



## Marie Curie Job Description

<b>Job Title</b>	<b>Senior Nurse</b>
Department	Marie Curie Nursing Service
Reports to	Clinical Nurse Manager
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 Senior Nurse will work alongside the Clinical Nurse Manager and have delegated line management responsibility for a designated group of Registered Nurses/Healthcare assistants in a smaller and locally defined team. The Senior Nurse will assist and lead where required in the management and delivery of the service.

In addition, the Senior Nurse will contribute to the provision of nursing and clinical care to patients and families – the proportion of time between the direct care element of the role and the managerial/clinical case coordination element will vary, in order to provide the flexibility to meet the ever changing needs.

### **Key Relationships**

Patient, families and carers  
Regional Manager  
Clinical Nurse Managers  
Other Marie Curie Senior Nurses  
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

### **Key Responsibilities**

- To support the Clinical Nurse Manager to ensure that any nursing care that is provided is to the highest possible standard for all patients and their families, which promotes their wishes to receive care in the community.
- To be responsible for ensuring the prioritisation of high quality care for a defined group of patients according to their need, ensuring they receive the right care in a timely fashion.

- To contribute to ensuring that the nursing assessments, care plans and other appropriate documentation is completed, accessible and up to date and is followed in accordance with Marie Curie policy, standards and guidelines.
- To contribute to the planning, assessment, implementation and evaluation of nursing care as set out in the care plan and other appropriate documentation, to enable the patient to continue to be cared for at home.
- To communicate with the existing palliative care service providers as to allocation of resources and booking of planned and emergency visits as required
- To work with the multidisciplinary team to promote person centred and holistic care that encompasses the needs of both patient and carer.
- To support the Primary Care Team to review and assess patient care needs to identify and maintain appropriate packages of care according to patient need and service capacity. This will include attending joint patient visits as necessary.
- Adhere to, and be professionally accountable to, the NMC Code of Professional Conduct, observing that other staff within their responsibility do likewise. Raising any concerns about care standards in accordance with Marie Curie policies, procedures and guidelines.
- To maintain a high level of knowledge, skill and competence to care for dying people especially in relation to current drugs/ therapies in the treatment of pain and other symptoms, and administer medication according to the drug/ prescription chart as required.
- To provide advice and support for carers and family according to their needs and the level of intervention as required.
- Ensure continuity of patient care through effective communication and liaison with medical and nursing colleagues, providing accurate and timely reports of any changes in the condition of the patient.
- To maintain positive relationships between all groups involved in the welfare of patients whilst promoting the safety, well-being and interests of the patients, staff and volunteers known to the Marie Curie Nursing Service.
- Ensure effective liaison between Marie Curie and palliative care teams, primary care, acute/ community trusts and other independent and voluntary organisations working within palliative care in the local health community particularly in relation to the safe and prompt discharge/ transfer of patients to and from other care settings.
- Monitor the use of clinical equipment ensuring staff are provided with training for its safe and appropriate use where required.
- Manage, when identified any problems with, or deficits of equipment, to ensure the correct remedial action is taken. Reporting these in accordance with MCNS policy.
- Be responsible for the safe handling and storage of drugs in the community and to have knowledge of relevant legislation (e.g. the Medicine Act 1968 & The Misuse of Drugs Act 1971).

## **Management and Leadership Responsibilities**

- Line management responsibility for a designated group of staff in a locally defined team, which will include appraisal, return to work interviews, induction support and mentorship as delegated by the Clinical Nurse Manager.
- Escalate any problems or concerns relating to the line management of staff, to the Clinical Nurse Manager
- Be responsible for effectively managing their own day to day activities and co ordination of any allocated patient care ensuring regular communication and liaison with the Clinical Nurse Manager.
- Act as a role model through positive and proactive clinical leadership of other colleagues within the local team. E.g. observation, monitoring and supervision of all aspects of nursing practice.
- Participate in recruitment and selection processes and at investigations or disciplinary hearings as required.
- Contribute to and participate in the annual appraisal system by supporting the assessment of clinical competence and provide documentary evidence of assessed competence.
- Attend meetings as required, ensuring that essential information is disseminated in a timely fashion. These may be external or internal meetings.
- Monitor resources and report concerns and /or deficiencies to the Clinical Nurse Manager ensuring staff use resources with due regard to economy and efficiency.
- Act up in the absence of the Clinical Nurse Manager as required.

## **Learning and Development**

- To work alongside the Clinical Nurse Manager to support and motivate the nursing team to drive up standards of care and facilitate growth in knowledge and skills.
- Support the induction and training of staff, supporting staff and act as a mentor/ adviser for junior staff members.
- To support the Practice Development Facilitator in the implementation of the education and training plan by ensuring team members participate in learning opportunities Undertaking practise assessments in order to ensure clinical competence of staff.
- To be responsible for supervising the practice of clinical staff to ensure that the delivery of nursing care is within agreed/accepted standards and guidelines
- Act as a clinical resource for other team members and provide ongoing support and mentorship to new and developing staff.
- Support the charity in the development and cascading of patient/carer education to support staff and carers to fulfill their caring role.

- To take responsibility for own personal and professional development, in order to meet the requirements to maintain registration to practice.
- Encourage staff to participate in research projects within the Charity by participating in the collection of data for research projects and assisting in the application and evaluation of current research findings.
- Undergo such training as may be required to carry out competently the needs of the job.

### **Governance and Quality Assurance**

- Maintain awareness of research and changes in palliative and end of life care to be able to demonstrate on-going clinical expertise and be able to act as a resource/ role model for other staff.
- Assist the Clinical Nurse Manager with all aspects of clinical governance by taking a lead role for the Marie Curie Nursing Service as directed, particularly in relation to the investigation of complaints and incidents.
- To implement quality initiatives that improve 'customer care' and enhance the interface between staff, patients and carers whilst engaging others to participate.
- Use evidence-based practice to develop and maintain a high quality of patient care and ensure the continuous improvement of the Marie Curie Nursing Service.
- Lead and monitor the quality of nursing services offered and contribute to the development of quality measures and the achievement of performance indicators by assisting in audits and current local projects.
- Maintain accurate and up to date records in order to reduce the risk of errors.
- Provide evidence that the staff are aware of the Marie Curie Nursing Service policies, procedures and codes of conduct and demonstrate their understanding by working within the standards and guidelines issued.
- 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 as and when required.
- Understand the systems for accessing Marie Curie and local NHS policies and procedures, for example infection control and drug policies.
- Participate in obtaining user feedback and supporting changes to practice and service delivery to optimise patient and carer experience.

### **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:

- 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.
- As an advocate for Marie Curie you are required to always act in a way that promotes and maintains good public and professional relationships.
- At all times to act as an ambassador of Marie Curie to patients and their relatives, to colleagues and members of the public.
- 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).

## **Our Values and Behaviours**

To promote a culture in the working environment which demonstrates Marie Curie values of: always be 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.

***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: Senior Nurse

Criteria	Essential	Desirable	How assessed
Skills / Abilities	<ul style="list-style-type: none"> <li>• Effective interpersonal communication skills</li> <li>• Strong time management and personal organisation skills, able to proactively plan and schedule own workload to meet patient care requirements and balance competing demands and priorities</li> <li>• Ability to undertake assessment of patient and carer needs</li> <li>• Ability to make clinical judgements and decisions to determine appropriate care packages based on own/ others assessment</li> <li>• Able to provide strong clinical leadership locally, challenging and role modelling standards of practice</li> <li>• Able to work confidently and proactively as a member of a multi-professional care delivery team, working with teams inside and outside of Marie Curie to ensure patients get high quality appropriate care, when they need it</li> <li>• Experience in supervision and line management of staff</li> <li>• Assessing and improving clinical practice</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• Case study</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Understanding of specific needs of patients approaching end of life and in the terminal phase</li> <li>• Good understanding of providing nursing care in a community setting</li> <li>• Understanding of other professionals involved in providing end of life care</li> <li>• Understanding of the appropriate level of skills needed to provide good care</li> <li>• Strong understanding of local palliative care provision, services available</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of research methods</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> <li>• Presentation</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Recent experience in the provision of palliative care in the community</li> <li>• Recent experience in the assessment, planning and evaluation of patient and family care needs</li> <li>• IT experience – Word, Excel,</li> </ul>	<ul style="list-style-type: none"> <li>• Community nursing</li> <li>• Service development &amp; audit within palliative care or other clinical discipline.</li> <li>• Gaining user</li> </ul>	<ul style="list-style-type: none"> <li>• CV</li> <li>• Interview</li> </ul>

	<ul style="list-style-type: none"> <li>PowerPoint, e-mail and internet</li> <li>Experience in observation and assessment of clinical practice needed to determine standards of care</li> <li>Experience in having difficult conversations with staff regarding standards of clinical care</li> <li>Staff recruitment and development</li> </ul>	<ul style="list-style-type: none"> <li>feedback; i.e. patient, carer, District Nurse.</li> <li>Caseload management experience</li> </ul>	
Qualifications, training and education	<ul style="list-style-type: none"> <li>NMC Level 1 registration.</li> <li>Demonstrate a commitment to continual professional development</li> <li>Qualification in palliative/ cancer care willing</li> <li>Relevant qualification for assessing clinical practice, or willing to work towards to work towards</li> </ul>	<ul style="list-style-type: none"> <li>Relevant Degree or a willingness to work towards a degree</li> </ul>	<ul style="list-style-type: none"> <li>CV</li> <li>Certificates</li> <li>NMC verification</li> </ul>
Other requirements	<ul style="list-style-type: none"> <li>Willingness to travel to varying work locations during unsocial hours (with occasional overnight stays)</li> <li>A flexible approach to working patterns</li> <li>Willingness to undertake work during the day or at night.</li> <li>Hold a current and valid driving licence &amp; have access to a vehicle</li> </ul>		<ul style="list-style-type: none"> <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

<b>Job Title:</b>	<b>Senior Nurse</b>
Salary scale:	MC Pay Scale Nursing Service - Band C
Annual leave entitlement:	25 days per annum plus bank holidays pro rata
Notice period:	Three months
Working Hours:	37.5 hours per week
Disclosure Check:	Enhanced with barred
Enhancements:	Where additional hours are worked as a Registered Nurse within the MCNS, you will be remunerated in accordance with the terms and conditions for Registered Nurses.

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	£14.70	Day rate + 20 %	Day rate + 30%	

Any hours worked as a Registered Nurse will be allocated using a rota system but this rota may be subject to change to meet the needs of the service.

**Other benefits:**

- Continued access to NHS pension Scheme (if eligible)
- Travel Allowance - Paid Mileage: £0.45 per mile for first 10,000 miles and £0.25p thereafter
- 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.