

St Teresa's Hospice

JOB DESCRIPTION

1. JOB DETAILS

Job title: Staff Nurse

Grade: Hospice Band 5

Reports & is responsible to: IPU Sisters/Charge Nurses, IPU Manager and Director of Services

Location: St Teresa's Hospice In Patient Unit

2. JOB PURPOSE

To provide high quality holistic nursing care to palliative patients within the in-patient unit and create appropriate plans of care to enable and recognize individual wishes and preferences. To develop and demonstrate a sound knowledge of palliative care and contribute to the future development of this nurse-led unit through further expansion of specialist knowledge and skills as required. To be willing to demonstrate own skills to new or junior members of staff and provide mentorship and act as a role model at all times. To be active in the promotion of effective communication between all disciplines involved in the welfare of the patients both within the Hospice and with external agencies.

3. ORGANISATIONAL CHART

Hospice Board of Trustees



Hospice Director (Chief Executive)



Director of Services (SMT Member)



IPU Manager (line manager)



IPU Sisters/Charge Nurses



IPU Staff Nurses



IPU Healthcare Assistants

4. KEY RESULT AREAS

Working Safely

- Demonstrate proficiency in drug calculations.

- Participate in reporting health and safety issues to the appropriate people and complete health, safety and security records, within confidentiality restrictions and according to legal and organizational requirements (GDPR).
- Act as role model in promoting health, safety and security.
- Monitor and rotate stocks of medication, maintain appropriate storage conditions and report any discrepancies immediately to the appropriate person.
- Have an understanding of responsibilities and accountability in relation to current European and national legislation, national guidelines and local policies and protocols pertaining to medication.
- Promote the safety, well-being and interests of patients, staff, volunteers and visitors to the clinical area.
- Work in accordance with NMC Guidance, in particular The Code (of Professional Conduct).
- Work within Hospice policy/SOP.
- Be prepared to work autonomously within specified guidelines, following appropriate training, e.g. Verification of Expected Death.

Patient Care, Assessment and Care Planning

- Provide care which is holistic in nature encompassing the needs of both patients and carers whilst ensuring that nursing procedures and protocols are correctly carried out.
- Provide support to families and other individuals who are dealing with grief and bereavement.
- Maintain patient confidentiality at all times.
- Act as the Named Nurse for patients within the team, coordinating the delivery of care from admission to discharge or death.
- Be responsible for initial and continual assessment of patients' needs and the planning of patient care, in conjunction with patients and carers and other members of the multi-disciplinary team.
- Be responsible for implementing and evaluating the plan of care to ensure it continues to suit the individual until discharge or death.
- Be responsible for the admission and discharge of patients liaising closely with members of the Primary Health Care Team.
- Ensure patients' dietary requirements are assessed met appropriately.
- Conduct holistic assessment using the OACC suite of measures.

Promoting Equality, Diversity and Independence

- Work in a way that promotes equality and diversity.
- Work in a way that promotes the views, preferences and independence of individuals.
- Provide support that is consistent with individuals' beliefs, culture and preferences.
- Support individuals to identify and communicate their needs and priorities in terms of the skills they need to manage their lives in the short and medium term.

Team Working and Networking

- From appointment, assist with the management of the unit, taking responsibility for the health and safety of patients, and assisting with the coordination of unit duties as required.
- Following training as appropriate to level of experience, undertake unsupervised responsibility for the management of the unit, taking responsibility for patients, carers, junior staff and health and safety issues together with the coordination of unit duties on the majority of shifts.
- Promote effective communication between all disciplines involved in the care of patients following admission and in preparation for discharge.
- Contribute to effective team working and efficient functioning of the inpatient unit and be prepared to assist with staff appraisals for junior staff.
- Have a flexible approach to working and be prepared to move across agency boundaries and cover in other Hospice departments if required.

- Be prepared to act as a resource to other healthcare professionals, sharing knowledge and skills as appropriate.
- Arrange multi-disciplinary team meetings, liaise with stakeholders and evaluate outcomes.
- Provide advice to external agencies regarding palliative care procedures and medication queries, as appropriate to level of experience and knowledge.
- Be prepared to act as a link nurse for one or more specialist areas e.g. Health & Safety, Infection Control, Wound Care etc.
- Be prepared to contribute to the educational role of the hospice and provide support and mentorship for students on placements and staff on orientation programmes.

Clinical Supervision and Professional Development

- Demonstrate clinical ability ensuring all nursing practice is up to date and evidence based, and ensuring competence at all times.
- Due to the emotionally challenging area of work, be aware of the need to communicate sensitively and provide support to patients and carers as well as to other members of staff, whilst at the same time being aware of one's own need for support.
- Engage in clinical supervision/reflective practice and participate in own annual performance review, identifying personal and professional objectives and ways in which these can be achieved.
- Keep up to date with current developments, maintain professional competence and identify own training needs.
- To maintain professional requirements for registration with the NMC and undertake Revalidation as required with the production of an up to date portfolio.
- For newly qualified staff – to take part in a preceptorship programme with a view to completing preceptorship at St Teresa's Hospice.

5. KEY WORKING RELATIONSHIPS

St Teresa's Hospice

Macmillan Cancer Support

Darlington Borough Council

County Durham & Darlington Foundation Trust (CDDFT)

Local Communities

Service Users

6. MOST CHALLENGING PART OF THE JOB

To ensure provision of high quality nursing care and support to palliative patients and their families within the nurse-led Inpatient Unit, working autonomously and ensuring evidence based knowledge and skills within a specialised area.

7. DBS / other checks required:

This post is deemed to require a DBS check - Enhanced Level with a check of the adult barred list, with the Disclosure and Barring Service. This is due to the fact that the post involves working with vulnerable adults. Further information on the Disclosure service is available from <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

All employees of St Teresa's Hospice are required to provide proof of their eligibility to work in the UK.

This job description is intended as a guide to the principle duties and responsibilities of the post. It must not be regarded as precisely defining all duties and will be subject to amendment in the light of developing service needs and changes in health policy.

PERSON SPECIFICATION

All factors must be measurable and justified by the job

	ESSENTIAL	DESIRABLE
KNOWLEDGE AND QUALIFICATIONS		
1. First level Registered Nurse (General/Adult Nursing) with current NMC registration	✓	
2. Understanding of the Hospice setting and ethos	✓	
3. Evidence of teaching or mentorship in practice		✓
4. Palliative care qualification For example: <ul style="list-style-type: none"> An introduction to patients with cancer and long term conditions at Diploma level BSc (hons) Practice Innovation (Palliative and End of Life Care) 		✓
5. Non-medical Prescribing Qualification		✓
6. Willingness to undertake Nurse Prescribing qualification and Palliative Care Qualification if not already held		✓
7. Knowledge and understanding of the palliative care agenda including local and national guidelines and documents.		✓
8. Knowledge and/or experience of audit		✓
EXPERIENCE		
1. Clear understanding of and experience of multidisciplinary team working	✓	
2. Post qualification experience working at NHS Agenda for Change band 5 (or equivalent) or above		✓
3. Professional experience in the field of palliative care in any setting, including as a student		✓
4. Experience of community nursing		✓
5. Experience of public engagement		✓
6. Experience of using SystmOne patient record database		✓

SKILLS AND COMPETENCIES

(Demonstrable abilities)

1. Excellent communication and interpersonal skills	✓	
2. Ability to work autonomously	✓	
3. Good clinical skills, including: <ul style="list-style-type: none"> • Assessment planning and evaluation of patient care • Understanding of symptom management • A good understanding of holistic care 	✓	
4. Negotiation skills	✓	
5. Understands the role of volunteers and able to work effectively with the volunteer team	✓	
6. Basic level of IT literacy, with ability to learn new skills if required	✓	
7. Clinical skills in phlebotomy		✓
8. Clinical skills in IV cannulation and administration of medicines		✓

PERSONAL QUALITIES AND MOTIVATION

1. Innovative team player	✓	
2. Flexible approach to working	✓	
3. Passion for delivering high quality patient care	✓	
4. Strong interest in palliative care	✓	
5. Passion for ethos of the hospice and demonstrable interest and enthusiasm for the vision of the organisation	✓	
6. Committed to learning and undertaking ongoing CPD	✓	
7. Able to travel for work using own transport (business use insurance to be arranged by employee at their expense)		✓