

Job Description

Job Title	Staff Nurse
Location	St Luke's Hospice
Reporting to:	Ward Manager
Accountable to:	Director of Patient Services

Background

The post holder will be responsible for the provision of safe, effective nursing care within our inpatient services, and provide advice and support regarding the care of referred patients and their families.

Direct leadership of the following;

- Healthcare Assistants
- Ward Clerk
- Volunteers aligned to IPU
- Student nurses on placement

Leadership peers with whom you will liaise with are;

- Medical Staff
- Hospice Services Navigator Team
- Wellbeing Services
- Housekeeping Staff
- Facilities
- Community teams
- Acute hospital teams

Job Summary

St Luke's Hospice inpatient care is provided 24 hours a day, 7 days a week. The post holder will be required to work a range of shifts across the 24 hours, including rotation between days /nights. Although based in the Inpatient Unit, post holders may occasionally be required to work in other Hospice settings in order to ensure adequate staffing levels and to gain experience of the wider hospice delivery of care (e.g. Pall 24, Community).

Key objectives:

- Deliver high quality Specialist Palliative and End of Life nursing care as part of the In-Patient Unit multidisciplinary team.

- To coordinate assessment, planning and evaluation of individualised patient centred care. Ensuring a holistic approach that is sensitive and responsive to the patients ever changing needs.
- To maintain a respectful non-judgemental and caring attitude ensuring the St Luke's Hospice vision and philosophy of care is integral to the care delivered and role undertaken.
- As a member of the wider St Luke's Hospice staff, demonstrate delivery of the St Luke's Hospice agreed vision and values.

KEY TASKS: - Some tasks may be delegated but the post holder remains responsible for ensuring that they are carried out satisfactorily.

Clinical: 50%

1. To undertake a holistic needs assessment that explores individual patients and their carers/families physical, emotional, spiritual and practical needs.
2. To be able to develop, update and monitor the individualised care plans ensuring they are patient centred and support the identified patient needs.
3. To be able to deliver both generalist basic and complex specialist nursing care interventions that is responsive to the individual patients' requirements.
4. To demonstrate good time management in order to maintain high standards of care.
5. To be able to demonstrate through electronic/written documentation, and verbal communication the care undertaken and patient outcomes. Use clinical tools i.e. SBAR to hand over patient information.
6. To be responsible for the coordination of admission and discharge planning, attending family meetings as required. Liaise with the Hospice Navigator to ensure seamless admission of patients and efficient use of bed capacity.
7. To be an active member of the MDT contributing to the presentation, decision making of the patients care planning.
8. To be able to communicate effectively to own team, extended team and external agencies, ensuring continuity of care is maintained across the different care settings.
9. To participate in the development of standards of care and quality improvement, contributing to the wider clinical governance and audit programme.
10. To follow all agreed clinical procedures and statutory regulations related to Medicine management.
11. To follow all agreed policies for manual handling, infection control, health and safety, ensuring a safe environment for patients, visitors and staff visiting and within the service.
12. To be responsible for coordinating shifts as required; ensuring staff are allocated as per clinical need, dealing with any service enquires, out of hours phone calls and referrals.

Managerial: 30%

1. To take charge of the Inpatient Unit shift as requested.

2. To have the highest regard for the principles of confidentiality and the importance of patient consent.
3. In accordance to all hospice policies and clinical protocols ensure own and others practice is safe and effective.
4. To participate in keeping accurate and timely documentation of patient records, assessments, incident and monitoring forms.
5. To deal with any initial complaints and conflict as required, in a polite, calm manner and report to line manager.
6. To be accountable for reporting any risk, hazards or accidents that may occur in the service area.
7. To contribute to the off duty of the service ensuring that staffing levels are safe and able to meet the varying dependency levels of the patients in the unit.
9. To actively participate in on-going performance review and be responsible for the development of agreed junior staff.
10. To take responsibility for specific project duties (as delegated) that contribute to the development of services.

Education: 10%

1. To be a role model to all peers, colleagues, new staff, volunteers and visitors to the service.
2. To disseminate to colleagues and other team members any learning, knowledge gained from attending study/ training days.
3. To attend and contribute to the regular clinical learning/education programme.
4. To be responsible in continuously developing knowledge and skills in the care of the dying person.
5. To complete all mandatory training sessions as required.
6. Participate in the orientation/mentorship/supervision of new staff, volunteers and clinical student placements.

Professional: 10%

1. To demonstrate on going personal and professional development in accordance with the agreed objectives.
2. To follow the NMC Code of Professional Conduct and be accountable for own practice, ensuring continued, effective registration with NMC
3. To ensure professional portfolio is kept and updated in accordance with NMC recommendations.

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

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

EXPERIENCE <i>Appropriate experience in order to carry out the role</i>	ESSENTIAL/ DESIRABLE
Experience in working in palliative care/end of life or with long term conditions	D
Experience of delivery of service	D
Experience of working with and supporting volunteers	D
Experience of auditing and monitoring the quality of care	D

SKILLS AND KNOWLEDGE <i>Specific post related skills and abilities</i>	ESSENTIAL/ DESIRABLE
Demonstrate expertise in the clinical management of palliative care/EOLc in patients, and support for families.	D
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	D
Ability to maintain confidentiality and appropriate professional boundaries	E

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

ATTITUDES AND VALUES	ESSENTIAL/ DESIRABLE
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