobs.

**Job Description completed/reviewed by:**

**Managers name:**

**Date:**

All job descriptions are subject to review. Post holders are expected to be flexible and be prepared to carry out any similar or related duties which do not fall within the work outlined. The Line Manager, in consultation with the post holder will undertake any review.

The NHS Knowledge and Skills Framework (the NHS KSF) defines and describes the knowledge and skills which NHS staff need to apply in their work in order to deliver quality services. It provides a consistent, comprehensive and explicit framework on which to base review and development for all staff. Closely aligned with this job description is a KSF profile supporting the effective learning and development of the post holder in a variety of ways.

**PERSON SPECIFICATION – Band 8a**

**Children’s Nurse Education Lead**

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| **Education and Qualifications** | **Essential** | **Desirable** | **To be evidenced by** |
| **Q1** | Educated to Degree / Masters level, or working towards | ✓ |  | Application form and references |
| **Q2** | RSCN/RN part 15 (Child Branch)  | ✓ |  | Application form and references |
| **Q3** | Recognised teaching qualification  | ✓ |  | Application form and references |
| **Q4** | Postgraduate qualification in Paediatric Palliative Care  | ✓ |  | Application form and references |
| **Q5** | Nurse prescribing qualification or willingness to work towards |  | ✓ | Application form and references |
| **Knowledge and Experience** |  |  |  |
| **E1** | Minimum of 5 years post registration experience in Paediatric Palliative Care  | ✓ |  | A/I |
| **E2** | Proven clinical, educational and organisational experience  | ✓ |  | A/I |
| **E3** | Experience in developing new roles and educational programmes  | ✓ |  | A/I |
| **E4** | Extensive team & change management experience | ✓ |  | A/I |
| **E5** | Ability to innovate in a developing service | ✓ |  | A/I |
| **E6** | Research and audit experience |  | ✓ | A/I |
| **E7** | Experience of working strategically with large and complex organisations  | ✓ |  |  |
| **E8** | Experience of budgetary management |  | ✓ | A/I |
| **K1** | Knowledge and understanding of key targets for the Division and Trust | ✓ |  | Interview |
| **K2** | Comprehensive knowledge and understanding of Division and Trust wide nursing agenda. | ✓ |  | Interview |
| **K3** | Knowledge of current issues within paediatric palliative care & bereavement support and the ability to relate these to the development and delivery of care within the division | ✓ |  | Interview |
| **Personal Skills and Abilities** |  |  |  |
| **S1** | Excellent paediatric clinical skills | ✓ |  | A/I |
| **S2** | Excellent problem solving abilities | ✓ |  | A/I |
| **S3** | Assertive, autonomous and proactive. Good work ethic. Excellent role model | ✓ |  | A/I and references |
| **S4** | Ability to use initiative, lead and manage change | ✓ |  | A/I |
| **S5** | Ability to manage when under both individual and / or work pressures | ✓ |  | A/I |
| **S6** | Excellent interpersonal and written / verbal communication skills. | ✓ |  | A/I |
| **S7** | Ability to plan, organise and prioritise own and work of others.Good time and people management skills. | ✓ |  | A/I |
| **S8** | Flexibility in working practices (unsocial hours, internal rotation) | ✓ |  | I |
| **S9** | Self motivated, ability to motivate others. | ✓ |  | A/I |
| **S10** | Ability to recognise importance of maintaining professional boundaries and self-care | ✓ |  | A/I & references |
| **Job Specific Skills** |  |  |  |
| **J1** | Excellent report writing skills | ✓ |  | Application form |
| **J2** | Computer literate / IT skills | ✓ |  | A/I |
| **J3** | Ability to work independently without supervision | ✓ |  | A/I & references |
| **J4** | Ability to use a variety of IT software packages |  | ✓ | A/I |

The following are the key working relationships, which the post holder will require to develop and maintain:

* Chief Nurse
* Relevant Line Manger
* Head of Nursing within Children’s Services
* Lead Nurses/Clinical Nurse Managers
* Services Managers and Clinical Directors
* Lead Consultants and AHP’s from the associated disciplines
* BRHC Paediatric Mortality Oversight Committee
* Members of the wider multidisciplinary team and family support services (e.g. play team, chaplaincy)
* Colleagues working in primary care
* Clinical Nurse Specialists
* Children’s Hospices and other providers of children’s palliative care & bereavement support across the South West region
* Community nursing teams
* Clinical networks i.e. Cardiac; Neuro; Oncology
* UHB End of Life Steering Group for Adults & Children
* Child Death Overview Panel
* National Paediatric Hospitals Bereavement Network
* Commissioners (local and NHS England)
* Institutes of Higher Education
* Information Technology Services
* Procurement Personnel
* Risk Management/Health & safety
* Together for Short Lives (Lobbying)