JOB DETAILS

Job Title: Staff Nurse
Grade:
Hours of Duty: Full Time/ Part Time
Location: Dr Kershaw's Hospice

Organisational Arrangements

Accountable to: Director of Clinical Services
Reports to: Senior Sister

Minimum Requirements

Registered General Nurse Level
Palliative care qualification/experience desirable
Mentorship qualification or experience of supporting students in practice is desirable

Main Purpose of the Job

To work in close co-operation with all hospice staff under the direction of the Nurse-in-charge responsible for the planning, implementation and evaluation of patient care in both the Hospice and the community Hospice at Home service. To act as mentor to student nurses and professional visitors on placement at the Hospice. Supervising other staff as appropriate. Assuming responsibility for Nurse-in-Charge during their absence. To uphold and maintain the exemplary reputation of the Hospice.

Clinical Responsibilities

1. To assess patients and formulate a comprehensive plan of care in liaison with the patients, carers and other professionals.

2. To regularly review the plan of care and associated assessments with the patient and other members of the multidisciplinary team as appropriate.

3. To be responsible for the organisation of patient care and allocation of duties to staff.

4. To ensure that all care is delivered to a consistently high standard and that it is recorded accurately and regularly evaluated.

5. To act as a named nurse and co-ordinator of nursing care for individual patients.

6. To communicate and discuss the needs of patients with the multidisciplinary team.

7. To escalate concerns and request medical intervention as appropriate.

8. Participate in all patient care activities giving guidance and direction as necessary.

9. To work closely with medical staff and ensure that prescribed medical treatments are carried out correctly.

10. To promote innovation in nursing by introducing proven researched best practices.

11. To keep up-to-date with changes in nursing and palliative/oncology in order to maintain patient care.

12. Liaise closely with other hospice staff to ensure continuity of care and support is available to the patient and their family.

13. To liaise with the multidisciplinary team, staff, relatives and carers on matters affecting care.

14. To be actively involved in the process of advanced care planning to ensure the patient's wishes are clearly voiced.

15. To uphold individual professional responsibilities and act with integrity and candour.

Management

1. To take charge of the ward on a regular basis in the absence of the person with continuing responsibility.

2. To promote the importance of efficiency and cost effectiveness within the hospice and ordering of new supplies of nursing requirements.

3. To contribute towards the provision of a safe and healthy environment for staff, patients, volunteers and visitors.

4. To keep up to date with Health & Safety legislation.

5. To ensure that the hospice Health & Safety and Fire Safety policies are followed.

6. To ensure the nursing staff adhere to the policies and procedures of the hospice and work within the NMC Code of Conduct.

7. To ensure that controlled drugs and medications are correctly stored, administered and recorded in accordance with the hospice policy.

8. To assist in the promotion of good staff morale giving support and guidance to others as appropriate.

9. Giving and receiving verbal, written and electronic records and ensuring that all communications are of a high standard.

10. Co-operating with the investigation of accidents and untoward occurrences ensuring the hospice policy is adhered to.

11. To act as Assessor, Mentor and Supervisor for nursing staff.

12. To supervise and support Volunteer staff and attend regular relevant meetings.

13. To maintain correct clinical and statistical records for the purpose of audit and compile reports as necessary.

14. Ensure that all staff are conversant with the use of equipment having regard to the safety of the patients and themselves.

15. To observe hospice fire precautions and control procedures.

16. Participate in training programmes.

17. Guide and instruct staff in the delivery of holistic nursing care enforcing the importance of the team approach.

18. To attend meetings as appropriate.

19. To meet regularly with and report on problems with the senior staff.

20. To introduce new staff to their duties, environment and staff induction programmes.

Education

1. To be responsible for ensuring their own personal and professional development.

2. To promote the Hospice Philosophy of Care to the general public.

3. To participate in formal and informal training programmes for students, visitors, volunteers and trained and untrained staff within the hospice.

4. To abide by local rules and statutory regulations relating to practices.

5. To work within the policies and procedures of Dr Kershaw's Hospice.

6. To adhere to NMC Code of Conduct.

7. To maintain own personal and professional portfolio.

8. To keep up to date in changes in nursing and palliative care in order to ensure patient care is contemporary and of the highest possible standard.

9. To be aware of published and proven nursing research.

The job description for this post is not exhaustive and will be subject to review from time to time in accordance with development and changes, if any, by the Hospice Management Team in consultation with the post holder.
This document is a guideline to the general scope of duties involved; it is not intended as a rigid inflexible specification.

HEALTH AND SAFETY/SECURITY

1. To be familiar with all requirements of the Health & Safety at Work Acts and the Hospice Health & Safety policies and regulations applicable to the post.
2. To co-operate actively with the nominated Health & Safety person in achieving the aims of the hospice Health & Safety policy, Fire Regulations, related issues and various procedure and ensure the legal requirement s are met.
3. To take responsible care for the health and safety of themselves and others who may be affected by their acts or omissions, and comply with health & Safety legislation.

Education & Training

The post holder will:

1. Participate in the appraisal system
2. Take responsibility for pursuing his/her own development and an agreed personal development plan.
3. Attend all mandatory training/update sessions.

General

1. **Confidentiality** - It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act and relevant Hospice policies are met in respect of information held on the Hospice computer system.

2. **Equal Opportunities** – The Hospice is committed to equality of opportunity. All staff are required to comply with current legislation and Hospice policies.

3. **Health and Safety** – Staff must ensure they are familiar with the requirements of the Health and Safety Work Act (1974) and the Hospice Health and Safety policies and regulations applicable to their post.

4. **Safeguarding** – Dr Kershaw's Hospice is committed to safeguarding adults and children and expects all staff to share in this commitment. Staff have a responsibility to ensure that they are aware of specific duties relating to their role and should familiarise themselves with the Hospice safeguarding policy. Regular safeguarding training updates will be held and are mandatory for all staff.

The above indicates the main duties that maybe reviewed in the light of experience and developments within the service. Any review will be undertaken in conjunction with the post holder.

Doctor Kershaw's Hospice

Person Specification

Post: Dr Kershaw's Hospice – Band 5 Staff Nurse

	Essential The qualities without which a post holder would not be appointed	**Desirable** Additional qualities which can be used to choose between candidates who meet all the criteria	**Evidence** Application form/interview/certificate/ other.
Qualifications	• Registered Nurse.	• Evidence of appropriate professional development	• Application • Application/Interview
Experience	• Previous experience of working in a care setting • Ability to demonstrate relevance of any experience.	• Palliative Care experience. • Teaching experience	• Application • Interview
Skills/Knowledge	• Good communication skills. • Good facilitation skills. • Good organisation skills. • Ability to prioritise own workload. • Ability to work under own initiative.		• Interview
Personal Characteristics	• Approachable • Ability to work as part of a team. • Versatile. • Reliable. • Pro-active approach. • Commitment to the aim of the organisation • Good interpersonal skills. • Honest and trustworthy. • Flexible across all Hospice services • Car driver		• Application/Interview