Job Description

Job title:	Staff Nurse
Department:	Patient Service
Reporting to:	Ward Sister
Role Summary:	Providing safe,effective care to patients in the inpatient unit through robust assessment, planning, implementation and evaluation of care. Regularly taking charge of the unit, providing direct and indirect patient care without supervision and delegating tasks, as appropriate, to other members of the team

Key duties & responsibilities

1.   Assess, plan, implement and evaluate individualised care using evidence-based practice to support patients and those important to them.

2.   Work collaboratively with the multidisciplinary team to deliver high quality care as set out in the national End of Life Strategy.

3.   Be responsible for the smooth running of the shift by using excellent organisational skills to ensure appropriate delegation of workload and supervise other staff in order to maintain patient safety at all times.

4.   Support the admission and discharge process in a timely way ensuring responsiveness to the needs of patients with any life limiting illness requiring inpatient care.

5.   Maintain all records in line with hospice policies and Nursing & Midwifery Council (NMC)guidelines.

6.   Adhere and be professionally accountable to the NMC - The Code: Professional standards of practice and behaviour for nurses, midwives and nursing associates.

7.   Ensure continuity of patient care by communicating and liaising with medical, nursing and other colleagues, providing accurate and timely reports of any changes in the condition of the patient.

8.   Participate in a robust audit programme and ensure the findings are used to drive quality improvements in the care given.

Professional

1.   Contribute to the smooth running of the service by providing support, leadership, appraisal and supervision to team members as appropriate.

2.   Represent (when required) the service in the absence of the ward sister at internal and external meetings.

3.   Ensure that any incidents and near misses are reported appropriately in accordance with

hospice policy and procedures.

4.   Ensure that the patient's experience is captured by collecting evidence of any compliments, concerns or complaints and escalate appropriately.

5.   Ensure work is to a high-quality standard through the adoption of evidence-based practices.

6.   Actively identify and promote the implementation of service improvements and developments.

7.   Be responsible for your own Continued Professional Development ensuring that clinical skills and relevant knowledge are kept up to date.

8.   Maintain a high level of knowledge, skill and competence related to medication management and to administer medication according to hospice medicine management policy and procedures.

People Management

1.   To act as role model, mentoring and supervising students and volunteers as required.

2.   Contribute to the induction programme for new staff

3.   Support education, training, demonstration and guidance to carers, colleagues and students as appropriate.

4.   Support the Executive Leadership Team in their vision to have an open and honest culture in the hospice by advocating the Freedom to Speak up and Speak out policy.

Other Responsibilities:

1.   Undertake any other duties, commensurate with the role as required by the Hospice management

2.   Act as an ambassador of the Hospice, maintaining honesty, integrity and trustworthiness at all times.

3.   Maintain strict confidentiality at all times.

4.   Ensure that they are aware of and apply health and safety and fire precautions.

5. Ensure that clinical risk management and safeguarding procedures and relevant good practice guidelines are followed at all times.

6. Ensure data protection is maintained at all times.

7. Be flexible in terms of working hours in order to meet service needs.

8. Support the hospice as required, across the range of his/her duties as appropriate within the grading of this post.

Person Specification

Job title:		Staff Nurse
Department:		Patient Services
Reporting to:		Ward Sister
Accountable to:		Associate Chief Nurse
Qualifications	Essential	● 1st Level Nurse ● Evidence of continuous professional development ● Willingness to undertake academic studies in specialist palliative care and develop clinical experience in the speciality
	Desirable	● Recognised post-registration qualification in palliative care ● Advanced Communication Skills qualification ● Degree in Palliative Care or associated subject ● Teaching/mentorship qualification
Experience	Essential	● Experience of working in a multi-disciplinary team. ● Experience of supervising the work of others, delegating workload and monitoring progress by using excellent team leadership skills

	Desirable	• Experience of conducting staff appraisals • Experience of participating in clinical audit processes • Experience of mentoring or coaching • Experience in a palliative care setting
Knowledge and Skills	Essential	• Excellent evidence-based clinical skills • Excellent Record Keeping skills • Knowledge of current initiatives, policy and evidence-based practice in nursing and palliative care • Understanding of NMC standards and limitations to practice • Excellent clinical decision-making skills • IT proficiency (Google, Excel, Word) • High level of organisational skills and ability to respond to complex situations. • Excellent interpersonal skills and the ability to establish good working relationships • Excellent verbal and written communication skills with the ability to articulate in a clear, tactful and sensitive manner
	Desirable	• Supervision and assessment of students
Personal qualities	Essential	• Works within professional guidelines and codes of conduct • Flexible and willing to adapt approach as required • Team ethic and able to work flexibly and effectively to support colleagues. • Demonstrates evidence of a commitment to ongoing development and learning. • Professional and approachable manner • Compassion and empathy
	Desirable	