

JOB DESCRIPTION

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| Job Title: | Staff Nurse |
| Responsible to: | Matron |
| Department: | Inpatient Unit |

JOB PURPOSE:

As part of a multidisciplinary team the post holder will have responsibility for assessment of care needs and the development of programmes of care, and / or the implementation and evaluation of these programmes ensuring the delivery of high quality care to patients.

In the absence of the Inpatient Unit senior staff nurse or Day Care Sister, the post holder will provide cover to ensure effective operation of the ward and / or Day Care Unit.

They will be expected to supervise junior staff and be able to participate in the teaching of qualified and unqualified staff including students from various disciplines.

ROLE DIMENSIONS:

- Works within a 14 bedded Inpatient Unit, caring for:
- Palliative care patients with complex problems and specialist intervention needs, which may include advanced pain and symptom control, spiritual and psychosocial aspects of care.
- Families of Hospice patients, including provision of a 24 hour nursing advice service to known patients of the Hospice.
- Co-ordinating safe and effective admissions and discharges from and to a variety of care settings:
- Co-ordinating skill mix on shift according to the needs of the patients, ensuring adequate staffing levels are available. Take charge of the unit in the absence of the Team Leaders.
- Delegating work appropriately to other staff members.
- Assessing, implementing and evaluating the provision of care for patients and relatives.
- Providing supervision and mentorship of junior staff and students.
- Working flexibly to provide a 24/7 service. A 24-hour shift rotation system is in operation and nurses will be asked to undertake both daytime and night-time shifts.

ROLE OF DEPARTMENT

- To work as part of the multidisciplinary team providing care to ward patients who have complex pain, symptom, spiritual and psychosocial needs which require specialist palliative care interventions.
- To provide telephone advice for those patients and relatives who are known to the service.
- To provide high quality nursing care to patients with complex palliative care needs, including non cancer conditions, e.g. COPD and heart failure and neurological conditions such as MND, MS, end stage renal failure, transitional care for >25 years with genetic conditions (this is not an exhaustive list)
- To participate in and support Inpatient Unit service changes in collaboration with the Matron and that of Day Care in conjunction with the Day Care Sister and Matron
- To participate in the implementation of clinical governance activities e.g. audit of clinical practice, implementation of best practice statements.
- To provide an educational resource in conjunction with the Hospice Management Team and colleagues in the palliative care community.

Key Results

Clinical

- To work as part of the multidisciplinary team providing care to patients who have complex pain, symptom, spiritual and psychosocial needs which require specialist palliative care interventions.
- To provide high quality nursing care to patients with complex palliative care needs, including non cancer conditions, e.g. COPD and heart failure and neurological conditions such as MND / MS etc.
- To ensure standards of care are maintained to the highest level throughout the 24-hour period.
- To co-ordinate safe and effective admissions and discharges as part of the multi professional team, liaising with external agencies as necessary.
- To assess, plan, implement and evaluate the provision of care for patients and relatives.
- To provide a co-operative, supportive and holistic approach to care and care needs within the multidisciplinary team setting.
- To demonstrate specialist palliative care expertise and act as a professional role model.
- To be knowledgeable of Hospice and ward policies and procedures in order to maintain high standards of care.
- To maintain the safe custody of drugs in accordance with Hospice policy and in accordance with NMC guidelines.
- To maintain patient records accurately, in accordance with Hospice policy and professional standards.
- To act as a resource in specialist palliative care, providing information and support to patients, carers and professional colleagues.
- To ensure initial care of family following death, with practical input and emotional support.
- To participate in bereavement risk assessments to ensure appropriate support is offered to bereaved families and carers.
- To be knowledgeable about differing cultural beliefs and preferences and ensure equitable care provided regardless of race or religion.
- To provide a safe environment for patients and staff by being aware of and where necessary implementing relevant policies and procedures.
- To participate in health and safety initiatives and meetings including risk assessments.

- To provide direct support to junior staff, students and volunteers, as appropriate, regarding the provision of care for the patient.
- To maintain economical and efficient use of drugs and ward stores.
- To maintain sufficient supply of stores in accordance with the stores ordering system and the needs of the Hospice.
- To act as a link nurse developing knowledge within the Hospice, ensuring clinical practice is evidence based.
- To liaise effectively with other healthcare professionals, out with the Hospice, involved with the care of the patient and family.
- To participate in the implementation of clinical governance activities e.g. audit of clinical practice, implementation of best practice statements.
- To assist in the development and implementation of Hospice policies to provide high quality care.

Managerial

- To encourage and develop teamwork within the ward, acting as a role model for junior staff.
- To co-ordinate skill mix on shift according to the needs of the patients, taking charge of the unit in the absence of the Team Leader.
- To co-ordinate the provision of care for ward patients and relatives.
- To participate in the performance review of relevant staff as directed by the Matron.
- Providing supervision and mentorship of junior staff and students.

Educational

- To participate in induction and orientation process for new members of staff.
- To supervise student nurse on placement.
- To act as a mentor where necessary.
- To be proactive in identifying and addressing own personal education and development needs, ensuring sufficient study is achieved.
- To participate in the educational programmes offered by the Hospice, internally and externally, taking an active role in the delivery of education in the specialist field of palliative care.
- To ensure clinical placements are effectively facilitated in conjunction with the Matron.
- To undertake teaching of qualified nursing staff, including basic and post-basic students e.g. utilising equipment or symptom management strategies, and other members of the multidisciplinary team as needed.

Professional

- To work within the Nursing and Midwifery Council code of professional practice.
- To maintain active registration with professional regulatory body.
- To maintain CPD folder as required by regulatory body.
- To participate in clinical supervision as required.
- To participate in the Hospice professional development and review process to promote personal and service developments.
- To attend education courses and study days to be aware of developments in own clinical speciality and in the wider nursing discipline.
- Where able, to represent the charitable aspect of the Hospice in public relations and educational events e.g. the annual open days and AGM; the annual memorial service; Christmas services.
- To attend mandatory training sessions e.g. fire, Basic Life Support, manual handling etc.

Equipment and Machinery

The Staff Nurse is expected to have a knowledge of all equipment used in the area, however may not have daily clinical involvement.

Systems

Would be required to maintain all Hospice records, including patient records, CPD folder, ward diary system.

Assignment and Review of Work

- Works within clinical discipline providing advanced nursing care in the field of specialist palliative care.
- Is responsible to the Matron for guidance, professional management, review of work and formal appraisal of performance.
- Is responsible to the Team Leaders for day to day performance management.
- The Staff Nurse will delegate / allocate work to the team in the absence of senior staff.
- Anticipates and responds appropriately to problems / needs of the Inpatient and Day Care Unit service delivery and take steps to resolve them involving appropriate colleagues.
- Meets regularly with other team members / attends staff meetings / attends departmental development meetings, educational and PR initiatives.

Decisions and Judgments

- Clinically and professionally expected to make clinical nursing decisions on a daily basis, taking into account guidance from the Nursing and Midwifery Council, Core Standards, specialist guidelines, protocols and Hospice policies and procedures, All Wales Palliative Care Standards and Health Inspectorate Wales regulations.
- Monitors patient condition to establish any change.
- Uses flexible and innovative approach to problem solving and decision making in order to prioritise own workload.
- Recognises own limitations in the provision of clinical care and urgency of patients needs referring to other health care professionals as appropriate.
- Provision of advice and support to junior staff.
- Ensures safe level of staffing each day in absence of Sister.

Most Challenging / Difficult Parts of the Job

- Maintaining and continually developing advanced clinical knowledge in specialist field
- Undertake emotionally and mentally demanding job, whilst at the same time taking care to safeguard own health and safety and that of colleagues, patients and carers.
- Imparting unwelcome news to patients, family / carers, staff and volunteers.
- Supporting patients and relatives at the end of life.
- Ensuring confidentiality is maintained within the service.
- In the absence of the Sister, provide cover to ensure the effective operation of the ward.
- Managing aggressive behaviour.
- Working rotational shifts in particular during the night.

Communication and Relationships

Will be required to communicate with patients, relatives/carers, external agencies and the Multi Disciplinary Team on a daily basis.

Physical, Mental, Emotional and Environmental Demands of the Job

Physical

- Frequent use of manual handling equipment with patients i.e. wheelchair, hoists
- Standing and walking for majority of work sessions
- Performs wide range of advanced nursing techniques requiring highly developed dexterity

Mental

- Concentration required when assessing and treating patients throughout shift
- Concentration required when checking documents including patient notes
- Concentration when calculating drug dosages and administering of drugs
- Concentration required when observing patient behaviours which may be unpredictable and identify urgent healthcare needs

Emotional

- Frequently communicating with distressed / anxious / worried patients and carers
- Imparting unwelcome news regarding patient's prospects
- Working daily with terminally ill patients
- Being present at the time of death
- Carrying out last offices and mortuary duties

Environmental

- Frequent exposure to bodily fluids
- Moderate exposure to verbal / physical aggression

This job description is not exhaustive; it merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.

PERSON SPECIFICATION

Knowledge, Training and Experience Required to do the Job

- First Level Registered Nurse – RGN
- Experience within relevant clinical area
- Evidence of further education, or willingness to undertake relevant Diploma / Degree level education in Palliative Care; attainment of Diploma in Palliative Care is desirable in maintaining this role
- Evidence of team working skills with ability to work using own initiative
- Effective listening and interpersonal skills
- Time management skills