

## JOB DESCRIPTION

### General Information

**JOB TITLE:** Clinical Nurse Specialist -Palliative & End of Life Care (Advance Care Planning)

**AREA/SPECIALITY:** Specialist Palliative Care & End of Life Care Services

**GRADE:** AfC Band 7

**DEPARTMENT:** Integrated Local Services

**RESPONSIBLE TO:** Palliative Care Matrons

**ACCOUNTABLE TO:** Deputy Head of Nursing and Trust Lead for End of Life Care

### About the Trust

Guy's and St Thomas' NHS Foundation Trust comprises five of the UK's best known hospitals – Guy's, St Thomas', Evelina London Children's Hospital, Royal Brompton and Harefield – as well as community services in Lambeth and Southwark, all with a long history of high quality care, clinical excellence, research and innovation.

We are among the UK's busiest, most successful foundation trusts. We provide specialist care for patients including heart and lung, cancer and renal services as well as a full range of local hospital and community services for people in Lambeth and Southwark.

We have a long tradition of clinical and scientific achievement and – as part of King's Health Partners – we are one of England's eight academic health sciences centres, bringing together world-class clinical services, teaching and research. We have one of the National Institute for Health Research's biomedical research centres, established with King's College London in 2007, as well as dedicated clinical research facilities.

We are the largest NHS Trust in the country and one of the biggest employers locally. We aim to reflect the diversity of the communities we serve and continue to develop new and existing partnerships with local people, patients, neighbouring NHS organisations, local authorities and charitable bodies and GPs.

We strive to recruit and retain the best staff as the dedication and skills of our employees lie at the heart of our organisation and ensure that our services are of the highest quality, safe and focused on our patients.

## Directorate Information

Integrated Local Services at Guy's and St Thomas' NHS Foundation Trust provides a range of community and inpatient health services for adults within the communities of Lambeth and Southwark, with some services also provided in Lewisham. Our hospital-based inpatient and outpatient services provide care for adults from across the region.

The services provided by the directorate include Neighbourhood Nursing, Specialist Rehabilitation and Reablement (bed and home based), Palliative and End of Life Care, Vulnerable Adults and Prevention Services, GSTT@Home, and site administration services. Services are delivered in various locations including health centres, community bed-based units, patients' homes and a range of other community locations. Our inpatient hospital services serve the Guy's and St Thomas' sites. Our services work closely with all inpatient teams at Guy's, St Thomas', and King's College hospitals, and collaborate closely with social services, mental health services and the voluntary sector.

## Department Information

The Palliative Care team provides specialist information and supportive care to people facing serious illness. This includes symptom control and advance care planning. We recognise that emotional, spiritual, family and financial worries can be just as important as physical problems and we support with these aspects of care as well.

Our Palliative and End of Life Care team includes specialist nurses and doctors, pharmacists, social workers, psychological support staff and administrative staff to help you cope with the consequences of serious illnesses such as cancer and long-term health conditions. We are able to see patients in hospital, in their own home, and in our outpatient clinics. We work closely with GPs, hospital doctors and community nurses, as well as other local hospitals and hospices, to support our patients and those important to them.

## Organisational Values

Our **values** help us to define and develop our culture, **what we do** and **how we do it**. It is important that you understand and reflect these values throughout your employment with the Trust.

The post holder will:

- a. **Put patients first**

- b. **Take pride in what they do**
- c. **Respect others**
- d. **Strive to be the best**
- e. **Act with integrity**

Our [values and behavior framework](#) describes what it means for every one of us in the Trust to put our values into action. The framework can be found on our Trust careers pages and GTIntranet.

## **Job Summary**

The post holder will be responsible for leading the implementation of an agreed cross-Trust approach to advance care planning (ACP), which will include but not be limited to 'Let's Talk: 'Transforming End of Life Conversations' and the 'London Urgent Care Plan' platform. We want to improve the way people talk about dying. By "people" we mean patients, carers, and professionals. To do this, we developed a campaign called 'Let's Talk' in our hospitals and community about planning for the future, with special focus on the complex decision making around cardio-pulmonary resuscitation (CPR) and DNACPR (Do Not Attempt CPR) decisions, emergency treatment planning and other aspects of planning for the future. Our focus is to improve and embed the training we provide to professionals as well as the level of information we provide to our patients and carers so they can meaningfully engage in advance care planning.

The post holder will be responsible for implementing and sustaining this approach using the Let's Talk materials across the organisation, measuring impact using quality improvement methodology.

The post holder will be required to map and scope the use of Advance Care Planning, Treatment Escalation Plans and London Urgent Care Plan across the organisation.

The post holder will play a key role in supporting the work of the oversight/ steering group and will lead the mapping, analysis, testing, implementation and evaluation work supported by the Palliative and EoLC team.

## **Key Relationships**

**Internal:** Matrons, Ward managers, End of Life Care Lead, Consultants, Heads of Nursing, Deputy Heads of Nursing, Matrons, ILS Service Managers, Directorate Management Teams, Junior Medical Staff, Acute and Community Nursing Staff, Clinical Nurse Specialists, Specialist Palliative Care Team, Social Workers, Allied Health Professionals, Administrative and Clerical Support Staff.

**External:** Primary care, London EoLC colleagues, local hospices and care/nursing homes, other voluntary organisations, clinical commissioners and relevant statutory bodies.

## **Main Duties and Responsibilities**

- Engaging patients and carers with ACP, Let's Talk & UCP
- To provide education and information for patient support groups on ACP, Let's Talk & UCP
- To advocate and promote the value of ACP with health care professionals within the acute and community settings
- To build knowledge and confidence of ACP discussions ensuring a consistent approach across the acute and community settings
- Synthesise relevant published evidence on approaches to ACP and present findings
- To review and update current 'Let's Talk', UCP & ACP materials
- To map the current use of Advance Care Planning (ACP), Treatment Escalation Plans (TEP) and London Universal Care Plan (UCP) across the Organisation
- To identify priority areas within GSTT for early implementation of 'Let's Talk', UCP and ACP
- Operate effectively and flexibly to ensure the rollout of the approach is able to meet changing requirements
- Maintain effective links with internal and external stakeholders
- Participate in working groups/committees in the wider South East London (SEL) community
- Support grant applications as required to sustain the programme of work

## **Clinical Responsibilities**

- Be an excellent clinical role model and demonstrate advanced knowledge around Palliative and End of Life Care.
- 80% of the role will be to undertake holistic palliative care assessments in inpatient and community settings as a palliative care clinical nurse specialist.
- To participate in the palliative care CNS on call rota across inpatient and community settings including weekends and Bank holidays.
- To keep abreast of relevant clinical issues and the national agenda that may impact the programme of work.
- To ensure that clinical practice is in line with national and local guidelines and demonstrate clinical effectiveness.
- To ensure that care delivered is inclusive and culturally sensitive.
- To ensure that clinical practice reflects best evidence for meeting the needs of patients and families through continuous professional development.
- To be able to communicate highly sensitive and complex information with patients, carers and professionals
- To take part in regular professional supervision and appraisal.

- To maintain the highest standards of clinical record keeping including electronic data entry, recording and report writing in accordance with professional code of practice and Trust policies.
- To maintain up to date knowledge of legislation, national and local policies and issues in relation to palliative care and ensure that all relevant policies are adhered to
- To support and /or deputise for the senior management team in palliative care in external meetings related to end of life care, when required to do so

### **Confidentiality / Data Protection / Freedom of Information**

Post holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1998. Post holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person, those staff will be liable to disciplinary action up to and including dismissal. Moreover, the Data Protection Act 2018 also renders an individual liable for prosecution in the event of unauthorised disclosure of information. Following the Freedom of Information Act (FOI) 2000, post holders must apply the Trust's FOI procedure if they receive a written request for information.

### **Information Governance**

All staff must comply with information governance requirements. These includes statutory responsibilities (such as compliance with the Data Protection Act), following national guidance (such as the NHS Confidentiality Code of Practice) and compliance with local policies and procedures (such as the Trust's Confidentiality policy). Staff are responsible for any personal information (belonging to staff or patients) that they access and must ensure it is stored, processed and forwarded in a secure and appropriate manner.

### **Equal Opportunities**

Post holders must at all times fulfil their responsibilities with regard to the Trust's Equal Opportunities Policy and equality laws.

### **Health and Safety**

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

## **Infection Control**

All post holders have a personal obligation to act to reduce healthcare associated infections (HCAIs). They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAIs. **All post holders must comply with Trust infection screening and immunisation policies** as well as be familiar with the Trust's Infection Control Policies, including those that apply to their duties, such as Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps.

## **Risk Management**

All post holders have a responsibility to report risks such as clinical and nonclinical accidents or incidents promptly. They are expected to be familiar with the Trust's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager, or stated by the Trust to be mandatory.

## **Flexible Working**

As an organisation, we are committed to developing our services in ways that best suit the needs of our patients. This means that some staff groups will increasingly be asked to work a more flexible shift pattern so that we can offer services in the evenings or at weekends.

## **Safeguarding children and vulnerable adults**

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

## **Sustainability**

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers monitors and equipment when not in use, minimising water usage and reporting faults promptly.

## **Smoking Policy**

The Trust is committed to providing a healthy and safe environment for staff, patients and visitors. Staff are therefore not permitted to smoke on Trust property or in Trust vehicles

**Review of this Job Description**

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation.

To be reviewed in conjunction with the post holder.