

Confidentiality Classification		
C1	<input type="checkbox"/>	Non Confidential
C2	<input type="checkbox"/>	Restricted Confidential
C3	<input checked="" type="checkbox"/>	Restricted External

JOB DESCRIPTION



Job Title: Staff Nurse
Responsible to: Senior Sister
Accountable to: Director of Nursing

Overall aims of the Post:

The postholder is responsible for delivering a high standard of specialist palliative care nursing to all patients. In the absence of a more senior nurse, be able to coordinate the overall management of the ward. Facilitating the education and support of qualified and unqualified staff and participating in the development of nursing practice in the clinical area. Working independently/autonomously without direct supervision, accountable for own professional actions.

Key Areas of Responsibility

Clinical:

1. Be accountable for assessing, planning, implementing and evaluating pathways of care for patients in a way that reflects the Hospice philosophy. Be responsible for reviewing and updating nursing care plans and documentation.
2. Complete patient documentation fully, ensuring that all entries are accurate and legible and that information systems are maintained.
3. Ensure that information is imparted to patients and their families in a manner which maintains an individual's privacy and dignity.
4. Plan and organise discharge arrangements with voluntary and statutory agencies to ensure continuity of care from the hospice to the community or continuing care setting.
5. Liaise appropriately, making referrals when required, with the multidisciplinary team within the Hospice.
6. Participate in multi-disciplinary care, ensuring effective communication is maintained between all staff, patients and their families.
5. Safely set up and maintain S.C. syringe drivers and administer all medications in accordance with Hospice and NMC guidelines.
6. Demonstrate evidence based nursing care within clinical area.
7. Be competent in the administration procedures relating to all blood products.
8. Safely administer I.V. infusion and bolus I.V. antibiotics as per Hospice policy.
9. Ensure adequate precautions taken to minimise the risk of cross infection.
10. Work as part of the multidisciplinary team in supporting patients and their carers during the delivery of bad news, caring for the terminally ill patients and the event of death.
11. Report to a more senior nurse or doctor on the patient's condition both verbally and in writing where appropriate.
12. Be responsible, in conjunction with the Senior Sister, for maintaining a safe environment for patients, visitors and other staff within the clinical environment.
13. Act in accordance with the Hospice Manual Handling Policy, minimising risks to patient and staff.
14. Recognise, react to and manage appropriately, emergencies related to this speciality.
15. Able to work under indirect supervision

Managerial:

1. When co-ordinating the shift, able to organise own workload and supervision of colleagues and to ensure that adequate staffing levels are maintained with correct skill mix, to meet the needs of the Clinical area.
2. Participate in the development of policies and protocols.
3. Responsible for stock control, eg controlled drugs.
4. Support colleagues through a process of reflection, advice and guidance
5. Mentor students and new staff to the clinical area ensuring, in line with their objectives, that their learning needs are met.
6. Ensure safety of patients, carers, colleagues and the Hospice premises through Hospice Health and safety policy and procedures.
7. Ensure that all clinical incidents or near misses are reported and investigated in line with the Hospice Risk Management policy

Education and Research:

1. Contribute to the education programme within the clinical area.
2. Act as a mentor for learner nurses/NVQ trainees and a preceptor for junior staff nurses.
3. Assess educational and information needs for patients and families and devise plans to ensure needs are met.
4. Keep educationally and professionally updated, and meet the criteria of the NMC PREP document.
5. Participate in clinical audit programmes or research projects.
6. Supervise more junior staff nurses, students and non-qualified staff.

General:

To be aware of and promote and adhere to the Hospice in the Weald's Health and Safety Policy and any other Policies and Procedures that are appropriate to the role.

Hospice in the Weald is a registered charity. It relies on the local community for a major proportion of its income through fundraising, principally undertaken by volunteers. For this reason it is expected that all members of staff will endeavour to support the fundraising activities of the hospice, taking appropriate opportunities to explain the way the hospice is funded and being expected to attend in a voluntary capacity at least two functions a year. We have many unpaid staff working with Hospice in the Weald on a voluntary basis. Their contribution is vital to the Hospice and you will be expected to participate in developing good working relationships with them.

THIS JOB DESCRIPTION IS INTENDED AS A GUIDE ONLY AND IS NOT AN EXHAUSTIVE LIST OF DUTIES. IT IS SUBJECT TO PERIODIC REVIEW IN CONJUNCTION WITH THE POST HOLDER.

Staff Nurse Grade E Job Description
Updated PW 0709



**STAFF NURSE
Person specification**

Essential	Desirable	Assessed By
First Level registration		Application
Evidence of ongoing professional development		Application
Post registration Nursing Course (Palliative care Dip/Degree, ENB 931, 237, or equivalent)		Application
	Mentorship/teaching qualification (inc. ENB 998)	Application
Good communication skills		Interview
Organisational and managerial skills		Application and interview
Teaching skills		Application
Supervision and staff support skills		Application and interview
Intravenous drug administration skills		Application
Ability to work in a multiprofessional environment		Interview
Knowledge of IT		Application
Sound experience as registered nurse in specialist palliative care setting or associated environment		Application
Experience with learner nurses		Application and interview
Strong motivation to work at Hospice in the Weald		Application and Interview
Neat, tidy and professional appearance		Interview