

## Job Description

**Job Title:** Children's Palliative Clinical Lead

**Responsible to:** Matron

**Accountable to:** Director of Care

### Job Purpose:

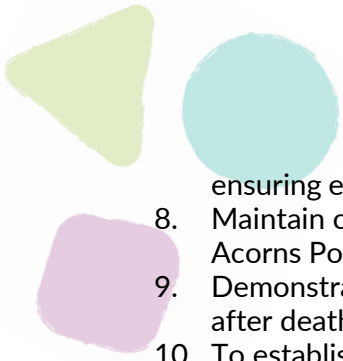
As an experienced practitioner, the post holder is responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care with the multidisciplinary team and patients' families. The post holder will provide nursing care to children and young people with a range of complex health needs, life limiting or life-threatening conditions

### Main Duties:

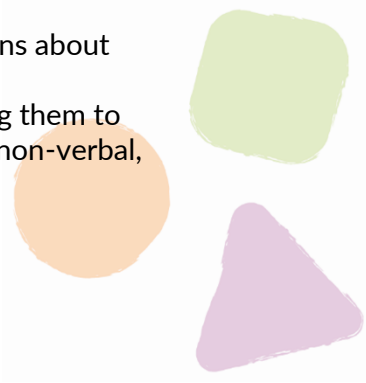
1. Work in accordance with your Registered Bodies Code of Professional Practice/ Standards and Scope of Professional Practice remaining professionally and legally accountable.
2. To demonstrate clinical expertise and have overall continuing responsibility for the delivery of high-quality patient care in the hospice, demonstrating clinical leadership while on duty.
3. To manage and be responsible for the supervision and development of a large multi-disciplinary team consisting of all grades of nursing staff, students and support workers.
4. To effectively manage the hospice resources including the clinical environment with the support of the matron.
5. To contribute to the development of policies and evidence-based practice as appropriate.
6. To maintain a safe clinical environment conducive to patient care.
7. To ensure the day-to-day operational management is safe and effective and inclusive of the needs of the children, young people and families.
8. Work autonomously and as part of a team to deliver care.
9. To promote and contribute to effective teamwork.

### Clinical Responsibilities:

1. 60% of time will be patient facing with 40% non-patient facing
2. To manage and co-ordinate the clinical area, participating in direct patient care and supervision of staff.
3. To maintain a clinical knowledge base and practice advanced nursing and assessment skills. To supervise others in the delivery of these skills.
4. To be responsible for the assessment of patient care needs and the development, implementation and evaluation of plans of care.
5. Setting standards and ensuring high standards of evidence practice based are implemented.
6. To be responsible for setting, implementing and monitoring acceptable standards of care for patients within the unit in conjunction with the other members of the multi-disciplinary team.
7. To ensure communication with patients and significant others is established,

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- ensuring empathy and reassurance regarding, assessment, care and treatment.
8. Maintain clear and contemporaneous paper and electronic records in line with Acorns Policy
  9. Demonstrate expertise in symptom management and end of life care including after death care, to support staff to develop skills in this area of care.
  10. To establish effective working relations with all members of the multidisciplinary team to promote good communication and a multi-disciplinary approach to patient care.
  11. Initiate and participate in research and audit relevant to development and delivery of the service.
  12. To be responsible with the Matron and other senior nursing staff for carrying out risk assessments according to clinical governance
  13. Maintain standards and ensure clinical governance is central to the function of the service
  14. Accept accountability and responsibility for own clinical practice. Comply with your relevant registered body code of conduct and subsequent published guideline for good practice.
  15. To be responsible for the implementation of safe working practices as required by the Health & Safety at Work Act and the maintenance of training records.
  16. To deliver child-focused, family centered palliative and end of life care, alongside other members of the interdisciplinary team.
  17. Following appropriate nurse prescribing training and in accordance with local policies, procedures and guidelines, conduct appropriate physical assessments to prescribe appropriate treatment as required

### Responsibility for Patients:

1. To always behave in a manner that is professional, positive and polite.
  2. To act as an effective role model and maintain professional standards when representing the hospice, courteous and helpful always.
  3. The post holder is required to act in accordance with their professional registration code of conduct with reference to competence and conduct.
  4. Participate in personal development planning.
  5. To keep abreast of updated clinical practices, guidelines and policies.
  6. Be responsible for ensuring that they remain aware of current developments in nursing, the Health Service and relevant specialist clinical practices.
  7. To demonstrate an understanding of and adhere to Acorn's Child and Adult Safeguarding policies.
  8. To attend regularly and contribute to team meetings and clinical/safeguarding supervision to ensure effective communication and shared learning is maintained.
  9. Provide health education information to the child and family, to promote a healthy lifestyle and where appropriate address public health issues.
  10. To empower children, young persons and their relatives to make decisions about their care and to exercise choice.
  11. To promote communication with the children young people, encouraging them to express their wishes and concerns to their best ability (this may include non-verbal, electronic or alternative communication methods).
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### Responsibility For Policy & Service Development:

1. Participate in the development and implementation of new initiatives and contribute to the development of clinical practice within the hospice
2. Work within mentor group to enhance practice within the PPEOLC.

### Responsibility For Financial & Physical Resources

1. Maintain a safe environment for all staff, patients and visitors and ensure that all equipment is safe and in working order.
2. Demonstrate awareness of financial and budgetary issues relating to the hospice.

### Responsibility For Leading and Managing

1. To be responsible for the day to day effective and efficient management of nursing and support staff within the hospice.
2. To take a lead role in clinical development
3. To liaise with other Acorns Hospice Sites to promote and maintain effective working relationships, ensuring high standards of care and service.
4. To report incidents, near misses and potential complaints in line with Acorns policy and procedures
5. To investigate accidents, incidents and complaints, implementing corrective actions where necessary, in consultation with the Matron, in accordance with Acorns Policies.
6. To be responsible for ensuring confidentiality and safekeeping of patient records.
7. To monitor clinical standards of care / nursing care and report to the Matron when these standards are not being met. This will include the notification of problems and incidents and initiating appropriate actions
8. Act up for the Matron in their absence.
9. The post holder is expected to lead and mentor group of clinical staff,.
10. Completion of annual appraisals- ensuring each team member takes part in the Acorns appraisal process and has a personal development/ training plan.
11. To always act as an appropriate and effective role model.
12. To act as an effective mentor and preceptor and support other hospice staff in performing this role.
13. To act as a resource, supporting and motivating staff members.
14. To keep abreast of and participate in, local and Acorn's initiatives.
15. Always remaining professional, acting as a role model to other team members whilst maintaining professional boundaries.
16. Promote and support effective discharge planning

### Education, Research and Development

1. To be aware of the research process and be an active part of the research Acorns is a part of, champion research with the hospices.
2. To maintain awareness of current clinical developments and issues relating to the Paediatric Palliative Care and assist in their implementation.
3. To establish an active learning environment for all grades of staff within the hospice allowing staff to develop to their full potential.

4. To be responsible for ensuring all staff attend mandatory training and receive continuing development and appropriate education.
5. To facilitate the teaching and clinical assessment of pre-registration student clinicians in the clinical area in conjunction with Care education team
6. To be responsible for the dissemination of information regarding new and updated clinical practices, guidelines and policies to all clinical staff and ensure their implementation.
7. To educate patients and their carers to understand the diagnosis, treatment options and healthcare during their stay at Acorns
8. To participate in training needs analysis for own clinical area.
9. To lead with planning and participate in the orientation and hospice teaching programmes.
10. Contribute towards and deliver presentation materials for promoting the Palliative Care service to other professional groups within and outside the organisation.

### Medicine Management

There will be a responsibility for ensuring the safe and accurate administration of medications to patients, following prescribed treatment plans and relevant protocols. This includes verifying medication orders, preparing and administering medications according to established guidelines, and monitoring patient responses. There will also be responsibility for maintaining accurate records of medication administration, managing medication storage, and ensuring compliance with legal and ethical standards related to medication handling and patient safety. Additionally, there will be responsibility for the education of patients and their families about proper medication use, potential side effects, and adherence to prescribed regimens.

### Infection Prevention and Control

All Employees and Volunteers of Acorns will be expected to follow all infection prevention and control policies and procedures to ensure a safe and healthy environment. This includes maintaining best hygiene practices, using personal protective equipment (PPE) as required, and adhering to safety protocols to minimise the risk of infection. It everybody's responsibility to promote a clean and safe environment for staff, children, young people and their families.

### Health and Safety

All Employees and Volunteers of Acorns are required to comply with all health and safety policies and procedures in accordance with the Health and Safety at Work Act 1974. This includes taking reasonable care of their own health and safety, as well as that of others who may be affected by their actions. The role involves using personal protective equipment (PPE) when necessary, following established safety protocols, reporting hazards or unsafe conditions, and participating in health and safety training. All Employees and Volunteers of Acorns must actively contribute to maintaining a safe and healthy environment and cooperate with the employer to ensure compliance with relevant health and safety legislation.

### Environmental sustainability

All Employees and Volunteers of Acorns are required to support in minimising environmental impact wherever possible, including recycling, switching off lights, computers, monitors and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel. Where the role includes the ordering and use of supplies or equipment the

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post holder will consider the environmental impact of purchases.

### Safeguarding

Acorns is committed to safeguarding and promoting the welfare of children and adults and expects all staff and volunteers to share this commitment. It is the responsibility of all staff to always safeguard and protect children and adults at risk, staff must report any concerns as per safeguarding policies and procedures which are available on Acorns internal systems. Every staff member must undertake regular mandatory safeguarding training at a level relevant to their role.

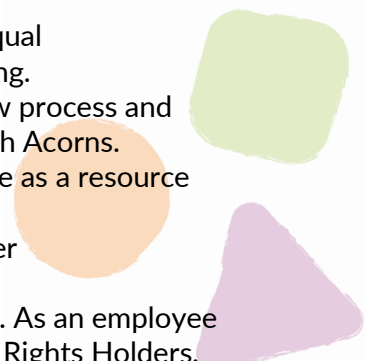
### Data Protection and Confidentiality

All Employees and Volunteers of Acorns are required to comply with all relevant data protection laws, including the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). This includes ensuring the confidentiality, integrity, and security of personal and sensitive information. All Employees and Volunteers of Acorns must handle all data in accordance with organisational policies and procedures, ensuring it is only used for its intended purpose and is not disclosed to unauthorised individuals. The role may involve safeguarding personal data, reporting any data breaches, and always maintaining strict confidentiality to protect both individuals' privacy and the organisation's legal obligations.

### Equality, Inclusivity and Diversity

All Employees and Volunteers of Acorns are required to promote and uphold the principles of equality, inclusivity, and diversity in all aspects of their work. This includes ensuring that all individuals are treated with respect and fairness, regardless of their race, gender, age, disability, sexual orientation, religion, or any other characteristic protected by law. All Employees and Volunteers of Acorns must comply with relevant legislation, including the Equality Act 2010, and contribute to creating an inclusive environment that values diverse perspectives. The role involves actively challenging discrimination and bias and supporting the organisation's commitment to providing equal opportunities for all.

### Other Duties:

1. To act as an ambassador for Acorns raising awareness of its charitable aims and objectives and enhancing its reputation through exemplary behaviour, conduct and team working.
  2. To contribute to Acorns fundraising aims by raising awareness with your stakeholder groups about how vital fundraising is to the charity's mission and sharing opportunities for fundraising support.
  3. To put the needs and interests of Acorns children and young people and their families first in all aspects of their work.
  4. To ensure compliance with Acorn's policies for diversity, employment, equal opportunities, health and safety, information governance and safeguarding.
  5. To actively participate in an annual performance and development review process and any training and development identified to further enhance your role with Acorns.
  6. Promote a coaching culture within Acorns and provide coaching expertise as a resource across the organisation.
  7. To carry out any other reasonable duty as requested by your line manager
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Acorns adheres to the United Nations Convention on the Rights of the Child. As an employee you will be a Duty Bearer for Children's Rights and support all children to be Rights Holders.



## Person Specification: Children's Palliative Clinical Lead

|                             | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Desirable                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualifications</b>       | <ul style="list-style-type: none"><li>&gt; Registered Nurse</li><li>&gt; Mentor and Assessor qualification or equivalent experience</li><li>&gt; Non-medical prescriber (or willing to undertake)</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"><li>&gt; Advanced Clinical Skills (or be willing to undertake)</li><li>&gt; Advanced communication skills (or be willing to undertake)</li></ul>                                                                                                                                                                                                                                                               |
| <b>Experience</b>           | <ul style="list-style-type: none"><li>&gt; Additional professional development and leadership activities</li><li>&gt; Care and Assessment of the acutely unwell child</li><li>&gt; Experience of identifying, reporting and recording safeguarding concerns for both Adults and Children.</li><li>&gt; Using Evidence Based Practice to influence the development and delivery of clinical updates</li><li>&gt; Experience of palliative care.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"><li>&gt; Leadership qualification</li><li>&gt; Palliative care qualification</li></ul>                                                                                                                                                                                                                                                                                                                         |
| <b>Skills and Abilities</b> | <ul style="list-style-type: none"><li>&gt; Demonstrate leadership qualities clinically and as required to lead on projects</li><li>&gt; Clinically credible within their role and demonstrates an ability to work with a multitude of front-line staff</li><li>&gt; Ability to demonstrate a sound understanding of clinical skills to include IV therapy, patient assessment skills, airway management and to develop further skills as required.</li><li>&gt; Ability to demonstrate a sound understanding and knowledge of resuscitation practice</li><li>&gt; Able to write / produce accurate, clear written and verbal reports within the service</li><li>&gt; Participating and implementing change</li><li>&gt; Flexibility in approach and attitude with proven ability to in prioritising workload in the face of competing demands</li><li>&gt; High level of work organisation, self-motivation and drive for improvement</li><li>&gt; Open and honest style with strong personal integrity</li><li>&gt; Personal resilience in dealing with distressing, emotive and highly challenging situations and discussions</li><li>&gt; Willingness to learn new skills</li><li>&gt; Flexible approach to working/shift patterns</li><li>&gt; Competent IT skills</li></ul> | <ul style="list-style-type: none"><li>&gt; Experience of participating in audit programmes and processes</li><li>&gt; Experience with managing a budget</li><li>&gt; Knowledge of equal opportunities</li><li>&gt; Conducting a Training Needs Analysis</li><li>&gt; Basic knowledge of human factors in healthcare</li><li>&gt; Handling of complaints/incidents</li><li>&gt; Understanding of resource management, health and safety</li></ul> |
| <b>Other</b>                | <ul style="list-style-type: none"><li>&gt; Ability to work under pressure/ tolerate stress within themselves and others.</li><li>&gt; Commitment to equal opportunities.</li><li>&gt; To support the on call rota</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"><li>&gt; To be able to support individuals who express strong emotions</li></ul>                                                                                                                                                                                                                                                                                                                               |
| <b>Training</b>             | <ul style="list-style-type: none"><li>&gt; Ability to train others</li><li>&gt; Ability and willingness to undergo further appropriate training.</li><li>&gt;</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Behaviours</b>           | <ul style="list-style-type: none"><li>&gt; Will challenge the status quo</li><li>&gt; Positive, enthusiastic approach &amp; can-do attitude</li><li>&gt; Curious, always seeking to understand and improve experience of customers</li><li>&gt; Open to change and continuous improvement</li><li>&gt; Innovative mindset and passionate about learning</li><li>&gt; Commitment to the Acorns strategy &amp; its success.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

## Terms and Conditions of Employment



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|------------------------|-------------------------------------------------------------------------------------------------------|
| <b>Job Title:</b>      | Children's Palliative Clinical Lead                                                                   |
| <b>Responsible To:</b> | Matron                                                                                                |
| <b>Accountable To:</b> | Director of Care                                                                                      |
| <b>Location:</b>       | Acorns for the Three Counties Hospice<br>350 Bath Road<br>Worcester<br>WR5 3EZ                        |
| <b>Salary:</b>         | Acorns Pay Level F<br>£46,000 to £52,000 per annum                                                    |
| <b>Notice:</b>         | 12 weeks                                                                                              |
| <b>Hours:</b>          | 37.5hrs hours per week                                                                                |
| <b>Holidays:</b>       | 27 days plus statutory bank holidays                                                                  |
| <b>Pension:</b>        | Contribution to Group Personal Pension Plan or NHS Pension Scheme (if already in NHS Pension Scheme). |
| <b>Life Assurance:</b> | Acorns Group Life Assurance Scheme or NHS Pension Scheme Life Assurance cover (if already in scheme)  |

All terms and conditions will be detailed in writing together with Employee Handbook which must be read and observed.

