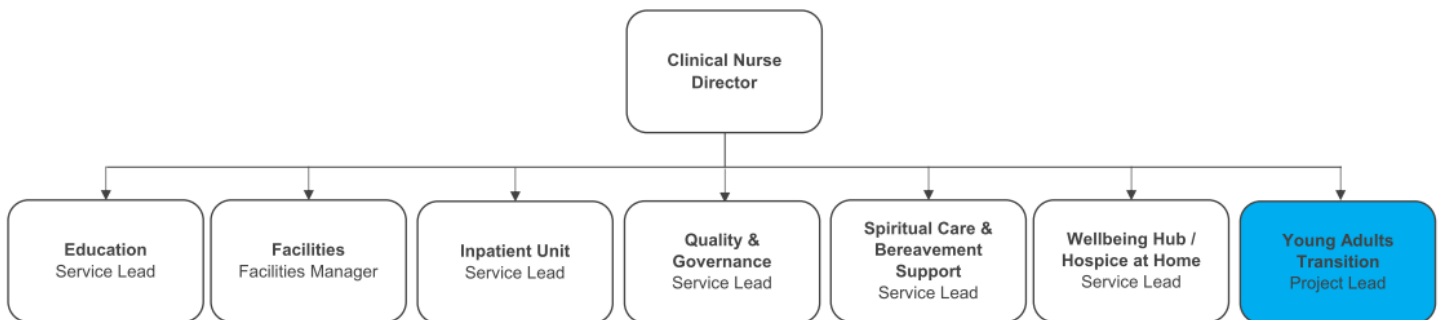


JOB DESCRIPTION

Job Title:	Young Adults Transition Project Lead
Contract Type:	2 Year Fixed Term (potential for permanent post)
Department:	Clinical Services
Post Holder:	tbc
Grade:	Band 7
Reports to:	Clinical Nurse Director
Accountable to:	Chief Executive Officer

Organisation Chart:



The duties and responsibilities of this post have been assessed as levels of competence required and reflect the skill and knowledge needed to satisfactorily perform the duties of the post.

Job Purpose:	<p>The post holder will lead on the development and delivery of a Transition Service for Young Adults, working alongside the team at Bolton Hospice and other care providers to create a transition service from children's hospice services and other care providers, to support and care for young adults with life limiting conditions to access adult specialist palliative care services, when required.</p> <ul style="list-style-type: none"> • To work proactively and closely with key stakeholders, including young adults, other care providers, community services and wider care teams, in ensuring that the support services provided for young people are safe, caring, effective, responsive, well led and provides age appropriate services for young adults and their needs • Involve young people in the design, development, delivery and evaluation of all aspects of the service to ensure their views are heard and taken account in the development of services to meet their needs • To promote and champion the needs of young people with life limiting / life threatening conditions through the development of transition pathways and services which will promote autonomy and independence • To develop and supervise a rolling caseload of young people on their transition journey into Adult Hospice Services
---------------------	---

	<ul style="list-style-type: none"> • To work together with peers and colleagues across the hospice, including Wellbeing Hub Service Lead and IPU Ward Manager, throughout this project, ensuring the model is effective and efficient in the delivery of services and that outcomes are monitored and reported to the Clinical Nurse Director • To participate in service evaluation and audit within the clinical governance framework, as required. • To plan, deliver and evaluate training sessions to raise awareness and build capability of the needs of young people in transition, working together with the Bolton Hospice Education Team
<p>Key Working Relationships:</p>	<p>Clinical Nurse Director Wellbeing Hub Service Lead and team IPU Ward Manager and Clinical team Medical Director and team Service Leads and teams internally, including Corporate Services, Quality & Governance, Education, Spiritual Care and Bereavement Support, Facilities and Human Resources Other Young Adults care providers Palliative and End of Life Care team in Bolton Chief Executive Officer Members of the MDT Bolton Integrated Care Partnership</p>

<p>Role Responsibilities:</p>	
<ul style="list-style-type: none"> • Work together with the Bolton Hospice team, other children's hospices / care providers and all key stakeholders as one team, continuously developing and improving the transition services and care of young people, as well as developing and delivering age appropriate services, activities and events. • Be an integral member of the Bolton Hospice management team, working together with others to achieve the overarching purpose of caring for our patients and their families and friends really well, together with creating a great place to work for staff, volunteers and all people who support the hospice community. • Arrange and support appropriate assistance from other specialist professional and voluntary services for young adults, in accordance with the assessed needs of the person. • Work closely with those who may have legal responsibility for the young people in order to ensure a successful transition between services. • Work collaboratively within multi-disciplinary / multi-agency teams, both internally and externally to Bolton Hospice, through the establishment of effective communication systems to support the delivery of high quality care. • Work closely with young adults with life-limiting conditions, and their families, to assess, plan and co-ordinate the delivery of age appropriate services to support identified needs, including Advance Care Planning. • To facilitate the Young Adults Transition Project meetings, supporting the formal Project Governance Framework, including quality and timely reporting of progress and performance management information. 	

- To develop and lead the project, including quality and timely reporting of progress, performance, Management Information and external updates with regard to funding of role.
- To have knowledge and experience of Mental Capacity Act, Equality Act, Care Act, Children and Families Act, Education, Health and Care Plans, Adults and Children's Safeguarding, together with the willingness to learn.
- Act at all times as an ambassador for the organisation and maintain positive and effective communication both internally and externally, in representing the services offered by the hospice really well.
- Demonstrate professionalism and a positive attitude at all times, fostering trust, loyalty and commitment during contact with partnerships, agencies and other stakeholders, to maintain the credibility and ongoing support of the service.
- Have a willingness to work flexibly, supporting the ongoing and changing requirements of the project and services needed by the young people.
- Undertake any other duties, as may be required and commensurate with post, in caring for the young adults and all patients within the care of Bolton Hospice

General Responsibilities:

Health and Safety

All employees have a duty to report and accidents, complaints, defects in equipment, near misses and untoward incidents, following hospice procedure. Ensure health and safety legislation is complied with at all times, including COSHH and Workplace Assessment.

Confidentiality

All information relating to patients, patients' families, staff, volunteers, supporters and suppliers gained through your employment with Bolton Hospice is confidential. Disclosure to any unauthorised person is a serious disciplinary offence.

Infection Control

Prevent spread of infection. Comply with policies and procedures for correct disposal of waste, sharps and soiled linen.

Disclosure & Barring Service Check

This post is subject to a Disclosure & Barring Service check.

Safeguarding Vulnerable People (Children and Adults)

All employees have a responsibility to protect and safeguard vulnerable people (children and adults). They must be aware of child and adult protection procedures and who to contact within the Hospice for further advice. All employees are required to attend safeguarding awareness training and to undertake additional training appropriate to their role.

Continuous Personal Development

You are responsible for your own professional development, identifying training and development needs to your line manager and completing all mandatory training as required. You must attend any specialist training and development activities relevant to your role within the hospice.

Valuing Equality and Diversity

All hospice staff should carry out their duties in accordance with the values and principles of our Equality and Diversity strategy. It is the responsibility of all employees to support the hospice commitment to do all we can to ensure we do not exclude, alienate or discriminate in any way and to promote a positive attitude to equality and diversity in adherence to our Equality and Diversity policy.

Living Our Values Everyday

All staff must actively support the vision, aim and values of the hospice, promoting our core values at all times and in all aspects of your work.



The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the post holder.

This job description is an outline of the main responsibilities. It will be subject to periodic review and amendment.

Employee Name:			
Employee Signature:		Date:	

Manager Name:			
Manager Signature:		Date:	

PERSON SPECIFICATION

Job Title:	Young Adults Transition Project Lead
Department:	Clinical Services
Grade:	Band 7

The person specification sets out the qualifications, experience, skills, knowledge and personal attributes which the post holder requires to perform the job to a satisfactory level.

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
TRAINING & DEVELOPMENT	<p>Degree in Nursing / Physiotherapy / Occupational Therapy</p> <p>Minimum of three years' post-registration experience</p> <p>Evidence of and a commitment to continued professional development</p> <p>Professional Registration with relevant body, e.g. NMC/HCPC</p>	<p>Master's Degree in subject relevant to post, or working towards</p> <p>Postgraduate qualification / training in palliative care</p> <p>Leadership and management training, or compensating experience</p> <p>Project management qualification</p> <p>Advanced Care Planning training (or willing to undertake accredited course)</p> <p>Advanced Clinical Assessment skills training</p> <p>Advanced / Enhanced Communication skills training</p>	<p>Application Form</p> <p>Interview</p> <p>Certification</p>
EXPERIENCE	<p>Experience of working with young adults in a young people related discipline, e.g. hospital services, youth work, social care, community services and support programmes</p> <p>Experience of working in palliative care</p> <p>Experience in policy and strategic planning, working in partnership with others to deliver service improvements for adults with life limiting conditions</p> <p>Experience in managing / delivering change with successful outcomes and achievement of goals</p> <p>Experience of utilising user involvement in service development</p>	<p>Experience of developing business cases</p> <p>Experience of developing and delivering training sessions to the wider team</p> <p>Experience of MCA / DoLs application and assessment</p> <p>Supervision / leading people</p>	<p>Application Form</p> <p>Interview</p>

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
SKILLS	<p>Ability to manage risk effectively</p> <p>Ability to manage and work through barriers and challenges to ensure delivery of quality services and project / programme goals and objectives, displaying purposeful influencing and negotiation skills</p> <p>Ability to plan personal and professional development in self and others</p> <p>Exceptional organisational skills, including the aptitude to manage time and prioritise workload successfully, ensuring milestones and deadlines are achieved</p> <p>Excellent communication skills, both written and oral and the ability to communicate effectively at all levels within the hospice and wider health and social care teams</p> <p>Excellent record keeping with data analysis, report writing and presentation skills</p>	<p>Education planning and delivery, building clarity, capability, knowledge and confident of others</p>	<p>Application Form</p> <p>Interview</p>
KNOWLEDGE	<p>IT literate, including good knowledge and experience of using a variety of systems and applications</p> <p>Up to date knowledge of opportunities and resources to aid a young adults progression</p> <p>Understanding of professional boundaries and appropriate relationships with young adults</p> <p>Awareness of the hospice's charitable status and its reliance upon charitable donations which are influenced by clinical care delivery and the professionalism of hospice personnel</p>	<p>Knowledge of key recent developments in palliative care</p> <p>Knowledge of care packages, funding, personal budgets</p>	<p>Application Form</p> <p>Interview</p>
OTHER	<p>An innovative approach</p> <p>Able to work proactively, independently and on own initiative</p>		

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<i>OTHER</i>	Adaptable and able to work in a team environment Able to work under pressure Assertive and confident Ability to inspire trust and respect Objectivity, critical thinking and creativity A full driving licence and access to a vehicle insured for business use Passion for development and pioneering practice A commitment to the vision and values of Bolton Hospice		