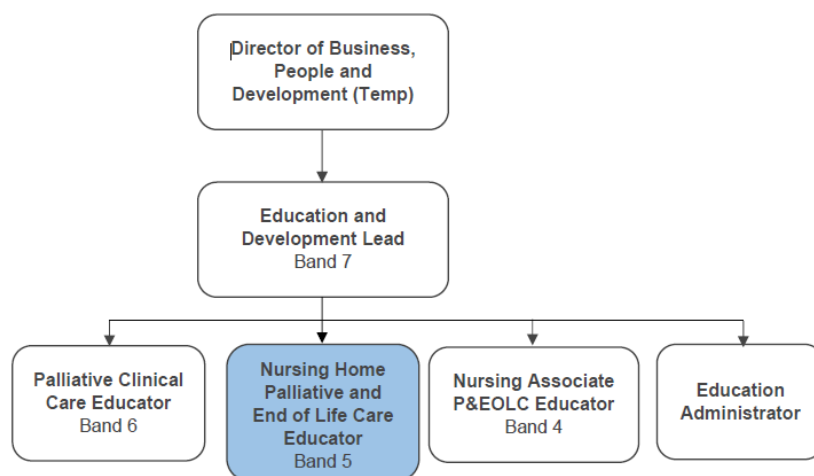


## JOB DESCRIPTION

|                     |                                                              |
|---------------------|--------------------------------------------------------------|
| <b>Job Title:</b>   | <b>Nursing Home Palliative and End of Life Care Educator</b> |
| <b>Department:</b>  | Education                                                    |
| <b>Post Holder:</b> | <b>TBC</b>                                                   |
| <b>Grade:</b>       | Band 5                                                       |
| <b>Reports to:</b>  | Education and Development Lead                               |

### 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.

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| <b>Job Purpose:</b> | <ul style="list-style-type: none"> <li>The post holder will collaborate with multidisciplinary colleagues across the hospice and wider Bolton locality to design, deliver and evaluate high-quality palliative and end-of-life care education and training for staff within a selected cohort of Bolton nursing homes.</li> <li>Support with the development of a train the trainer education package for Bolton nursing homes.</li> <li>To work collaboratively with staff across internal and external organisations to promote evidence-based practice, enhancing knowledge, skills and the delivery of high-quality end-of-life care within nursing home settings</li> <li>The post holder will deliver both formal and informal education and training, participate and contribute to the audit, evaluation and continued development of the programme, providing data and progress reports as required</li> <li>Supporting nursing homes to develop effective learning environments by working closely with care home providers and other stakeholders.</li> <li>The post holder will work predominantly during the week, with flexibility to undertake occasional evening and weekend work as required to support service delivery</li> </ul> |
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|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                   | <ul style="list-style-type: none"> <li>• Ensure mandatory and competency-based training is undertaken and recorded appropriately.</li> </ul>                                                                                                                                                                                                                |
| <b>Key Working Relationships:</b> | <ul style="list-style-type: none"> <li>• Bolton Hospice Education Team</li> <li>• Chief Executive- Bolton Hospice</li> <li>• Bolton Locality Integrated Care Board</li> <li>• Head of Clinical Services – Bolton Hospice</li> <li>• Bolton Nursing Home Managers</li> <li>• Service Leads- Bolton Hospice</li> <li>• HR Officer – Bolton Hospice</li> </ul> |

### **Role Responsibilities:**

The post holder will play a key role in enhancing the quality of palliative and end-of-life care provision across a designated pilot cohort of Bolton nursing homes. Working collaboratively with multi-professional teams within the hospice, Bolton locality services, care home providers, and other key stakeholders. The post holder will lead the delivery, development, and evaluation of education and training programmes aimed at improving knowledge, skills, and confidence in palliative and end-of-life care practice.

### **Key Objectives**

- Act as a role model for excellence, empowering others through education and support.
- Act as an expert education practitioner supporting nursing homes, working autonomously and as part of the Bolton Hospice education team to provide advice, support and mentorship to health professionals caring for patients whose recovery is uncertain and those in the last days of life.
- Support a selected cohort of nursing home staff to identify those patients who may benefit from specialist palliative and end of life care.
- Support nursing home staff to develop enhanced communication skills for engaging in sensitive conversations relating to serious illness, death, dying, and bereavement.
- Maintain appropriate records in accordance with Bolton Hospice.
- Evaluate own teaching input and actively participate in quality assurance.
- Attend appropriate internal and external meetings.
- Submit statistical information and assist the education and development lead to complete reports as necessary.
- Be proactive in identifying on going educational needs specifically related to nursing homes.
- To maintain a personal development plan and professional portfolio where applicable and providing evidence of continual professional development.
- Support nursing home staff in the delivery of education programmes and assist the Hospice Education and Development Lead to develop a train the trainer programme.
- Support nursing homes to foster environments that promote high quality end of life care.
- Signpost nursing homes to agencies/services that support high-quality end of life care including what is offered at the hospice.

### **Professional/Clinical Practice**

- Demonstrate appropriate clinical credibility by keeping up to date with clinical activity and developments
- In conjunction with the Bolton nursing home provision, develop strategies which will explore links and collaboration between practice development and education.
- To demonstrate clinical leadership and competence.
- To ensure all clinical practice is in accordance with the requisite professional code of conduct and applicable to Palliative and End of Life Care and the post holders' background.
- Utilise evidence-based practice initiatives in the development of clinical and educational activity.
- Be accountable for the practice-learning environment including its development and the

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| monitoring of educational standards.                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><i>Audit and Research</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <ul style="list-style-type: none"> <li>• To remain up to date and ensure that clinical practice and teaching are evidence based ensuring dissemination of research findings.</li> <li>• To support with audits in the clinical and nursing home environments.</li> <li>• To promote palliative care research.</li> <li>• To identify and participate in audit and evaluation of relevant clinical services and programmes of education in relation to nursing home provision.</li> </ul> |
| <b><i>Governance Responsibilities</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <ul style="list-style-type: none"> <li>• Promote the Hospice's quality and standards of service ensuring patients, staff, volunteers and the public reside in a safe, well managed environment.</li> </ul>                                                                                                                                                                                                                                                                               |
| <b><i>Finance Responsibilities</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <ul style="list-style-type: none"> <li>• Manage cash donations securely in line with policy and procedure.</li> <li>• Ensure effective use of budget.</li> </ul>                                                                                                                                                                                                                                                                                                                         |
| <b><i>CPD Responsibilities</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <ul style="list-style-type: none"> <li>• Ensure continuous self-development to ensure knowledge, skills and competence are up to date within the service.</li> <li>• Keep up to date with current issues in nursing and changes in clinical practice (both internally and externally) and to ensure ongoing personal development in line with NMC requirements.</li> <li>• Attend mandatory and statutory training as required by the role and the Hospice.</li> </ul>                   |

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| <b><i>General Responsibilities:</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><b>Health and Safety</b><br/>All employees have a duty to report 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.</p> <p><b>Confidentiality</b><br/>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.</p> <p><b>Infection Control</b><br/>Prevent spread of infection. Comply with policies and procedures for correct disposal of waste, sharps and soiled linen.</p> <p><b>Safeguarding Vulnerable People (Children and Adults)</b><br/>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.</p> <p><b>Disclosure &amp; Barring Service Check</b><br/>This post is subject to a Disclosure &amp; Barring Service check.</p> <p><b>Continuous Personal Development</b><br/>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.</p> <p><b>Valuing Equality and Diversity</b><br/>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</p> |

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.



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

|                     |  |       |  |
|---------------------|--|-------|--|
| Employee Name:      |  |       |  |
| Employee Signature: |  | Date: |  |

|                    |  |       |  |
|--------------------|--|-------|--|
| Manager Name:      |  |       |  |
| Manager Signature: |  | Date: |  |

## PERSON SPECIFICATION

|                    |                                                              |
|--------------------|--------------------------------------------------------------|
| <b>Job Title:</b>  | <b>Nursing Home Palliative and End of Life Care Educator</b> |
| <b>Department:</b> | Education                                                    |
| <b>Grade:</b>      | Band 5                                                       |

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.

|                       | <b>ESSENTIAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>DESIRABLE</b>                                                                                                                       | <b>METHOD OF ASSESSMENT</b>                       |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <b>QUALIFICATIONS</b> | Registered General Nurse<br>Student Assessor/Mentorship Qualification<br>Diploma                                                                                                                                                                                                                                                                                                                                                                                                                                         | Post registration qualification in Palliative/EOLC<br>Teaching Qualification<br>Enhanced/Advanced communications skills training       | Application Form<br>Certification<br>NMC Register |
| <b>EXPERIENCE</b>     | Minimum of 3 years' post qualification experience in community or palliative care speciality.<br>Proven experience of managing change<br>Ability to manage risk effectively<br>Good understanding of research and able to carry out audits.<br>Application of evidence to practice.<br>Evidence of multi-professional working.<br>Understanding and evidence of application of the NMC and other professional codes of conduct to practice.<br>Ability to plan personal and professional development of self and others. | Experience of planning, delivering and evaluating education and training.<br>Direct care provision in palliative and end of life care. | Application Form<br>Interview                     |
| <b>SKILLS</b>         | Computer literacy.<br>Excellent written and oral communication skills.<br>Punctual, reliable and flexible.<br>Ability to prioritise and manage time effectively.<br>Presentation skills                                                                                                                                                                                                                                                                                                                                  | Clinical credibility within the sphere of palliative care.<br>Academic/ teaching credibility within the sphere of palliative care      | Application Form<br>Interview                     |
| <b>KNOWLEDGE</b>      | Up to date knowledge base of speciality                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Awareness of the need for succession planning                                                                                          | Application Form<br>Interview                     |
| <b>OTHER</b>          | Proactive<br>Team orientated<br>Assertive, confident<br>Inspires trust and respect<br>Excellent attendance record<br>Excellent communication skills<br>Able to manage own time effectively                                                                                                                                                                                                                                                                                                                               |                                                                                                                                        | Application Form<br>Interview                     |

