

## 1. JOB DETAILS

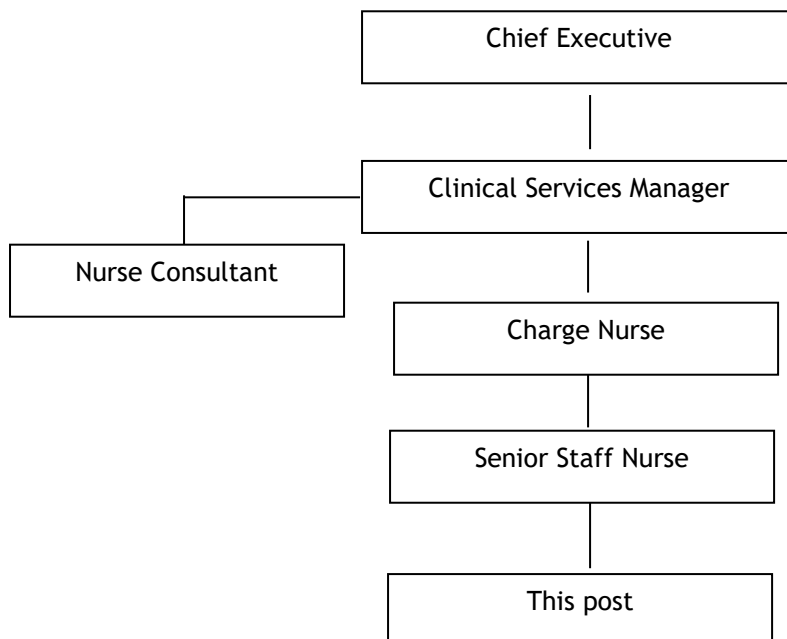
<b>Job Title</b>	Staff Nurse
<b>Department</b>	Clinical
<b>Grade</b>	Band 5
<b>Responsible to:</b>	Ward Manager

## 2. AIM

Deliver skilled and compassionate palliative nursing care of the highest standard to patients, families and carers.

Act as a role model to support junior members of the team to provide optimal care ensuring high standards of care are delivered.

## 3. ORGANISATIONAL CHART



## **4. KEY RESPONSIBILITIES**

### **Communication and relationships**

- Effective communicate with all members of the organisation. Communicate sensitive information with patients and relatives within a clinical context.
- Effective use of pacing, appropriate language, summarising, reflecting back, clarifying and challenging;
- Effective communication skills, particularly around the management of fear, anger, collusion, denial;
- Develop and sustain good working partnerships with other professionals both internally and externally to the organisation.
- Produce concise, non-judgemental written skills in documentation and report writing
- Participate and contribute to debates in the multi-disciplinary team to inform management care plans

### **Analytical and judgement skills**

- Assess patient and family needs on admission;
- Negotiate clinical options and decisions with the patient, family and multi-disciplinary team;
- Critically assess clinical situations; prioritise needs and plan appropriate care.
- Identify hopes and goals of the patient and family and work with them towards their achievement;
- Discover the extent to which carers wish to be involved, particularly with practical care;
- Anticipate the changing needs of patients and emotionally prepare the patient and family, exploring the patient and family awareness of the situation;

### **Planning and organisational skills**

- Facilitate family meetings and case conferences
- Co-ordinate the ward environment
- Prioritise and delegate work to junior members of staff to ensure and promote effective and efficient service delivery
- Manage and prioritise their own work time to meet service needs
- Contribute to effective discharge planning
- Identify and contribute towards ongoing education opportunities for peers and colleagues as appropriate around their area of specialism.

### **Physical skills**

- Standard keyboard skills to input data onto patient database.
- Ability to have physical skills required to manage complex patients with advanced progressive diseases ie use of appropriate hoists and other equipment to assist with manual handling.
- Physical dexterity for clinical procedures such as intravenous infusions and venepuncture.

### **Patient/Client Care**

- Provide a seamless specialist palliative nursing service, ensuring a high standard of nursing care across all clinical areas.

- Deliver patient centre care within a palliative care context, promoting patient autonomy, independence, inclusion, respect and dignity and choice by ensuring that the patient/carers are involved and are central to all aspects of decision making processes
- Ability to recognise all aspects of holistic care including physical, emotional, spiritual and social aspects and to respond appropriately.
- Recognise needs of families and carers and to support as appropriate, by identifying potential significant others, assessing for their level of risk with regards to anticipatory and post bereavement and referring to Family Support Teams for involvement and follow up.
- Responsible for the nursing delivery of management care plans as appropriate to patient needs.

#### **Policy and Service Development**

- Support the introduction and maintenance of systems and processes in own work area.
- Understand and adhere to all Hospice Policies and procedures.
- Contribute towards procedures in own work area in order to promote continuous service improvement

#### **Financial and Physical Resources**

- Report as necessary any faults re: equipment or office accommodation and ensure the safety and security of the building is met.
- Contribute to the maintenance of clinical stocks and supplies
- Contribute to the security of stock including controlled drugs and drug cupboards

#### **Human Resources**

- Attend any appropriate training requirements both statutory and mandatory to comply with current Health and Safety legislation and in line with the Hospice's responsibility to comply with Government Directives
- Preserve confidentiality of any information regarding patients, staff, volunteers and the business of St Cuthbert's Hospice
- Identify own learning needs and seek support to ensure that individual learning needs are met.
- Participate in St Cuthbert's appraisal system
- Teach the skills of practical nursing care to enable carers to manage and develop confidence;
- Familiarise and act in accordance with all relevant clinical and non clinical Hospice Policies and Procedures.
- Responsible for the supervision and on the job training for HCA and volunteers working within clinical areas

### **Information Resources**

- The ability to document and store relevant information utilising computerised and paper based systems in friendly accessible formats
- Maintain accurate and contemporaneous clinical records, using the current electronic patient recording system.

### **Research and Development**

- To actively engage in clinical audit as appropriate to promote ongoing service improvements to benefit care given to patients, families and carers
- Continually look for ways to improve the quality of the service one provides to patients, families and carers.

### **Freedom to Act**

- Work within defined policies and procedures
- Recognise limitations of knowledge, skills and competencies and to seek guidance from senior colleagues when appropriate
- The Post Holder also has a responsibility to act in accordance with the NMC rules and regulations including code of Conduct

## **EFFORT & ENVIRONMENT**

### **Physical**

- Physical skills required frequently to manage complex patients with advanced progressive diseases i.e. manoeuvring patients into position for personal care or using mechanical aids such as hoists

### **Mental**

- Occasional required to concentrate whilst examining and assessing patients

### **Emotional**

- Frequent exposure to distressing or emotional circumstances
- Recognise difficulties in relation to dealing with situations within palliative care in self and other colleagues and to engage and encourage other colleagues to participate in clinical supervision for support

### **Working Conditions**

- Frequent requirement to deal with body fluids when caring for patients
- To be flexible in approach across all clinical areas in order to meet the changing needs and for the improvement of service delivery and care.

### **Data Protection and Confidentiality**

- All employees have a responsibility in line with information governance to maintain confidentiality and ensure the principles of the Data Protection Act 1998 are applied to patients, clients, staff, volunteers and Hospice business information, including electronic information. Only information required to fulfil the duties of the role should be accessed by the post holder.
- All employees have a responsibility to use electronic systems in a way that preserves the dignity and privacy of people, helps to ensure services of the

highest quality, and is compliant with the law and Hospice policies and procedures

### **Health and Safety**

- The Hospice will take all reasonably practical steps to ensure the health, safety and welfare of its employees while at work. Employees will familiarise themselves with the Health and Safety Policy and procedure as well as the fire procedures and ensure a safe working environment for self and others in line with these.

### **Safeguarding**

- All employees within the Hospice have a responsibility for, and is committed to, safeguarding and promoting the welfare of children and vulnerable adults and ensure they are protected from harm.
- All employees should make themselves aware of the policies and procedures of safeguarding, take personal responsibility as far as is reasonably practicable, to safeguard children and vulnerable adults, complete statutory and mandatory training and take appropriate action as set out in the Hospice's policies and procedures.

### **Infection Control**

All employees have a responsibility to ensure the risk of infection to themselves, colleagues, patients, relatives and visitors is minimised by:

- Attending mandatory training and role specific infection prevention education and training
- Challenging poor infection prevention and control practices
- Ensuring their own compliance with Hospice Infection Prevention and Control policies and procedure.

### **Equal Opportunities**

- The Hospice welcomes all persons without regard to race, religion or belief, age, gender re-assignment, sex, sexual orientation, pregnancy or maternity, marriage or civil partnership, physical or mental disability. The Hospice aims to provide services in a manner that enables all members of the community to access them.
- Employees must behave in a non-judgemental manner that respects the differing needs and cultures of others.

**Note:** This post is deemed to require a Disclosure check via the Disclosure and Barring Service. Therefore it will be necessary before the appointment to contact the DBS to check on any relevant criminal background.

This job description is not intended to be an exhaustive list of duties and responsibilities of the post and the post holder may be requested to carry out duties appropriate to the grade of the post.

The post may change over time to meet organisational/personal requirements, and this job description may be changed after consultation with the post holder

Some Flexibility in the hours worked will be essential at times to meet demands placed on our service.

The post holder shall perform their duties at any other reasonable location to which they may be directed from time to time by the Employer

**JOB DESCRIPTION AGREEMENT**

**Signature of Post holder** .....

**Date:** .....

**Signature of Manager:** .....

**Date:** .....

