



Job Description

Job Title: Staff Nurse

Reports to: IPU Manager

Base: Wigan & Leigh Hospice

Date: January 2019

Job Purpose:

To work as a member of the hospice clinical team, ensuring that the service delivers high quality, evidence based specialist palliative care to patients and their families with care, compassion and dignity.

Objectives	Typical Tasks
<p>Management:</p> <p>To assist senior members of staff to plan care, direct and manage the service so that the Hospice's strategic vision and operational objectives for the delivery of specialist palliative care to patients and their families within the department are achieved.</p>	<ul style="list-style-type: none">• To work closely with the Team Managers and colleagues to ensure that the unit is efficiently and effectively managed.• Maintain effective communication within your own team and other departments.• To manage time and supervise team members and student nurses effectively and efficiently.• To ensure service sustainability through integrated team working across clinical departments
<p>Leadership:</p> <p>To act as a role model who clearly expresses the hospice vision, values and service quality.</p>	<ul style="list-style-type: none">• To act as a positive role model at all times and in the manager's absence, ensuring that the department runs to the highest standards as set by the managers.• Accept accountability for own actions and areas of responsibility.• Involve others in decision making and empower where possible.• Act as a positive member of the wider hospice team and ensure team communication is clear, objective and focussed on excellent patient care.

<p>Human Resources:</p> <p>To support senior members of the team in developing a high performing nursing team to ensure the high standards of care and support are maintained in line with internal policies and procedures and clinical guidelines.</p>	<ul style="list-style-type: none"> • Participate in the development and mentoring of new members of staff and students. • Act as a mentor to colleagues pursuing educational and development courses at all academic levels. • Act as a role model to other health and social care professionals, clarifying and evaluating objectives for the learning experience. • Support Health Care Assistants, Volunteers and students in their role and duties.
<p>Clinical:</p> <p>To assist in the delivery of clinical care and associated activities in line with the appropriate standards and guidelines.</p>	<ul style="list-style-type: none"> • Conduct holistic nursing assessments on patients and ensure appropriate care and action plans based on their needs are clearly recorded and documented. • Maintain patient confidentiality at all times • Ensure medicines are managed in accordance with all internal policies, procedures and standard operating procedures and the misuse of drugs act 1971 • Use enhanced communication skills with patients, carers and relatives, including those with language and cultural differences, facilitating informed consideration that enables choices to be made concerning treatment and future care. • Participate in daily handover and admission meetings and the team's weekly multidisciplinary meeting (MDT) in order to optimise management plans for each patient. • Plan patient discharges safely and effectively. • Support Consultant led ward rounds. • Facilitate informed consent that enables patient choice regarding their care, treatment and needs. • Maintain contemporaneous records of all patient contacts including contacts with relatives and other carers. • Within your scope of knowledge and expertise give advice to professionals, patients and carers who access the 24hr advice line.
<p>Quality, Standards, Governance and Safety:</p>	<ul style="list-style-type: none"> • Maintain accurate IT data base's regarding clinical activity.

<p>To assist senior members of the team in managing the departments quality and standards of service ensuring patients, staff, volunteers and the public reside in a safe, well managed environment.</p>	<ul style="list-style-type: none"> • Ensure all significant events, drug errors or service issues are reported in a timely way. • To ensure issues are raised of alleged wrong doing or malpractice with their line manager and also to ensure that any member of staff who raise any issues will not be subjected to reprisals or victimisation of any kind. • Safeguard all patients, families and the public through adherence to internal and external policies and procedures, reporting any concerns to the manager or relevant professional body.
<p>Compliance:</p> <p>Ensure that your practice facilitates full compliance with the Care Quality Commission's Essential Standards, Data Protection and Outcome Measurements</p>	<ul style="list-style-type: none"> • Ensure sickness/annual leave procedures are adhered to. • Ensure all staff maintain up to date clinical records. • Ensure all hospice policies and procedures are adhered to by you and your colleagues • To participate in clinical audits and to utilise their findings in practice development. • To evaluate quality of the service through the Clinical Governance Framework, including clinical audit, activity analysis and user views surveys. • Report concerns or complaints of service users to team managers.
<p>Service Information:</p> <p>Ensure up to date service information is readily available in all patient areas and that patients and their visitors have an awareness of this.</p>	<ul style="list-style-type: none"> • Be aware of all service information available and how to signpost service users to relevant support. • Ensure that patients and their families are in receipt of all relevant hospice information.
<p>A Value for Money Service:</p> <p>Ensure the charities' money is used in the most effective and efficient way and that your service runs to budget.</p>	<ul style="list-style-type: none"> • Ensure appropriate, efficient and economical use of Hospice resources limiting waste. • Maintain awareness of expenditure on dressings, equipment and disposables and ensure value for money when ordering stocks and supplies. • Maximise your efforts during working hours in the delivery of a high quality service. • Manage donations safely as per policy and procedure.

<p>Continuous Self Development:</p> <p>Continuous self-development to ensure knowledge, skills and competence are relevant to the service.</p>	<ul style="list-style-type: none"> • Take responsibility for own professional development, identifying training and development needs to line manager. • Complete annual electronic mandatory training. • Complete the e-End of Life Care for All (e-ELCA) training modules within your first year of employment. • Demonstrate commitment to on-going professional development by attending relevant training courses, participating in professional development reviews, reflective practice and assessment of professional competencies. • Prioritise attendance at the Wednesday afternoon Multidisciplinary Education Forum as this is the forum that disseminates training and education on current practice, hospice audits and research.
<p>Hospice philosophy:</p> <p>Actively support the vision, philosophies and values of the hospice.</p>	<ul style="list-style-type: none"> • Promote the core values of the hospice i.e. Compassion, Accessibility, Respect and Excellence • Act in a non-discriminatory manner • Act with professionalism, dignity and empathy when carrying out your role. • Maintain confidentiality at all times • Act as a positive role model to the team and wider community • Undertake any other duties that are in keeping with the values of the Hospice that you have the skill and ability to carry out

Person Specification – Staff Nurse IPU	
<ul style="list-style-type: none"> • <u>Essential</u> • Qualifications • First level Registered General Nurse • Experience, skills, knowledge of <ul style="list-style-type: none"> • Experience of working in a similar environment • Experience of delivering holistic care • Experience of mentoring staff • Ability to work independently and within a team • Good organisational and interpersonal skills • Good record keeping skills • Excellent time management skills • Excellent communicator • Commitment to team working • Enthusiasm for development and innovative practice • Commitment to quality and professional standards • Demonstrate your flexibility to work unsociable hours • Awareness of the Hospices charitable status and its reliance upon charitable donations which are influenced by clinical care delivery and the professionalism of hospice personnel • Technical and clinical skills <p>(See attached skill set. You must demonstrate the ability to meet the required technical and clinical skills within the identified time frame)</p> <ul style="list-style-type: none"> • Other • Participation in internal rotation to night duty (Day Staff) • Rotate onto day duty for 6 weeks per year (Night Staff) 	<ul style="list-style-type: none"> • <u>Desirable</u> • Qualifications • Recognised Post-Registration Palliative Care Qualification