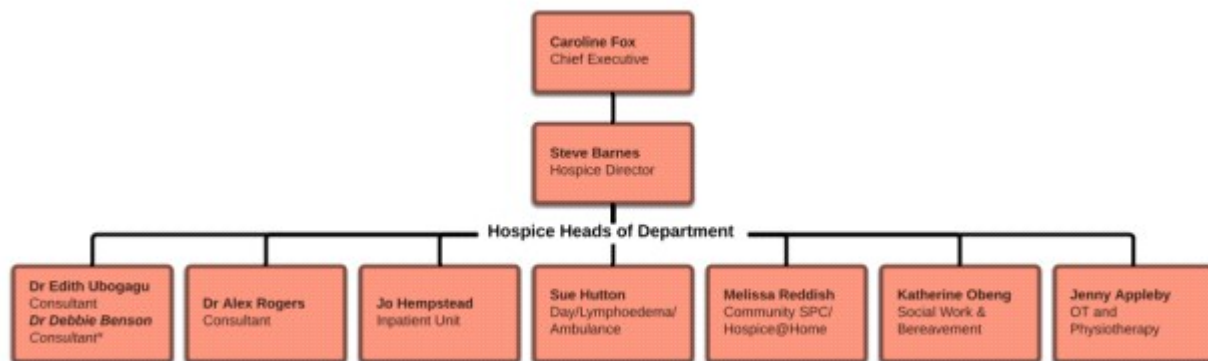


## JOB DESCRIPTION

1. JOB IDENTIFICATION	
Job Title:	Staff Nurse
Band/Grade:	Band 5
Hours of Work:	37.5
Accountable to:	Ward Manager Deputy Ward Managers
Responsible:	Hospice Inpatient Unit
Department:	101SN001-101SN015
Job Reference:	26th July 2019
Last Update (insert Date):	Yes
Disclosure and Barring(DB) Check Required:	Yes <span style="float: right;">Level Enhanced</span>

2. JOB PURPOSE
<p>The post holder is responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care with the multidisciplinary team and patients families in conjunction with the multidisciplinary team and in accordance with Hospice philosophy.</p> <p>They are also expected to supervise and teach unqualified staff with the support and supervision or more senior members of the team.</p> <p>To develop high standards of skilled nursing care and professional practice through evidence practice. To recognise the need for personal flexibility within the unit to ensure all aspects of the hospice service are managed effectively.</p>

3. ORGANISATIONAL STRUCTURE
 <pre> graph TD     CE[Caroline Fox Chief Executive] --&gt; HD[Steve Barnes Hospice Director]     HD --&gt; HHD[Hospice Heads of Department]     HHD --&gt; C1[Dr Edith Ubogagu Consultant Dr Debbie Benson Consultant]     HHD --&gt; C2[Dr Alex Rogers Consultant]     HHD --&gt; C3[Jo Hempstead Inpatient Unit]     HHD --&gt; C4[Sue Hutton Day/Lymphoedema/ Ambulance]     HHD --&gt; C5[Melissa Reddish Community SPC/ Hospice@Home]     HHD --&gt; C6[Katherine Obeng Social Work &amp; Bereavement]     HHD --&gt; C7[Jenny Appleby OT and Physiotherapy]           </pre>

4. ROLE OF DEPARTMENT
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The Hospice consists of an 18 bedded in patient unit, a Day Centre and a community team maintaining highest standards of palliative care with in multidisciplinary environment. Services are provided for people with cancer, HIV and other life threatening illnesses and for their significant others.

Patient are admitted to the Hospice In-Patient Unit for assessment, symptom control, terminal care, rehabilitation, respite care and medical interventions from a wide catchment area of the following CCG's Westminster, Brent, Camden, Islington.

## 5. RESPONSIBILITIES OF THE POST

### Roles and Responsibilities:

#### 5.1 Professional:

1. To keep up to date with current developments in nursing and ensure evidence based practice.
2. Develop new skills and knowledge pertaining to the speciality as advised by the Ward Manager and Deputy Ward Manager.
3. Take responsibility for self-development through the appraisal system and work towards completing agreed personal development plan and professional portfolio.
4. Contribute to the delivery of the Hospice Strategy.
5. Ensure understanding, compliance with and conduct practice in accordance with the NMC Code of Conduct, St John's Hospice Policies and Procedures and the Hospital policies
- 6.
7. Be aware of and adhere to Hospital policies and procedures
8. To undertake responsibility for tasks delegated by the Ward Manager/Deputy Ward Manager and Senior Staff Nurses and Ward Manager.

#### 5.2 Clinical:

1. Carry out planned care for a group of patients
2. Ensure the assessment, planning, implementation and evaluation of evidence based, individualised holistic patient care.
3. Assist in performing safe effective care for patients requiring specialist palliative care.
4. Recognise when changes in patients condition occur and take appropriate action.
5. Assist in carrying out extended roles to ensure best clinical practice
6. Assist and advise unregistered staff in the delivery of patient care.
7. Maintain accurate clinical observations of the patient and act accordingly and appropriately.
8. Undertake nursing procedures.
9. Have responsibility for the correct administration and custody of medicines according to Hospital policy and within NMC guidelines
10. Monitor patients progress, work towards safe and timely discharge plans and ensure barriers to discharge are identified and acted on appropriately.
11. Assist with the management of distressing and emotional situations



12. Have the knowledge and expertise to act appropriately in emergency situation
13. Act as the patient's advocate
14. Report any untoward incidents to the Nurse in charge

### **5.3 Managerial:**

1. Organise own work load ensuring care is prioritised to ensure safe delivery
2. Demonstrate a willingness to support the team
3. Assist in the orientation of new staff and students
4. Ensure that nursing practices comply with The Hospital policies and procedures
5. Communicate effectively at all times and maintain a harmonious working environment
6. Oversee the care given by Healthcare Assistants and students
7. When required co-ordinate day to day activity of shift with senior staff support
8. Promote effective liaison between all members of the multi-disciplinary team
9. Be responsible for the accurate documentation and care of patients records
10. Maintain a safe and healthy environment
11. Assist in ensuring the availability of resources for patient care
12. Ensure equipment is in good working order, and report appropriately when defective
13. Participate in audit and suggest any change to improve standards
14. Demonstrate an awareness of the economical use of resources and contribute to the overall control of the ward or departmental budget
15. Keeping up to date with changes taking place within the Hospital.

### **5.4 Educational:**

1. Assess the needs of patients, relatives and carers and provide them with information as requested
2. Promote healthy living through health education
3. Ensure patients referred to appropriate clinical support teams
4. Assist in the teaching and development of nursing assistants and students helping them to achieve their learning outcomes
5. Act as a role model and mentor to Junior staff

## **6. GENERAL INFORMATION:**

- This job description is not intended to be an exhaustive list of duties, but mainly to highlight the current main responsibilities of the post. It may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.
- The post holder will be required to comply with all policies and procedures issued by and on behalf of the Hospital of St John and St Elizabeth.
- The Hospital is an equal opportunities employer and the post holder will be expected to promote this in all aspects of his/her work .

### **6.1 Other Duties:**

To undertake any other similar duties, as required by the manager.

### **6.2 Confidentiality:**

All information in relation to patients and staff must be held in the strictest confidence and may not be divulged to any unauthorised person at any time without the authorisation of your manager or unless it is in the best interest of the individual. The post holder must maintain the confidentiality of information about patients, staff and other Hospital service business in



accordance with the Hospital's Information Governance requirements, the Code of Confidentiality and the General Data Protection Regulation (GDPR) (EU) 2016/679. A breach of confidentiality in relation to manual or computer data will result in disciplinary action being taken in accordance with the Hospital's disciplinary procedure and may lead to dismissal.

**6.3 Health and Safety:**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974 to ensure that the agreed safety procedures are carried out to maintain a safe environment.

**6.4 Risk Management**

You have a responsibility for the identification of all risk which have a potential adverse affect on the Hospital's ability to maintain quality of care and the safety of patients, staff and visitors, and for the taking of positive action to eliminate or reduce these.

**6.5 Equal Opportunities and Diversity**

As a member of staff at the Hospital of St John and St Elizabeth you have a personal responsibility to ensure that you do not discriminate, harass or bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

You also have a responsibility to ensure that all people that you have contact with during the course of your employment, including patients, relatives and staff are treated equally in line with the Hospital's Equal Opportunities and Diversity Policy.

You are also required to co-operate with measures introduced to ensure equality of opportunity.

**6.6 Codes of Conduct**

The Hospital will provide a supportive environment, in line with the Hospital's Code of Conduct. Any breaches of the Code will be promptly, fairly and reasonably investigated in-line with any associated procedures.

**6.7 Infection Prevention and Control**

Infection Prevention and Control is everybody's responsibility. All staff, both clinical and non clinical are required to adhere to the Hospital's Infection Prevention and Control policy and make every effort to maintain high standards of infection prevention and control at all times thereby reducing the burden of Health Care Associated Infections. Line managers will discuss this with staff as part of the appraisal process.

**6.8 Management of Hospital Values**

Managers are expected to lead by example and deliver the values of the Hospital at all times. They must support the Hospital to deliver excellent service to our patients and visitors. It is understood that as the business evolves, the expectations of the patients will rise and so too will the level of service delivery.

**This is an outline of the post holders key duties and responsibilities. It is not intended as an exhaustive list and may change according to the hospital's needs and priorities and following discussion with the post holder.**

**7. CREATED BY: Joanna Hempstead**

**SIGNATURE:**

Criteria		Essential	Desirable	Assessment
Qualifications	Registered Nurse Current NMC registration in adult or general nursing Educated to diploma or first degree level	√ √ 	√ 	Application form and interview PIN number Certificates of achievement Professional portfolio
Experience	Significant post registration skills. Experience of caring for sick patients in a variety of settings – this could be as a student Previous experience of speciality	√ √ 	√ 	Application form and interview Professional portfolio
Skills and Knowledge	Excellent clinical skills Excellent communicator Professional commitment and self-awareness Motivate self and others Work without direct supervision Sound knowledge of current issues in nursing, developments Ability to work within a multidisciplinary team Good organisational and time management skills Good interpersonal skills	√ √ √ √ √ √ √ 	√ 	Application form and interview Reference s
Other	Motivated and Enthusiastic Flexible Confident decision maker Computer literate Awareness of resources and ability to operate within these Good health record	√ √ √ √ √ 	√ 	Application form and interview Occupational health screening Reference s