



## Marie Curie Job Description

Job title:	Registered Nurse
Department:	Marie Curie Nursing Service
Location	Hampshire
Reports to:	Clinical Nurse Manager/ Senior Nurse
Accountable to	Regional Manager

### **Job Purpose/ Summary**

The Marie Curie Nursing Service is a community based palliative care service whose aim is to support patients and their carers within the community setting. This will usually be the patients' own home. This role involves linking and collaborating with other health and social care providers in primary, secondary, independent and voluntary care, to promote communication and seamless care and support for patients and their carers. The service is deployed in geographical regions which contain a series of smaller teams that are designed to provide a supportive staffing network.

The Marie Curie Registered Nurse will work alongside the Clinical Nurse Manager and Senior Nurse in a locally defined team, to assist where required in the delegated management supervision of a team of Healthcare Assistants and delivery of the service. The Marie Curie Registered Nurse will work collaboratively with District Nursing Teams, the NHS Out-of-Hours Service, the Palliative Care Co-ordination Centre, other Marie Curie Nurses and other palliative care service providers, in order to provide a proactive approach to delivering patient care in the locality to ensure an integrated and co-ordinated service.

### **Key Relationships**

- Patient, families and carers
- Regional Manager
- Clinical Nurse Manager
- Marie Curie Senior Nurse
- Marie Curie Nurses and Healthcare Assistants
- Marie Curie Referral Centre
- Practice Development Facilitators
- District Nurses
- Other members of the Primary Healthcare Team
- Regional Human Resource Team

### **Accountabilities (Duties & Responsibilities)**

- Provide appropriate clinical care, to enable palliative care patients and their carers to receive care in their place of choice and to be able to stay within their own home
- Be proactive in developing collaborative relationships with other care providers.
- Work within clear protocols and guidelines to deliver seamless care.

- To work within operational and clinical procedures that are currently in place and to highlight any gaps or concerns to the Clinical Nurse Manager and/ or Senior Nurse as appropriate.
- To demonstrate assessment skills and be able to plan, implement and evaluate patient care.
- To be responsible for the management of patient care during the visit
- To adhere and be professionally accountable to the NMC Code of Professional Conduct
- To act as an educator and advisor to the team and patients and families/ carers and to provide advice, support for the carers and family according to their needs and the level of intervention required during the shift.
- To communicate and liaise where appropriate with the DN & Community Nursing Team to receive and provide handover and updates.
- To work independently as well as alongside other team members or other professionals when required.
- To ensure continuity of patient care by communicating and liaising with medical and nursing colleagues, providing accurate and timely reports of any changes in the condition of the patient.
- Maintain accurate records in order to reduce the risk of errors.
- To understand the systems for accessing the Marie Curie and local NHS policies and procedures, for example infection control and drug policies.
- To maintain a level of knowledge, skill and competence related to current drugs/therapies in the treatment of pain and other symptoms, and administer medication according to the drug/prescription chart as required.

#### **Clinical and Leadership Responsibilities**

- To assist the Clinical Nurse Manager and Senior Nurse in ensuring integration with other NHS and voluntary sector services.
- To assist the Senior Nurse as required, in the management supervision of a group of Healthcare Assistants in a locally defined team. This will include appraisals, return to work interviews, induction support and mentorship as delegated by the Senior Nurse/Clinical Nurse Manager.
- To escalate any problems or concerns relating to the management supervision of staff, to the Senior Nurse
- To observe and monitor clinical and policy developments in the locality and share these with the Clinical Nurse Manager, Senior Nurse and the wider nursing team.
- To represent (when required) the service at meetings in the absence of the Clinical Nurse Manager or Senior Nurse e.g. CCG/Health Board/MDT/DN/GSF meetings.

- To undertake (when required) the organisation and delegation of tasks/ duties to other members of the team as appropriate during the shift.
- To take on any additional responsibilities that may be required as part of the role.
- To be responsible for managing performance of staff as appropriate (when required) and to escalate appropriately to a senior manager.
- To contribute and participate in the appraisal framework and be responsible for own personal development.
- To develop and maintain an awareness of budgeting, exercising care and economy wherever appropriate.

#### **Learning and Development Responsibilities**

- To gain experience and skills in clinical practice, facilitation and learning, management and leadership.
- To maintain awareness of professional responsibilities by reading current, relevant literature and by taking up opportunities for personal and professional development, in order to meet the requirements to maintain registration to practice.
- To actively contribute to the learning and development of staff in a locally defined team
- To assist in the training and development of Healthcare Assistants and complete assessors training as required.
- Undergo such training as may be required to carry out competently the needs of the job.
- Support the charity in the development and cascading of patient career education to support staff and carers to fulfil their caring role.

#### **Governance and Quality Assurance**

- To support the charity in the development of operational and clinical guidelines for the service.
- To uphold quality initiatives that improve 'customer care' and enhance the interface between staff, patients and carers.
- To assist the Clinical Nurse Manager and Senior Nurse in ensuring that appropriate evaluation mechanisms are in place to make certain that the service delivered to patients is of the highest quality.
- To assist the Clinical Nurse Manager and Senior Nurse with all aspects of clinical governance as directed, particularly in relation to participating in the investigation of complaints and incidents as required.
- To use evidence-based practice to develop and maintain high quality patient care and ensure the continuous improvement of the Marie Curie Nursing Service.

- To be aware of personal responsibilities in relation to the maintenance of a safe environment and identification of potential risks for all staff, patients, and carers, taking action when required.
- To assist in the delivery of clinical supervision in a locally defined team (when required).
- To lead and participate in auditing the service and ensuring that recommendations from audits lead to effective changes to practice and service delivery
- To be IT competent in order to make full use of mobile phones, e-mail, the internet and on-line training.
- Participate in obtaining user feedback and supporting changes to practice and service delivery to optimise patient and carer experience.

Physical activities required by the role include but are not limited to patient handling, frequent standing, sitting, walking, climbing up and down stairs, kneeling and crouching to attend to patient needs (including in an emergency situation) and load handling.

#### **Our Values and Behaviours**

To promote a culture in the working environment which demonstrates Marie Curie values of: always being compassionate, making things happen, leading in our field and people at our heart - by displaying the following positive behaviours:

- Treat others as you would like to be treated.
- Listen to, and support others and make time to do so.
- Seek, acknowledge and value others experiences and contributions.
- Acknowledge others beliefs.
- Treat others fairly and equally.
- Encourage others to treat all with respect.
- Challenge the behaviour of staff who do not show respect to others.
- Be honest and trustworthy.

## General

In addition to the specific duties and responsibilities outlined in this job description, all Marie Curie employees should be aware of their specific responsibilities towards the following:

- At all times to act as an ambassador of Marie Curie to patients and their relatives, to colleagues and members of the public
- Marie Curie is committed to encouraging volunteering throughout the organisation and as such the post holder will be expected to support and respect volunteers, and may be asked to work alongside or supervise a volunteer as part of their role whilst working at Marie Curie.
- Marie Curie operates a no-smoking policy. The post holder should either be a non-smoker or be prepared not to smoke in **any** Charity premises, grounds or vehicles or when on Marie Curie business outside the office.
- Adhere to all health and safety and fire regulations and to co-operate with the Charity in maintaining good standards of health and safety.
- Adhere to all information governance, privacy and security policies, standards, guidelines and procedures; practise and promote secure behaviours.
- Adhere to all Marie Curie policies and procedures at all times.
- Actively promote and support the safeguarding of vulnerable adults, young people and children, observing and adhering to Marie Curie policies on safeguarding.
- Uphold ethical and professional standards and not behave in a manner that is likely to bring the Charity into disrepute.
- Promote and sustain a responsible attitude towards equal opportunities and diversity within the Charity.
- Demonstrate a commitment to on-going registration requirements or any national professional or occupational standards associated with the role.
- Demonstrate a commitment to on-going learning and development and to participate in any training relevant to the role.
- For designated roles, the post holder will be responsible for health & safety, information governance, business continuity planning and/or risk management (these responsibilities will be notified on appointment).

***This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.***



## Marie Curie Person Specification

Job title: Registered Nurse

Criteria	Essential	Desirable	How assessed
Skills/ Abilities	<ul style="list-style-type: none"> <li>• Communicate with people in a diplomatic and tactful manner</li> <li>• Ability to work in a complex and stressful environment and demonstrate appropriate coping mechanisms.</li> <li>• Ability to quickly identify and solve problems and take action to address issues</li> <li>• Ability to use own initiative</li> <li>• Ability to work in an unsupervised setting</li> <li>• Able to use a mobile phone, text messaging, e-mail, on-line training and the internet</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in Supervision/ Line Management</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Up to date awareness of nursing care for patients with palliative care needs</li> <li>• Up to date awareness and understanding of specific needs of palliative care patients in the terminal phase.</li> <li>• Must have knowledge and be able to use Information technology such as Microsoft Office packages (Word, Excel, Outlook etc.) to record and monitor patient care activity</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• interview</li> </ul>

Qualifications, training and education	<ul style="list-style-type: none"> <li>• RN Registration Level 1, with relevant post –registration qualification, e.g. ENB 931 or Diploma in Palliative care or equivalent</li> <li>• Willingness to undertake necessary Diploma level modules and/ or any additional education &amp; training as required by the role</li> </ul>	<ul style="list-style-type: none"> <li>• Degree in Palliative/ cancer care or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience in NHS or other relevant care setting in palliative care</li> <li>• Experience of working in a palliative care environment e.g. hospice</li> <li>• Experience of working in the community</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> </ul>
Other requirements	<ul style="list-style-type: none"> <li>• Demonstrate a commitment to continual professional development</li> <li>• Hold a current and valid driving licence and have access to a vehicle which includes business insurance cover</li> <li>• In areas/services where there is the use of a pool car, hold a current and valid manual driving licence</li> <li>• Willingness to work unsocial hours</li> <li>• Access to email and the internet</li> <li>• Must be able and willing to support a flexible approach to working patterns and locations</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> </ul>

**Where appropriate, reasonable adjustments to these criteria will be considered to accommodate personal circumstances such as disabilities**



## Marie Curie Terms and conditions

Job title	Registered Nurse
Salary scale	MC Pay Scale Nursing Service - Clinical
Annual leave entitlement	25 days (plus bank holidays) pro rata
Notice period	Two Months (after first six months service)
Working hours	144 hours per month
Disclosure check:	Enhanced with Adult barred

Registered Nurse				
Location	Day (except bank holidays) 7.00 am to 9.00 pm	Night 9.00 pm to 7.00 am (Mon to Sat)	Weekend nights (9.00 pm Sat to 7.00 am Sun, 9.00 pm Sun to 7.00 am Mon)	Bank holidays (9.00 pm day before BH to 7.00 am day after BH)
National	£15.40	Day rate + 20 %	Day rate + 30%	
London	£17.71	Day rate + 20 %	Day rate + 30%	
Fringe	£16.17	Day rate + 20%	Day Rate + 30%	

### Special Conditions:

'As & when' staff are required to work a minimum of 450 hours per annum. For Contracted hours staff, any hours worked for concurrent employer must not exceed 26 per week, for health & safety reasons – Working Time Regulations.

### Other Benefits:

- Continued access to NHS pension Scheme (if eligible).
- Travel Allowance - Paid Mileage: £0.45 per mile (non-taxable wef 1<sup>st</sup> July 2011).
- Access to Clinical Supervision Group.
- Access to CommuniCare Lone Worker Safety System.
- A mobile phone is provided – for work related calls only.
- Training and education programme.
- Loan schemes for bikes; computers and satellite navigation systems, season ticket.