

<b>Job Description</b>
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<b>Job Title</b>	<b>Senior Staff Nurse - IPU</b>
<b>Salary Range</b>	Band 6 Agenda for Change
<b>Location</b>	St Luke's Hospice
<b>Hours of Work</b>	over 7 day working pattern
<b>Reporting to:</b>	Ward Manager
<b>Accountable to:</b>	Director of Nursing and Patient Services

**BACKGROUND**

The Senior Staff Nurse (SSN) is accountable and responsible for the leadership and operational management of the Inpatient Unit working under the direction of the Ward Manager. She/he will be responsible for delivering high quality, evidence based patient centered care, ensuring each shift runs efficiently and safely

She / He will be responsible for, working closely with colleagues to achieve excellent outcomes for our patients, families and service users.

**JOB SUMMARY:**

Ensure consistent delivery of high-quality patient care within the Inpatient Unit through effective leadership and team management

Identify through 1;1 and performance assessment of staff their skills/training needs to meet the required practice standards and role competencies.

Act as a role model and expert clinical practitioner

Monitor quality of care through audit/spot checks and quality projects.

Work collaboratively with other patient services teams to influence care. To work externally with external partners to support transition of care on discharge.

Ensure safe working practices are upheld in regards to training and adherence to SLH policies, guidelines and operational procedures

To support the Ward Manager to help implement and deliver upon the agreed IPU annual work plan and support the wider organisational vision, values and business objectives.

To maintain an understanding of the wider palliative care agenda; keep abreast on advances in clinical symptom management, and professional nursing standards and practice.

Actively support the IPU workforce, ensuring their health and wellbeing is sustained. Promoting opportunities for their continual learning and professional development.

**Key Tasks;** some tasks may be delegated but the post holder remains responsible for ensuring that they are carried out satisfactorily.

**Clinical 60%**

**To be responsible for the development and sustainability of a Safe, Effective, Responsive, Caring and Well-led IPU which includes:**

1	Work as a core member of the multidisciplinary team actively participating in the coordination of the shift and delivery of direct patient care.
2	Leading the shift and allocating the right staff, with the right skill to the right patients. Taking responsibility for staff/patient work load allocation, delegation of routine tasks and duties, coordination of any volunteers, visitors/students/meetings whilst adapting to the changing demands throughout the shift.
3	Supporting the Ward Manager to ensure the required CQC compliance standards, hospice policies, guidelines and practice development initiatives are followed and embedded into IPU practice by: <ul style="list-style-type: none"> <li>• Regular monitoring to ensure that all IPU Patients and their carer's holistic needs and risk assessments are undertaken on admission and regularly reviewed and evaluated throughout their stay.</li> <li>• Ensuring all patients have individualised care plans that are up to date and accessible.</li> <li>• Demonstrating patient centred evidence-based care is documented and recorded promptly and accurately on the patient electronic record system.</li> <li>• Reporting and escalating any patient concerns, changes of care, or outcomes ensuring they are shared with the team.</li> </ul>
4	To work closely with the ward manager to ensure the continuity of patient care coordination processes are in place that clearly communicates agreed care plan decisions from the weekly ward rounds, daily shift handovers and weekly MDT's. Care of patients should include physical, social, psychological, spiritual and emotional aspects of care.
5	Support the ward manager and Hospice Services Navigator in ensuring the IPU beds are managed effectively and the agreed length of stay and bed occupancy standards are met. This will require: <ul style="list-style-type: none"> <li>• Proactive coordination and planning with the Hospice Navigator and the Medical Team to ensure appropriate IPU patient referrals needs are met whenever possible.</li> <li>• Through Advance Care Planning discussions, ensure all IPU patient preferences and wishes are considered and shared if appropriate.</li> <li>• To assist in the coordination of the prompt and timely discharge planning.</li> <li>• Initiate and lead (on occasions) care planning meetings with the IPU social worker ensuring the professionals, families/patients are well notified in advance of purpose and that the agreed outcomes are documented and actioned.</li> </ul>
6.	Working collaboratively with the other multi-disciplinary professionals and volunteer teams to ensure a cohesive approach to the delivery of the IPU patients care.

7.	As a senior nurse act professionally at all times, demonstrating the hospice values and relaying the vision with your team and in accordance to the NMC Code of Conduct.
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### **Managerial 20%**

**To be responsible for the day to day efficiency and effective shift management of the IPU which includes:**

1.	Having regular 1-1 sessions, as directed by the ward manager, with staff nurses, HCAs and Admin staff as allocated. This includes quarterly performance reviews: ensuring there are clear objectives, identified training needs, supporting the IPU work plan and individual learning needs.
2.	Taking responsibility for overseeing and supporting staff: <ul style="list-style-type: none"> <li>• Ensure staff have their breaks and are encouraged to take regular annual leave, plus enable staff to attend training/ internal supervision.</li> <li>• Ensure both staff and volunteers within the IPU are following safe working practice guidance, including the ad-hoc working patterns of the IPU bank/ agency staff.</li> <li>• Assist (with the ward manager) in the selection and appointment of nurses and HCA</li> </ul>
3.	To be responsible for ensuring that the support facilities services are in place and contribute to the smooth efficiency of day to day shift working <ul style="list-style-type: none"> <li>• Pharmacy and blood collection by delegated drivers</li> <li>• Ordering of clinical stores and pharmacy requirements</li> <li>• Transport coordination for patients where required</li> <li>• Transfer and discharges</li> <li>• Equipment is available, clean and in good working order.</li> </ul>
4.	Assist in coordinating a 24 hour off duty rota that is able to meet the changing demands of the service and patient, as well as ensuring safe staffing standards are maintained. Including: <ul style="list-style-type: none"> <li>• Being responsible in managing staffing gaps by utilising bank / agency staff, ensuring that bank and agency budget is appropriately utilised.</li> <li>• Escalating concerns and identified risks that could compromise patient safety.</li> </ul>
5.	Working with the relevant services to ensure support, induction and training needs of new staff and allocated IPU patient facing volunteers, bank/agency and student placements are in place.
6.	Recognise the importance of establishing open and transparent communication systems so the IPU team is kept updated and informed. Actively engage in IPU and wider organisational developments, to feedback and relay ideas and concerns to the Senior Team.
7.	Maintain custody and storage of controlled and other drugs, checking and witnessing administration procedures and strictly adhering to the Hospice's Drugs policy, Care Quality Commission regulations and the law.

### **Governance and Quality Assurance: 10%**

**To actively contribute to clinical governance and quality assurance processes by:**

1.	Under the guidance of the Ward Manager to assist/lead in quality/audit projects as required.
2.	To contribute to the clinical governance work, participating in working groups and projects as relevant. That staff are familiar with hospice policies and evidence-based practice.
3.	To actively engage, encourage and contribute in the user feedback (Care Opinion) and patient engagement processes that support service planning.
4.	Support the ward manager ensuring prompt identification and management of clinical or service risks and incidences. Ensuring they are proactively reported and supported with clear plans that demonstrate action taken and learning shared.

5.	Be responsible for the accuracy and legibility of patient care records.
6.	To assist in any performance management issues as required. To assist in investigating, in conjunction with the Ward Manager and Director of Patient Services, any complaints about aspects of patient care.

### **Learning and Development 10%**

**To actively contribute to the wider patient services workforce and learning and development planning by:**

1.	Working with the Ward Manager, to ensure allocated student placements are compliant to the highest education standards when in IPU.
2.	Ensuring IPU staff and volunteers are confident and competent, by enabling staff to undertake the hospice induction, orientation (including MAST) and clinical training competencies programmes.
3.	Supporting the induction all new IPU staff and volunteers, ensuring a mentorship and support process is in place.
4.	To be aware of own educational and development needs, and consider how these can be met in liaison with the Ward Manager as part of own 1-1's and performance.
5.	Support staff/volunteer's personal development and well-being in ensuring their regular attendance at training, supervision and learning sessions.
6.	To act as an assessor for standards of healthcare. This will include NVQ's, pre-nursing courses, Diploma and Degree pre and post registration students, Return to Nursing and other professional students
7.	Create an environment conducive to learning.

### **EQUAL OPPORTUNITIES**

Comply with and promote St. Luke's Hospice Equal Opportunity Policy and avoid any behavior which discriminates against colleagues, potential employees, patients/clients or their families on the grounds of sex, marital status, race, age, belief, color, nationality, ethnic or national origins, religion, disability, creed, class, gender or sexual orientation.

### **MISSION & CORE VALUES**

All Hospice staff are expected to work in line with St Luke's Mission & Core Values as these precepts act as a value base which directly influences how all work activities are undertaken. The ethos of the Hospice should be apparent in the behaviors and attitudes of all employees as the work they undertake, whether it is direct or indirect care is ultimately for the benefit of patients. The Mission and Core Values are an integral part of all job descriptions, the probationary period and performance and development reviews.

### **OTHER**

St Luke's Hospice is committed to Equal Opportunities for all present and potential members of staff and patients. Therefore St Luke's Hospice expects all employees and volunteers to understand, support, and apply this policy through their working practices which requires all individuals to be treated with respect, dignity, courtesy, fairness and consideration.

This job specification may be modified in the light of development and changing circumstances, according to the needs of the service, and in consultation with the post

holder. The post holder should be prepared to undertake any further duties that arise as the post develops. All members of nursing staff may at times be required to work in other parts of the Hospice, commensurate with the roles and responsibilities laid out in this job description.

## Person Specification

Each element of the specification should be assessed either at Application or Interview.

<b>QUALIFICATIONS</b> <i>Appropriate professional, educational requirements</i>	<b>ESSENTIAL/ DESIRABLE</b>
First level registered nurse	E
Educated to degree level or willingness to undertake	E
Recognised qualification in palliative care or relevant clinical practice	E
Recognised teaching qualification or experience	D
Evidence of continuous personal and academic development	E
Current NMC registration	E

<b>EXPERIENCE</b> <i>Appropriate experience in order to carry out the role</i>	<b>ESSENTIAL/ DESIRABLE</b>
Experience in working in palliative care/end of life or with long term conditions	E
Experience of managing/leading the work of a MDT	E
Experience of working with and supporting volunteers	D
Experience of auditing and monitoring the quality of care	E
Evidence of leadership and change management	D
Experience of managing a staff rota/coordination of caseload/shift	E
Experience of delivery of service	D

<b>SKILLS AND KNOWLEDGE</b> <i>Specific post related skills and abilities</i>	<b>ESSENTIAL/ DESIRABLE</b>
Demonstrate expertise in the clinical management of palliative care/EOLc in patients, and support for families.	E
IT skills to maintain database and patient care records	E
Knowledge and understanding of health care systems and processes	D
Excellent communication skills with the ability to work effectively with a broad range of people	E
Ability to prioritise own work and caseload demands to deadlines	E
Knowledge of clinical governance and guidance frameworks	E
Ability to build, lead, organise and motivate a team successfully	E
Ability to maintain confidentiality and appropriate professional boundaries	E

<b>PERSONAL QUALITIES</b>	<b>ESSENTIAL/ DESIRABLE</b>
Drive and enthusiasm	E
Ability to work autonomously and as an effective member of a team, using initiative	E

<b>ATTITUDES AND VALUES</b>	<b>ESSENTIAL/ DESIRABLE</b>
A commitment to the vision, values and objectives of St Luke's Hospice	E
Understanding and commitment to the Hospice's Equal Opportunities policy	E
Ability to maintain confidentiality	E

