**GREENWICH AND BEXLEY COMMUNITY HOSPICE**

**JOB DESCRIPTON**

***Job Title:* Staff Nurse**

**Responsible to: Lead Nurse, Inpatient Unit**

***Accountable to:* Modern Matron, Inpatient Unit**

***Contract:* 37.5 hours per week based on internal rotation (long days and night duty)**

### Main Description of the Post

To work as part of the multidisciplinary team to provide a high standard of individualised patient / family care and support.

To take charge of a shift as required, including staff delegation.

To ensure that excellent standards of care are achieved.

*Key Responsibilities:*

**Clinical Practice & Leadership**

To be professionally and legally accountable for all aspects of own work including the daily management of patients in own care

To provide a high standard of holistic and individualised patient care to patients using the hospice services by:

* On a day to day basis, coordinating the nursing team as delegated by the Lead Nurse, Ward or Deputy Ward Sisters to assess, plan, implement and evaluate individual patients’ care in partnership with other members of the multidisciplinary team.
* Promoting an appropriate environment in which to care for patients and their carers, being aware of individual physical, social, emotional and spiritual needs.
* Maintaining a safe, clean and pleasant environment for patients, relatives and their staff.
* Demonstrating and applying a knowledge of the options for achieving control of symptoms
* Acting as a reflective practitioner, applying evidence based practice and critical thinking to review all practices and processes of care.
* Maintaining a concept of nursing which reflects the Hospice philosophy.
* Promoting and maintaining effective liaison, communication and relationships with all of the Hospice multi-disciplinary team and ensuring effective liaison and collaboration with external Specialist Palliative Care services and other agencies.
* As part of the Multidisciplinary Team, independently assess patient’s needs, identifying their goals, and work with patients and families towards achieving them in accordance with the Hospice Philosophy.
* Admitting patients into the inpatient unit, including familiarisation into the unit and completion of admission assessment and documentation.
* Be responsible for triaging calls made through the Hospice 24 hour telephone advice line, referring on to on call colleagues and/ or external agencies as required.
* Assessing individual patient needs: developing care plans for patients ensuring all aspects of their physical, emotional, psychological, cultural and spiritual needs are addressed.
* Review these assessments at least on a daily basis, and have the underpinning knowledge and understanding to make changes as appropriate. Ensuring that these changes are documented and handed over as appropriate.
* Carrying out patient care in accordance with the management plan, including carrying out assistance with all activities of daily living as required.
* Assistance with mobilization of patients, taking into account the guidelines of safe moving and handling practice and using mechanical aids where necessary.
* Demonstrating competency for managing specific nursing tasks, e.g. epidurals, venepuncture, giving IV drugs and catheterization
* Ensure that Hospice procedures for the ordering, administration and recording of drugs issued to the Hospice or its patients are followed
* In conjunction with the Discharge Coordinator, assisting in the planning and execution of patients’ admissions and discharges.
* Give information, support and advice to carers following the death of a patient in collaboration with the counselling team.
* Acting as a link nurse for topics of special interest such as wound care; diabetes etc

# Management

* Supporting and giving direction to colleagues, HCA’s, students and volunteers in the clinical setting under guidance of Lead Nurse, Ward or Deputy Ward Sister/s
* Supporting and facilitating the orientation and teaching of new and existing staff, colleagues and students.
* Be responsible for the management of an allocated group of patients on a shift basis.
* Giving feedback to staff and the Lead Nurse about individual performance as appropriate.
* In the absence of the Lead Nurse, Ward or Deputy Ward Sister/s, be responsible for the effective management of the ward for rostered shifts, including ensuring appropriate skill mix and numbers of staff on duty arising from unexpected absence.
* Through practice, role modelling, teaching, and mentorship, provide staff support and training, to enhance the team’s development.
* Implementing health and safety, infection control, safe moving and handling and fire procedures where appropriate.
* Reporting incidents, accidents and complaints to the Lead Nurse, Ward or Deputy Ward Sister/s and completing the relevant paper work.

# Communication

* Leading (as required) and participating in any ongoing discussions and handovers relating to the care of patients and their families/carers.
* Practicing excellent communication skills with patients, family and members of the multi-disciplinary team including showing empathy and understanding and communicating sometimes complex information where there may be barriers to understanding.
* Maintain accurate records and ensure junior staff who have delegated responsibilities do the same.
* Contributing positively to anti discriminatory practice, actively promoting equality and diversity.

# Quality

* Continually monitoring outcomes of care, taking effective action as required
* Initiating clinical reviews of patient and family care
* Working to ensure that patient dignity is respected at all times both before and after death, including acting as the patient’s advocate and caring for patients after they have died.
* Participating in forums for discussion of research and audit programmes.
* Assisting in maintaining equipment to a high standard of cleanliness and safety and ensuring that patient areas are kept clean and tidy
* Ensure all practices and procedures are in accordance with hospice policy

# Grief & Loss

* Supporting staff in managing loss in the hospice, including day after death meetings and providing support for distressed patients, bereaved relatives, students and staff.
* Supporting and educating staff in issues surrounding tissue and organ donation
* Facilitating staff support through organised debriefs

# Education & Training

* Identifying own and other’s learning needs, liaising with the Lead Nurse and attending training seminars, courses and study days as appropriate.
* Participating in the delivery of Nursing and Multi-disciplinary Team educational programmes.
* Ensuring clinical placements are effectively facilitated.
* Creating a positive learning environment
* Use staff appraisal constructively for personal and professional development.

*Additional information*

* Working in unpleasant conditions at times including dealing with soiled linen, use of bed pans, body fluids etc.
* The post holder will work within the NMCs Code of Conduct

**PERSON SPECIFICATION**

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|  | **Essential** | **Desirable** |
| **Education and Qualifications** | * First level registration * Willing to or working towards of have completed further study in Palliative Care or Oncology | * Advanced Communications Skills Course (MacGuire or similar) * IV course * Diploma/ Degree in relevant area. * Counselling Qualification * Teaching/ Assessing/ Mentorship Course |
| **Experience** | * Working with patients at the end of life * Experience of working as part of a multi-disciplinary team * Ward/Inpatient experience. * Post registration experience of palliative care/ oncology/ general medicine/ community |  |
| **Skills, Knowledge and abilities** | * Awareness of health and safety procedures and how they affect people in the workplace. * Basic computer/IT skills * Excellent interpersonal and communication skills. * Evidence of extended roles within his/her practice. * Able to prioritise clinical case load. * Able to instruct clearly, delegate and support colleagues. * Use initiative and self-direction, learning and support. * Work using reflective practise * Participation in audit. * Have an awareness of indicators of abuse and how to report and manage issues relating to vulnerable adults/ children | * Research skills * Phlebotomy and cannulation skills |

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| **Aptitude, Personal Characterists** | * Ability to work as a member of the multi-disciplinary team * Ability to plan workload of self and others * Diplomacy and delegation skills. * Approachable and adaptable. * Motivated and enthusiastic. * Good listening skills. * Demonstrable resilience to working with those facing bereavement * Able to contribute to a learning environment * Demonstrable commitment to equal opportunities * A flexible approach to work and an ability to work day and night shifts. * Ability to undertake training and direct own learning. | * An understanding of the need for self care when working in a palliative care environment |

**General Statements**

Be familiar with and adhere to all Hospice (and relevant Trust) policies and procedures.

The post holder will work within their professional code of conduct, eg NMC, GMC, CIPD, AHP codes.

The post holder may be required to work in and from any Hospice or associated Company premises.

This job description is intended as an outline of the general areas of activity and will be amended from time to time in the light of the changing needs of the organisation.  It will then be reviewed in association with the jobholder(s)

Confidentiality/Data Protection/General Data Protection Regulations

The postholder is expected to maintain the complete confidentiality of all material and information to which he/she has access and process and in particular the confidentiality of all personal data stored, in line with the requirements of the General Data Protection Regulations 2018 (and preceding Data Protection Acts) and professional bodies.

Any requests for clinical information disclosure must be approved by Caldicott Guardian.

The postholder must, if required to do so, process records or information in a fair and lawful way. He/she must hold and use data only for the specified, registered purpose for which it was obtained and disclose data only to authorised persons.

Corporate Governance

The postholder must, at all times, act honestly and openly and comply with relevant corporate governance requirements, employment legislation, standards of business conduct, codes of openness and accountability.

Equal Opportunities/Diversity

The postholder must comply with and promote Equal Opportunities and Diversity and accordingly must avoid any behaviour which discriminates against colleagues, potential employees, patients or clients on the grounds of sex, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion or belief, disability, political opinion, gender reassignment or trade union membership.

Health and Safety

Under the Health & Safety at Work Act (1974), it is the responsibility of the postholder at every level to take care of his/her own health and safety and that of others who may be affected by his/her acts at work. This includes co-operating with the organisation and

Taking personal responsibility for safety as outlined in the Hospice Health & Safety Policy and the Health & Safety at Work Act 1974 and fire regulations.

This job description is not exhaustive and may be reviewed and changed by discussion with post holder to meet the needs of the service.