



# Milford Care Centre

*(Under the auspices of Little Company of Mary)  
Castletroy, Limerick.*

Tel: 061-485800 Fax: 061-331181

## *Mission Statement*

*We in Milford Care Centre as a Little Company of Mary Health Care Facility aim to provide the highest quality of care to patients or residents, family and friends, both in the areas of palliative care and services to the older person, as envisaged by Venerable Mary Potter.*

*We strive to live our core values:-*

*Justice: To be rooted in integrity, honesty and fairness in all that we do.*

*Compassion: To seek to understand and to care for all with compassion.*

*Respect: To treat each person as a unique and valued individual.*

*Communication: To be open, honest and sensitive in all our communications.*

*Accountability: To provide a professional service that uses resources economically, efficiently and effectively.*

## **Job Description**

**JOB TITLE:** **CLINICAL NURSE SPECIALIST**  
(Specialist Palliative Care Community Services)

**LOCATION:** Milford Care Centre

**REPORTING TO:** Clinical Nurse Manager III

**ACCOUNTABLE TO:** Assistant Director of Nursing, Community Services  
Director of Nursing, Therapy & Social Care

## **PROFESSIONAL QUALIFICATIONS:**

- Registered General Nurse and registered / eligible for registration with An Bord Altranais.
- Five years post registration experience essential.
- Recent experience of at least two years in the specialty of Palliative Care is essential.
- Post registration qualification in Higher Diploma or equivalent in Palliative Care Nursing is essential
- Evidence of commitment to professional development, training and nursing research is required.
- Community experience desirable.

## **ROLE SUMMARY:**

*The post holder will:-*

- be responsible for a clinical caseload and participate in the supervision and management of all clinical caseloads in the community.
- be responsible for the provision of a nursing / palliative care service in a manner that is efficient, effective and of the highest standard.
- develop clinical expertise, leadership ability and teaching skills through nursing practice.
- participate in teaching and education programmes for nursing and multi-disciplinary staff as required.
- maintain a high standard of professional and ethical responsibility.
- Undertake and participate in audit and research for the ongoing enhancement and development of nursing practice.
- provide an informed resource for nurses, doctors and other health care professionals in the community and at the Hospice.
- comply with all national guidelines, An Bord Altranais and the Milford Care Centre policies, guidelines/standards and procedures.

## **CORE RESPONSIBILITIES**

The Clinical Nurse Specialist in Palliative Care will provide advice and support to patients and family in their place of care maintaining an approach which incorporates physical, psychological, social and spiritual components in accordance with the hospice philosophy and will have the competencies required to practice as a Clinical Nurse Specialist.

## **KEY RESPONSIBILITIES:**

1. Clinical Focus
2. Patient/Client/Family Advocacy
3. Educational/Training
4. Research development / Clinical Audit
5. Consultancy
6. Management responsibilities
7. Professional Responsibilities
8. General Responsibilities

### **1. CLINICAL FOCUS:**

*The post-holder will:-*

- 1.1 Act as a specialist palliative care resource for patients with advanced disease, and their families, referred to the Community Palliative Care Team.
- 1.2 Act as a specialist palliative care resource for health care professionals in the community.
- 1.3 Be responsible for own caseload of patients, visiting them as required and initiation of changes in management to improve symptom control and psychological well being.
- 1.4 Anticipate of the many varied palliative care needs of patients and families / significant others, division and implementation of strategies to meet these needs and evaluation of their effectiveness.
- 1.5 Accept responsibility for making often complex and difficult decisions in the area of pain and symptom management.
- 1.6 Assess, plan, implement and evaluate individualised patient care programmes within the agreed framework for practice for a caseload of patients in the community.
- 1.7 Adapt a collaborative approach to patient care through the co-ordination of care and interventions provided by other members of the interdisciplinary team.
- 1.8 Act as an advocate for the patient and their family to ensure that they are appropriately informed and counselled regarding their short / long term care needs.
- 1.9 Collaborate with the patient, their family and the interdisciplinary team to facilitate appropriate planning and continuity of care.
- 1.10 Co-ordinate and plan admissions to the In-Patient unit according to the admission policy of Milford Care Centre (Hospice).
- 1.11 Maintain appropriate and accurate written records regarding patient care.
- 1.12 Promote innovation and change in the approach to patient care delivery, particularly in relation to new research findings and advances in treatment.

- 1.13 Participate in the setting of professional standards. Understand and co-operate with the need to measure and audit the effectiveness of care given.
- 1.14 Participate in implementation and evaluation of interdisciplinary audit systems.
- 1.15 Act as a role model and a resource of clinical expertise for nursing colleagues.
- 1.16 Share in the responsibility for the safe custody, ordering and administration of drugs in accordance with An Bord Altranais, Milford Care Centre guidelines and law. Report and record any incidents without delay.

## **2. PATIENT/CLIENT/FAMILY ADVOCACY RESPONSIBILITIES**

- 2.1 Identify particular problems/needs and take appropriate action to resolve or improve difficulties through liaison with the primary care team in the community and coordinate the ongoing care of individual patients.
- 2.2 Provide patients and families with appropriate information/advice guidance and support, thus enabling patients and families to understand and adjust to their condition and participate in treatment plans.
- 2.3 Anticipate the many varied palliative care needs of patients/clients and families.
- 2.4 Adapt a collaborative approach to patient care through the co-ordination of care and interventions provided by the primary care team in the community.

## **3. EDUCATION AND TRAINING RESPONSIBILITIES:**

*The post-holder will:*

- 3.1 Promote the role of specialist palliative care services among appropriate health care professionals throughout the community and health care facilities.
- 3.2 Develop teaching skills and participate in the planning and implementation of orientation and teaching programmes for staff nurses in the clinical and community setting.
- 3.3 Provide feedback to the Home Care Co-Ordinator in the compilation of proficiency assessments for Health Care Assistants in the community setting.
- 3.4 Contribute to the identification of training needs pertinent to the clinical / community area.
- 3.5 Identify and contribute to the continual enhancement of learning opportunities in the area.
- 3.6 Participate in the clinical induction of all new nursing and support staff.
- 3.7 Develop leadership ability in order to act as an effective role model.
- 3.8 Assume responsibility for own learning and development needs.
- 3.9 To participate in in-service training programmes.

#### **4. RESEARCH AND AUDIT RESPONSIBILITIES:**

- 4.1 Promote and disseminate palliative care research.
- 4.2 Set standards to offer a quality service.
- 4.3 Act as a nursing research resource in palliative care for nursing staff throughout the community.
- 4.4 Initiate and participate in research projects being undertaken by the team.
- 4.5 Advise on the implementation of appropriate research findings.
- 4.6 Contribute to nursing research relevant to practice
- 4.7 Participate in the implementation and evaluation of interdisciplinary audit systems.
- 4.8 Demonstrate a commitment to identify tools to audit current practice and contribute to nursing research.
- 4.9.1 Audit the quality of patient care given on an ongoing basis.

#### **5. CONSULTANCY**

- 5.1 Consult with and be a resource to other nurses, including students and Public Health Nurses. This also includes other healthcare professionals both within and outside of the general hospitals, community hospitals and the community.
- 5.2 Supervise and manage Health Care Assistants in their role.

#### **6. MANAGEMENT RESPONSIBILITIES:**

*The post-holder will:-*

- 6.1 Manage the nursing care for a caseload of patients as assigned, and / or take management responsibility for the Home Care Team for defined periods of time.
- 6.2 Promote a safe clinical environment with due regard to health and safety and risk management strategies.
- 6.3 Represent the Community Palliative Care Team at local, national and international meetings as required.
- 6.4 Maintain effective interpersonal relationships in a manner that avoids antagonism, reduces conflict, prevents undue anxiety and promotes good morale within the organisation.
- 6.5 Provide support and act as an information link to Home Care Co-Ordinator.
- 6.6 Develop the ability to use the resources provided in an effective and economic manner.
- 6.7 Co-operate in the rostering of nursing and support staff ensuring optimum use of nursing resources. In conjunction with the Home Care Co-Ordinator compile off duty rota's giving adequate staffing levels.

**7. PROFESSIONAL RESPONSIBILITIES:**

*The post-holder will:-*

- 7.1 Practice nursing according to:
  - (a) the professional code as laid down by An Bord Altranais
  - (b) the policies, guidelines and procedures as laid down by Milford Care Centre.
- 7.2 Support the Mission Statement, philosophy, objectives and goals of the Milford Care Centre.
- 7.3 Have professional responsibility for the development of Palliative Care Nursing services that aims to maintain quality of life and a high standard of holistic care.
- 7.4 Participate as a team member in all aspects of patient care.
- 7.5 Demonstrate a high degree of motivation and assume responsibility for professional self development.

**8. GENERAL RESPONSIBILITIES:**

*The following general conditions apply:*

- 8.1 All Milford Care Centre's policies guidelines and procedures to be adhered to.
- 8.2 Comply with all safety regulations and audits in line with the Safety, Health and Welfare at Work Act, 1989.
- 8.3 To investigate and discuss untoward incidents / accidents involving patients, staff and / or equipment.
- 8.4 Participate in and contribute to an annual performance appraisal with the Homecare Co-ordinator.

## Staff Member's Sign-off Sheet

**This job description will be subject to review in the light of changing circumstances and may include any other duties and responsibilities as may be determined in consultation with the post holder and the Director of Nursing, Therapy & Social Care /Assistant Director of Nursing Community Services .**

I have read, fully understand and accept the criteria and guidelines laid down in this Job Description for the position of Clinical Nurse Specialist, Palliative Home Care in Milford Care Centre. I accept that there is a requirement to be completely flexible in the role and that the role will be evolving in light of developments and changes within the broader Health services and Milford Care Centre.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

(Staff Member)

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

(On behalf of Milford Care Centre)

**Note: The above list of Responsibilities/Duties is not exhaustive and as such will be subject to review on an ongoing basis and may be changed in accordance with service requirements.**