

Job Description Hospice Outreach Service Nurse

Job Title:	Hospice Outreach Service (HOS) Registered General Nurse
Job Setting:	Community & Cancer Relief Centre, 5 South Barrack Road
Hours:	Full Time – 37.5 hours a week rostered duty
Salary:	PayScale’s basic Point 1 (RGN) £28,500 to top Point 5 (CNS) £39,900 Starting scale depending on applicant experience & qualifications relevant to the role
Reports to:	Hospice CNS Nursing Lead
Accountable to:	Charity CEO

Job Summary:

The post holder will provide ongoing supportive hospice care, including end-of-life care for patients with advanced cancer and life limiting diagnosis. Care provision shall cover a variety of environments including usual place of residence, hospital, and Cancer Relief Centre where appropriate. Care will be provided in collaboration with relevant Gibraltar Health Authority (GHA) stakeholders including Physicians, Oncology Day Unit, Primary Care GPs, Specialist Palliative Care Nurses, and other relevant Specialist Care Nurses, District Nursing, AHP’s and Care Agency team members. Contracted hours are 37.5 hours per week on a roster basis, including unsocial hours, nights & Public Holidays and as and when on-call shifts. Shifts patterns are as follows:

- *Day Shift – 08.00 to 20.00*
- *Twilight Shift – 11.30 to 23.30*
- *Night Shift - 08.00 to 20.00*

Night shifts are not automatically rostered but adjusted from Twilight shifts, when required, due to patient need and are a condition of employment. Unsocial hours are paid at an enhanced rate of time and a half. The post holder will be expected to carry out their duties at times as a lone worker. The post requires a meaning amount of flexibility from those in the role. Due to unpredictable changes in patient needs additional short notice care can be required. These hours, where possible, will be covered through mutually agreed roster adjustments. If such adjustments are not possible, these hours will be deemed additional to normal contracted hours and paid as overtime.

Supportive Palliative and Hospice Care

- Act as a key worker, as directed by the Hospice CNS, to an assigned group of patients and carers and regularly monitor, review, and assess their holistic on-going care needs.
- The post holder will carry out care provision through community and hospital visits, as well as clinic reviews at the Cancer Relief Centre.

End of Life and Respite Care

- Provide end-of-life nursing care for people with advanced cancer in their home.
- To provide respite care and emotional and psychosocial support to those caring for loved ones at home.
- Support patients’ physical, emotional, psychological, social & spiritual care needs as assessed.

Key Working Relationships:

<p><i>Internal:</i></p> <ul style="list-style-type: none"> • Hospice CNS Nursing Lead • Hospice Outreach Physician • Senior Centre Nurse • Centre Office Administrator • Cancer Relief Nurses • Centre Volunteers • Complementary Therapists and Counsellors • Charity CEO • Trustees and Management Committees 	<p><i>External:</i></p> <ul style="list-style-type: none"> • Service Users • GHA and PCC Allied Health Professionals and Relevant Departments • External Agencies and Contractors • Local Government Departments • Local Cancer Charities • Supporters (including Individuals, local companies, organization’s, grant-making trusts, and foundations)
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Written by: G McKenna	Approved by: M.Desoiza		Date of original Approval:	01/01/15
Revised by: GMckenna	Approved by: M.Desoiza	Page 1 of 4	Revision due by:	01/06/23

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Key Duties and Responsibilities

- Be responsible for and manage own patient case load and provide ongoing co-ordination and facilitation of holistic care needs.
- Play a key role as a team member with all relevant GHA nursing, medical and multi-disciplinary teams and where necessary, presenting patient cases and updated clinical assessments clearly and professionally.
- Assessment and provision of holistic **patient** care needs utilising recognised evidence-based assessment tools in cancer, palliative, and hospice care (ECOG, SPARC, IPOS, AKPS, Phase of Illness, McGill Pain Review, HADS, Views of Care).
- Assessment and provision of holistic **carer** support and ongoing review of needs utilising recognised evidence-based assessment tools (CSNAT, Zarit and HADS).
- Plan, implement and continuously assess personalised care needs programs and goals based on individual preferences and choices, monitor and review changes in care needs.
- Provide direct clinical care to patients in the community ensuring that needs and choices are met, and optimum care provided, acting as a key worker and patient advocate.
- Provide emotional, psychosocial and wellbeing support for the patient and the family members.
- Perform clinical need's assessments, symptom and medication reviews and act on any intervention input as assessed.
- Appropriate response and referral on to extended MDT and/or Holistic services as needs assessed.
- Community home visit reviews both independently and joint (Including Elderly Residential Services, Hillside, Mount Alvernia, Dr Giraldi's Home).
- Hospital reviews of existing patients and new referral 1st assessments.
- Provide end of life care interventions in patients own home.
- Administer any prescribed medication, including controlled drugs, as required, in accordance with all relevant Cancer Relief policies and procedures, GHA Standards for Medicines management and guidelines based on legislation, evidence-based nursing practice, NMC and GHA Nursing registration board guidelines for conduct and professional practice.
- Where appropriate; advise, share professional knowledge and expertise to primary healthcare teams ensuring consistently high-quality palliative and end of life care.
- Provide knowledgeable advice, education, and holistic supportive care to patients, their carers, and families.
- Provide carer education and pre-bereavement support in end-of-life care.
- Provide ongoing bereavement care as required.
- Assist in one-to-one support in drop-in crisis clinics at the Cancer Relief Centre.
- Provide telephone support and reviews including crisis support and triage needs as deemed appropriate.
- To maintain accurate records, ensuring all relevant information is documented appropriately.
- To develop and maintain own professional development and attend mandatory lectures and training as required, to ensure a safe working environment.
- To actively keep up to date with developments and advances in oncology, palliative, and hospice care by participating in educational opportunities.
- Continue to develop clinical expertise, specialist knowledge and skills to influence, enhance and advance palliative care and end of life care services.
- To maintain and promote the objectives and reputation of the Charity.
- Comply with all CRC policies, procedures, clinical protocols, standards, and guidelines based on legislation, evidence-based nursing practice and NMC and GHA Nursing registration board guidelines for conduct and professional practice.

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Additional:

All job descriptions are subject to review. Job holders are expected to be flexible and be prepared to carry out any similar or related duties which do not fall within the work outlined. This job description is therefore not exhaustive and is subject to change as indicated by the needs of the Centre. Any review will be undertaken by the Cancer Relief CEO in consultation with the post holder.

OTHER INFORMATION

Additional Non-Clinical Unsociable Hours:

There may be an occasional need for unsociable hours, e.g., attendance at fund-raising events, community awareness presentations, meetings and/or conferences.

Health and Safety:

To ensure that the agreed procedures are carried out, be aware of the responsibilities placed on employees under the Health and Safety at Work Act, to maintain a safe environment for employees, volunteers, and visitors.

Data Protection:

All personal information must be held in a fair and lawful way. You are required to comply with all data protection guidelines and laws, including the General Data Protection Regulation (GDPR) when processing or using of information pertaining to staff, volunteers, patients, and other clients. Data should only be held for specific lawful purposes and for an agreed minimum retention period. It must not be disclosed in any way incompatible with such purposes.

Equal Opportunities:

Every employee is entitled to a working environment that promotes dignity, equality and respect for all. The Charity will not tolerate any acts of unlawful or unfair discrimination, (including harassment) committed against an employee, contractor, job applicant, visitor or service user because of a protected characteristic:

- sex.
- gender reassignment.
- marriage and civil partnership.
- pregnancy and maternity.
- race (including ethnic origin, colour, nationality, and national origin).
- disability.
- sexual orientation.
- religion and or belief; and
- age.

To this end, Cancer Relief has an Equal Opportunities Policy, and it is for each employee to contribute to its success.

No Smoking Policy:

Cancer Relief Gibraltar operates a No Smoking policy.

Confidentiality:

All information concerning patients/clients and staff must always be treated as confidential.

Pension Scheme:

All Cancer Relief employees will have the opportunity to join a pension scheme applicable after one year of service.

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Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • General Registered Nurse. • Proof of valid and active registration with the Gibraltar Nurses, Midwives and Health Visitors Registration Board. 	<ul style="list-style-type: none"> • Registration with the UK (United Kingdom) Nursing and Midwifery Council (NMC). • Evidence of current Continued Professional Development. • ENB 285, 931 or equivalent. • Willingness to undertake additional specialist study. • Work experience in Hospice Care, Palliative Care, Community or Oncology nursing.
Skills	<ul style="list-style-type: none"> • English Speaker. • Evidence of effective communication skills, written and verbal. • Strong ability to work alone and as part of a team. • Competent IT literacy skills. • Must be able to drive and hold a valid clean driving License. 	<ul style="list-style-type: none"> • Experience of previous lone worker. • Bi-lingual. (Spanish or Arabic preferable).
Character	<ul style="list-style-type: none"> • Compassionate and caring. • Sensitivity to the needs and concerns of others. • Enthusiastic, flexible, and adaptable. • Discretion, reliable and trustworthy. • High personal standards, level of self-discipline and motivation. • Accepts responsibility for their own personal and professional development. • Shows a conscientious approach to work and patient care. 	
Knowledge	<ul style="list-style-type: none"> • Awareness of current professional nursing issues and initiatives. 	<ul style="list-style-type: none"> • Awareness of current oncology and palliative care issues. • Awareness of current end of Life care issues and best practice.

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