



## **Job Description**

**JOB TITLE:** Staff Nurse

**REPORTS TO:** Unit Sister

### **JOB SUMMARY**

To work under the direction of the Unit Sister in aspects of management, leadership and co-ordination of the unit and its activities ensuring high standards of patient care are maintained in accordance with all St Rocco's Hospice policies, procedures and guidelines.

### **KEY STRATEGIC RESPONSIBILITIES**

- To be aware of strategic developments at the hospice specifically relating to the unit. To support the Unit Sister's where required with the development and delivery of the strategic business plan objectives aligned to the strategy of the hospice.
- To participate in clinical effectiveness initiatives and development of policy documents/protocols/pathways etc and ensure implementation as appropriate.
- To work under the direction of the Unit Sister to support the co-ordination, development and management of the unit's nursing service offered at St Rocco's Hospice.
- To work under the direction of the Unit Sister to ensure that the climate of the service is conducive to patients'/relatives' spiritual, psychological and physical well being.
- To work under the direction of the Unit Sister with the continuous updating/auditing and developing of the care and quality assurance initiatives in collaboration with other staff.
- To work under the direction of the Unit Sister in maintaining high standards of nursing care within the unit.

### **OPERATIONAL RESPONSIBILITIES**

- To work under the direction of the Unit Sister, and in conjunction with all team members to identify, encourage and undertake research, palliative care initiatives and developments of areas of special interest.
- To work under the direction of the Unit Sister, and in conjunction with all team members to ensure all relevant healthcare standards are adhered to and necessary records completed.
- To work under the direction of the Unit Sister, and in conjunction with all team members to ensure clinical risk is managed to as low a level as is practicable and reports of clinical incidents and subsequent actions required are disseminated throughout the team and acted upon appropriately.

## **STAFF MANAGEMENT**

- To assist the Unit Sister to ensure adequate staffing and skill mix on the unit at all times.
- To work under the direction of the Unit Sister to support more junior staff, bank nurses and HCA's in a manner which is beneficial to the needs of the unit and the individual.
- To assist the Unit Sister to maintain staff records including training and annual leave by ensuring personal adherence to HR policies and procedures.
- Follow professional guidelines for the code of professional conduct and ensure that all team members adhere to the same principles and organisational policies.

## **FINANCIAL MANAGEMENT**

- To monitor stock levels and supplies and ensure timely and appropriate ordering.
- Support the day to day operation of the unit team to ensure efficient and effective delivery of services and use of resources.

## **COMMUNICATION AND WORKING RELATIONSHIPS**

- Develop and sustain good working partnerships with allied professionals and external agencies.
- Ensure satisfactory channels of communication are maintained promoting a transparent, impartial and honest culture amongst all disciplines.
- To act as a cover member of the Multi-Disciplinary Team in the absence of the Unit Sister ensuring that as the key worker for the patient they have up to date knowledge of the patients' condition and contribute to the discussion to determine with the other members of the MDT future plans which promote patient centred care.
- To have responsibility for ensuring that future plans for care are shared with staff who are responsible for delivering patient care.
- To work under the direction of the Unit Sister to facilitate and participate in regular staff meetings and attend other meetings as required within the role.

## **INFORMATION SYSTEM**

- To work under the direction of the Unit Sister to ensure safe and secure management of information within the department and to manage compliance of all staff with information management policy in relation to both paper and electronic records.

## **RESPONSIBILITY FOR PATIENT/CLIENT CARE**

- Ensure patient care is of the highest standard, is evidence based, and significant advances are implemented early.

- Work as a core part of the nursing team, demonstrating required standards of care and leadership by example in practice.
- Advise and participate in multi disciplinary assessment and care planning and liaise with external agencies to facilitate safe and effective discharges within the relevant statutory frameworks.
- Anticipate the changing needs of patients and carers including anticipatory grief support by exploring their awareness of the situation.
- Acknowledge individual patient and family strengths and coping strategies promoting and involving other members of the multi disciplinary team or external agencies as appropriate to optimise all aspects of patient and family care.
- To participate in the collection of service user views regarding services provided and take appropriate action required.
- To ensure a safe, tidy environment in the unit and adherence to Health and safety and Infection control policies
- To deputise for the Senior Sister in their absence
- Maintain own personal continuing professional development.
- To ensure safe keeping and administration of drugs in accordance with national standards and legislation.
- Ensure the equality, diversity and rights of patients are promoted and maintained in all areas of clinical governance and clinical care.

## **SAFEGUARDING DUTY**

“It is the responsibility of the post holder to be aware of and follow the legislation and guidance regarding Safeguarding Adults and Children as stated in the Hospice Safeguarding Policy. This applies to all staff regardless of which member of the family is the primary client. The post holder is responsible for ensuring they receive the appropriate level of safeguarding training according to their role”.

## **ASSURANCE STATEMENT**

The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

It is the responsibility of all employees to adhere to general policies and procedures as detailed in the Staff Handbook and other individual policies.

The above Job Description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change.

## **CHANGES TO THIS JOB DESCRIPTION**

Post holders have a responsibility to discuss any significant job changes with their line manager at the time the change occurs and agree any permanent substantial change.

## Person Specification

**TITLE: Staff Nurse**

**DEPARTMENT: Clinical**

Criteria for selection	Essential	Desirable
<b>Education/Qualifications</b> <ul style="list-style-type: none"><li>• RGN / Adult</li><li>• Certificate or diploma in palliative care</li><li>• Advanced communication skills</li></ul>	Y	Y Y
<b>Knowledge/experience/skills</b> <ul style="list-style-type: none"><li>• Substantive post registration experience</li><li>• Good communication skills</li><li>• Sensitive to patient issues</li><li>• Continuing awareness of developments in palliative care</li><li>• Demonstrates team working</li><li>• Ability to mentor and teach</li></ul>	Y Y Y Y Y	Y
<b>Personal Qualities</b> <ul style="list-style-type: none"><li>• Empathetic Approach</li><li>• Care and compassion</li></ul>	Y Y	
<b>Additional Requirements</b> <ul style="list-style-type: none"><li>• Flexible approach to working</li></ul>	Y	