Marie Curie
Job Description

Job title  Senior Nurse
Department  Marie Curie Nursing Service
Location  Herefordshire/ Worcestershire/ Gloucestershire & South Glos
Reports to  Clinical Nurse Manager
Accountable To  Regional Manager

Job Purpose/Summary

➢ To be responsible for the case management of patients in a defined area, working closely with the District Nurse and other members of the multi-disciplinary teams. Undertaking patient needs assessment as required, to ensure appropriate access and use of MC services.
➢ To be responsible for the prioritisation of care for a defined group of patients according to their need ensuring they receive the right care in a timely fashion.
➢ 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 the ir wishes to recevie care in the community.
➢ To support the Clinical Nurse Manager to support and motivate the nursing team to drive up standards of care and facilitate growth in knowledge and skills.
➢ To undertake work as a Marie Curie Nurse (MCN), providing nursing & clinical care to patients and families – the proportion of time between the direct care element of the role & the clinical case management element will vary weekly, in order to provide the flexibility to meet the ever changing needs

Key Relationships

➢ Patients, families & carers
➢ Clinical Nurse Managers
➢ Marie Curie Nurses & Healthcare Assistants
➢ Marie Curie referral centre
➢ Practice Educators
➢ Primary Health Care – including District Nurses & Multi-disciplinary teams
➢ Local Palliative Care teams

Accountabilities (Duties & Responsibilities )

Clinical

➢ To be responsible for ensuring that the nursing assessment, care plan and other appropriate documentation is available, up to date and followed in accordance with Marie Curie policy, standards and guidelines.
➢ To be responsible for and 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 be responsible for working with the multidisciplinary team to promote holistic care that encompasses the needs of both patient and carer.
To be responsible for supporting 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 and be conversant with the Scope of Professional Practice and other NMC advisory papers, 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 be responsible for maintaining 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.

Proactively seek to provide advice, support and respite care 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 be responsible for maintaining 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.

Within the charity’s sphere of influence and services, 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).

Leadership

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.

Support the Clinical Nurse Manager through positive and proactive clinical leadership with other colleagues especially locally based RNs & HCAs e.g. observation, monitoring and supervision of all aspects of nursing practice.

As directed by the Clinical Nurse Manager, participate in the annual appraisal system (PPRD) by supporting the assessment of clinical competence and provide documentary evidence of assessed competence.

Proactively keep abreast of research and changes in palliative and end of life care to be able to demonstrate ongoing clinical expertise and be able to act as resource/role model for other staff.

Observe and monitor staff within an identified team providing evidence to the manager of the standard of care delivery and overall performance.

Attend such meetings as required, ensuring that essential information is disseminated in a timely fashion. These may be external or internal meeting e.g. ICE.

As an advocate for Marie Curie you are required to always act in a way that promotes and maintains good public and professional relationships.
- Monitor resources and report concerns and/or deficiencies to the Clinical Nurse Manager ensuring staff use resources with due regard to economy and efficiency.

- Assist the Clinical Nurse Manager with all aspects of clinical governance by taking a lead role for the Marie Curie Nursing Service as directed.

- Act up in the absence of the Clinical Nurse Manager as required.

**Education & Development**

- Support the Practice Educator in the induction and training of staff, supporting staff as required and act as a mentor/adviser for junior staff members.

- To support the Practice Educator in the implementation of education and training plans by ensuring team members participate in learning opportunities, undertaking practice 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 & provide ongoing support & 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 practise.

- 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.

- Encourage staff to co-operate and be receptive to the 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:**

- Participate in quality assurance initiatives including the setting of standards, the introduction of research projects, clinical governance and the development of both clinical and organisational audit.

- Take a lead in monitoring 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.

- Understand the systems for accessing local NHS policies and procedures, for example infection control and drug policies.

- At all times to act as an ambassador of Marie Curie to patients and their relatives, to colleagues and members of the public.

**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 maintain good standards of health and safety.

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 behave in a manner that brings the Charity into disrepute.

Promote and sustain a responsible attitude towards equal opportunities and diversity within the Charity.

Demonstrate a commitment to ongoing registration requirements or any national professional or occupational standards associated with the role.

Demonstrate a commitment to ongoing 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, 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.
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<tr>
<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
<th>How assessed</th>
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<tbody>
<tr>
<td>Skills / Abilities</td>
<td>- Effective interpersonal communication skills</td>
<td>- Assessing and improving clinical practice</td>
<td>Interview Case study</td>
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<td>- 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</td>
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<td>- Ability to undertake assessment of patient and carer needs</td>
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<td>- Ability to make clinical judgements and decisions to determine appropriate care packages based on own / others assessment</td>
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<td>- Able to provide strong clinical leadership locally, challenging and role modelling standards of practice</td>
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<td>- 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</td>
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<td>Knowledge</td>
<td>- Understanding of specific needs of patients approaching end of life and in the terminal phase</td>
<td>- Knowledge of research methods. strong understanding of their local palliative care provision, services available etc</td>
<td>Interview Presentation</td>
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<td>- Good understanding of providing nursing care in a community setting</td>
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<td>- Understanding of other professionals involved in providing end of life care</td>
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<td>- Understanding of the appropriate level of skills needed to provide good care</td>
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<tr>
<td>Experience</td>
<td>- Recent experience in the provision of palliative care in the community</td>
<td>- Community nursing</td>
<td>CV Interview</td>
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<td>- Recent experience in the assessment, planning and evaluation of patient and family care needs</td>
<td>- Service development &amp; audit within palliative care or other clinical discipline.</td>
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<td>- IT experience – Word, Excel, PowerPoint, e-mail and internet.</td>
<td>- Gaining user feedback; i.e. patient, carer, District Nurse.</td>
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<td>- Experience in observation and assessment of clinical practise needed to determine standards of care</td>
<td>- Staff recruitment and development.</td>
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<td>- Experience in having difficult conversations with staff regarding standards of clinical care</td>
<td>- Caseload management experience</td>
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<td>Qualifications, training and education</td>
<td>- NMC Level 1 registration. Demonstrate a commitment to continual professional development Qualification in palliative/cancer care willing Relevant qualification for assessing clinical practise such as A1 Assessing Award or willing to work towards a degree</td>
<td>- Relevant Degree or a willingness to work towards a degree</td>
<td>CV Certificates NMC verification</td>
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<td>Other</td>
<td>- Willingness to travel to varying work</td>
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<td>Interview</td>
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<td>Requirements</td>
<td>Marie Curie Nursing Service Pay scale C</td>
<td>Terms and conditions</td>
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<td>Locations during unsocial hours (with occasional overnight stays)</td>
<td>£27,818 - £30,909 pa pro rata (depending on experience)</td>
<td>Where appropriate, reasonable adjustments to these criteria will be considered to accommodate personal circumstances such as disabilities</td>
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<td>A flexible approach to working patterns.</td>
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<td>Willingness to undertake work during the day or at night.</td>
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<td>Hold a current and valid driving licence &amp; have access to a vehicle</td>
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Job Title: Senior Nurse

Salary scale: Marie Curie Nursing Service Pay scale C

Salary: £27,818 - £30,909 pa pro rata (depending on experience)

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.

For Registered Nurse work only, you will be paid £13.55 per hour (as at 1.4.15). For Registered Nurse work only, the following enhancements will apply:

- 20% for weekday nights (9:00 pm–7:00 am Monday - Saturday)
- 30% for weekend nights (9:00 pm Saturday – 7:00 am Sunday, 9.00pm Sunday – 7.00am Monday)
- 30 % for Bank Holidays (9.00 pm day before BH– 7:00 am day after BH)
- Day rates apply between 7:00 am and 9:00 pm, except for Bank Holiday days.

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.

**Annual leave entitlement :** 25 days per annum plus bank holidays pro rata

**Notice period :** One month after 6 months service

**Working Hours:** 37.5 per week

**Disclosure Check:** Enhanced with barred

**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.