

## KEECH HOSPICE CARE

### JOB DESCRIPTION Transition Lead (Project Post)

<b>Accountable to:</b>	Associate Director Patient Services (Children)
<b>Responsible for and to;</b>	Improving Transition for young people in hospice care
<b>Hours of work:</b>	Full time 37.5 hours per week. Flexibility for some evening and weekend work required
<b>Location/primary base</b>	Keech Hospice Care
<b>Job Purpose:</b>	<p>To support the transition of young people with Life Limiting or Life-Threatening Conditions who access hospice care and are transitioning from Children's to Adult Social Care, Education and/or Health Services.</p> <p>To lead on Transition between children's and adult services for the organisation, acting as a resource to colleagues regarding transition issues and offer specialist advice as required.</p> <p>Ensuring appropriate advice, advocacy and information is available to young people between 14 and 25 years of age, and/or their families.</p> <p>Ensure the Keech Hospice Care Transitional Care Policy and Procedure promotes achievable processes and outcomes for young people and their families</p> <p>To support the wider MDT, ensuring both sustainability and development of transition pathways for all Young People under Keech Hospice Care, requiring transition to adult hospice services.</p> <p>Work with key partner organisations across designated Keech areas (initially Hertfordshire) to identify what is currently being offered at the time of transition, to develop transition pathways, and to support the identified training requirements of relevant staff members across all the partner organisations</p> <p>To ensure that Keech Hospice Care is meeting the NICE Quality Standards Transition from children's to adults' services for young people using health or social care services (NG43)</p>
<b>Key relationships</b>	<p>Keech Services</p> <p>Adult Hospices in each locality</p> <p>Health, social care &amp; education organisations</p> <p>Regional &amp; National Transition networks</p>
<b>Specific Duties:</b>	<p><b>Young people</b></p> <p>Establish and maintain the support of a caseload of young people from 14 years upwards registered with Keech Children's services</p>

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Work with Keech colleagues to maintain consistent, high quality support for young people and their families throughout the transition process.

To be proactive in helping young people to plan for their future, ensuring plans can be adapted in response to changing wishes and circumstances. Develop and lead the service provided to young people going through transition in response to identified need.

Facilitate collaboration between the young person, their family members and professionals to ensure plans are in place and are effective.

To provide support, guidance and education to the young person, their family and the care team in Mental Capacity Act 2005 (MCA), Liberty Protection Safeguards, Advocacy and Best Interests

Ensure that service users and their families are involved in the planning and development of adolescent and transition pathways, ensuring the voice of the young person is heard.

#### **Professionals**

Take the lead in the hospice on all aspects of transition working collaboratively with colleagues to establish and sustain a Transition special interest group

Actively participate in Transition Networks develop knowledge and understanding and contribute to the development of others.

Provide effective leadership, expertise, advice and support to teams to ensure the provision of high quality care for young people and families by ensuring transition is embedded into service development and planning.

Promote an innovative and progressive attitude to the continual improvement of transition for young people through research and evidence based practice.

#### **Project/Service Development**

Establish a user group in order to obtain feedback to identify the needs of the young people on the keech caseload.

Establish a network steering group with relevant services to support the development of services that are responsive to young people's needs.

Work with adult hospices to define services that can be delivered to meet the needs of young people based on identified need

Where appropriate, participate in the delivery of services in the adult hospice setting

Define and implement measurable outcomes for safety, patient experience and service efficiency and assist in the identification and

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measurement of appropriate transition outcome measures

Be responsible for setting and monitoring standards of care in respect to the healthcare transition of children and young people.

Data collection to demonstrate achievement of identified Key Performance Indicators

Key outcomes for the post are expected to be:

1. A Transition Champion in place at every partner hospice
2. Children have successfully transitioned into the appropriate service
3. Social-inclusion practices available for all appropriate young people and/or their families or carers.

#### **Education**

A key focus of the post will be education and training over three fundamental areas: -

1. Awareness around transition
2. Training for health, social and education professionals
3. Training with education lead of each hospice.

Work with stakeholders to identify training requirements needed to support service developments

Actively participate in the delivery of the KHC Project ECHO Transition Community of Practice

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#### Duties in common with other members of staff:

- To report and record accidents and incidents.
- To be an ambassador for the charity.
- To uphold the values of the charity.
- To maintain the best appearance of your immediate working area.
- To demonstrate a positive and supportive attitude to staff and volunteers.
- Respect confidentiality applying to all Hospice areas.
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- To promote the safeguarding and welfare of children, young people and vulnerable adults
- Abide by your Professional Code of Conduct
- To adhere to the Infection prevention and Control, Management of Medicines and Record Keeping Policies and Procedures set by the charity and the Care Quality Commission.
- To adhere to the guidelines within the Children's Service Standard Operating Procedure
- To behave at all times with complete integrity, respecting professional dignity and ensuring that actions enhance the reputation of themselves and the charity.
- To be effective and innovative in ensuring staff and volunteer welfare is paramount.
- To ensure cost-effective use of all resources and seek ways to reduce costs while maintaining quality of service and operation.
- To undertake projects as agreed with the operational and senior management team.
- To undertake any other reasonable duty that may be required from time to time

#### Duties in common with other operational managers:

- To behave at all times with complete integrity, respecting professional dignity and ensuring that actions enhance the reputation of themselves and the charity.
- To be effective and innovative in ensuring staff and volunteer welfare is paramount.
- To ensure cost-effective use of all resources and seek ways to reduce costs while maintaining quality of service and operation.
- To undertake projects as agreed with the operational and senior management team.
- To undertake any other reasonable duty that may be required from time to time.

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<b>Training and Education</b>	<ul style="list-style-type: none"><li>• To develop training of staff and volunteers. Create and promote a learning environment by maximising teaching and learning opportunities for all nursing and care staff caring for patients with a life limiting illness.</li><li>• Participate in own Individual Performance Review on an annual basis and be willing to receive further training as identified through this process.</li><li>• To be responsible for liaison with your line manager regarding your own development needs and maintain professional registration if applicable.</li><li>• Participate in education programmes within and outside the Hospice as required.</li><li>• To deliver wider training initiatives and promotional activity in the best interests of the charity.</li></ul>
<b>Health and Safety</b>	To adhere to Fire and Health and Safety regulations and maintain a safe working environment at all times.
<b>Policies and Procedures</b>	To take responsibility for being up to date with current policies and procedures and to adhere to these.
<b>Equal Opportunities</b>	To treat everyone with whom you have contact through your work with equal dignity and respect regardless of race, colour, gender, sexual orientation, marital status, creed, religion, disability, age, or any other factor that could be used in a discriminatory manner.

The above job description is not an exhaustive list of all the duties of the post holder. It will be reviewed in conjunction with the post holder.

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**PERSON SPECIFICATION**

<b>Requirement</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Education/ Qualification/ Training	Registered healthcare Professional (NMC/HCPC)	Mental Capacity & best interest assessor qualification  Recognised teaching qualification  Recognised leadership Qualification  Advanced level Communication Skills	Application
Knowledge	Mental Capacity Act, Liberty Protection Safeguards, advocacy and best Interests  A good understanding of relevant guidance and policies relating to young people with complex needs and transition	To have an understanding on matters such as lasting power of attorney	Application/ Interview
Skills & Competencies	An understanding of the needs of young adults with a life-limiting illness  Ability to engage young adults and families in the process of assessing and identifying needs in relation to transition  Excellent interpersonal skills  Excellent communication skills  Ability to organise and manage workload priorities  Good IT skills		Application/ Interview

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	<p>Teaching and presentation skills Ability to work in collaboration with other professionals/teams</p> <p>Belief in holistic and family centred care</p>		
Experience	<p>Significant demonstrable experience in working with young people with palliative care and complex needs</p> <p>Experience of face to face work with young adults and families in a formal or informal setting.</p> <p>Experience of managing a caseload of young people to meet targeted outcomes.</p> <p>Experience of service development and implementing change</p>	Experience of working in a community setting	Application/ Interview
Personal Attributes	<p>Empathetic Compassionate Enthusiastic Flexible approach Team player Independent Passion for palliative care</p>		Application/ Interview
Other	<p>Full UK driving license/car driver and owner</p> <p>Commitment to lifelong learning</p>		Application/ Interview

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# Our Values



We deliver better outcomes by **working together**.

I value the contribution of my colleagues wherever they work or volunteer.

I look for ways to be more inclusive and welcoming of all.

I seek opportunities to work with others.

I readily share my knowledge and expertise.



We take **care** of each other.

I think about how my actions and words impact on those around me.

I listen to and value the contribution of others.

I act with compassion and kindness at all times.

I offer and receive feedback so that we can grow and develop together.



We can be **trusted** and are **respected** for our **professionalism**.

I can be trusted with your information and your care.

I can be relied upon to use your donation or gift wisely.

I have integrity and am accountable for my decisions and actions.

I act in a way that is fair and transparent and clear for all to understand.



We are **committed** and **innovative**.

I respect our resources and use them carefully.

I approach change with an open mind.

I look for ways to increase productivity and improve quality.

I am dedicated to what I do because the work of Keech inspires me.

**Our Values underpin everything we do and we demonstrate them in the way we behave towards each other, our patients, their families and carers, our customers, supporters and our partners.**