JOB DESCRIPTION: STAFF NURSE, Trinity Hospice at Home Team

ACCOUNTABLE TO: CNS Manager – Lead Community CNS

RESPONSIBLE FOR: Healthcare Assistants and supporting students on placements.

OVERALL PURPOSE: To provide high quality care to people in their own homes, in conjunction with other members of Trinity hospice at home service.

The post holder will have a key role in providing support to patients in their own homes who have a palliative and end of life care needs, raising clinical standards and promoting a learning environment for other health care providers. You will be responsible for planning, assessing, implementing and evaluating care in partnership with the District Nurses Team and out of hours providers. The post holder will take responsibility for the management of the case load in the absence of the Lead CNS.

Main Duties of Post.

1. Provide palliative care advice and support to patients, their families and carers,
2. To plan, assess and implement patient care plans in conjunction with the Primary Health Care Team.
3. Monitor patients condition and report significant changes to the CNS Manager, Community lead CNS GP and District Nursing Team, incorporating high standards of individualised patient care.
4. Liaise effectively with other health care professionals in the community and within the Hospice, receiving and sharing information through effective communication.
5. Be responsible for managing the process of receiving and responding to referrals to The Trinity hospice at home service.
6. Prioritising workload of the team and managing resource allocation as required.
7. Act as a mentor and role model for new staff as they undertake their induction programme or students on placement.
8. Contribute to team meetings and handovers.
9. Supervise the work of Healthcare Assistants and ensure hospice policies are followed.
10. Be prepared to cope with incidents or emergency situations as they arise and report them to the Senior Nurse on duty.
11. Cover a 24 hour nursing rota when the need arises and for the professional development in the total care of patients requiring specialist palliative care.
General Responsibilities

12. To undertake all mandatory training as required by Trinity Palliative Care Services and participate in appropriate in-service training as and when required.
13. Maintaining the strict confidentiality of all information acquired especially with regard to patients and staff.
14. To undertake an appraisal and personal development review annually and through self-development, continuously update and improve knowledge and competencies.
15. To be a co-operative and supportive member of the Trinity staff team, ensuring that all members are aware of any issues in the post holder’s workload, which may affect other members of the Trinity team.
16. To manage all volunteers utilised in your area and to develop effective working relationships providing regular feedback on their performance.
17. To take responsibility for being up to date with current policies and procedures and to adhere to these.
18. Co-operating fully in the introduction of any new technology and new methods as appropriate.
19. To promote at all times the Hospice philosophy and uphold the Trinity core values.
20. Any other duties that may be reasonably requested.

Professional function

Clinical

21. To contribute to the District Nurses assessments of patients and development or implement of programme of care for patients in their own homes.
22. To carry out specific treatments and clinical procedures, basing clinical practice on current research based evidence.
23. To administer drugs and assist with their ordering in accordance with NMC standards for the Administration of Medicines.
24. Perform all duties in accordance with NMC Code of Professional Conduct.
25. Ensure that relevant health and safety procedures are maintained within patient areas, either at their home or within the Hospice.
26. To establish and maintain effective communications and working relationships with the multi-professional team within the community.
27. To use skilled communication to support carers and families of patients receiving services from Trinity hospice at home service and maintain trusting effective relationships.
28. To verify when a death has occurred, notifying families and carers as appropriate, following the procedures carried out within the community.
29. To ensure that patients and carers are identified and appropriately referred to other services both from Trinity or community.
30. To contribute to the development and enhancement of patient care by participating in standard setting, policy development and clinical audit of services.
31. Be responsible for co-ordinating flexible care provision to enable patients to remain at home.
32. Work flexibly to meet service demands, which will include unsocial hours.
33. Maintain accurate patient records in line with Hospice guidelines.
34. To be involved in the development of policies, procedures and guidelines for the Trinity hospice at home service.
35. To assist in auditing of the Trinity hospice at home service with team leadership and participate in research where appropriate.
Learning

35. Complete and maintain Trinity’s competences as required by the role.
37. Develop own knowledge and skills in palliative care, supported by current relevant research and contribute to best practice development of Trinity hospice at home staff.
38. To demonstrate a commitment to continued professional development by keeping up to date with current issues in nursing practice and attendance at relevant study sessions.
39. Facilitate an environment that optimises and develops knowledge and skills within Trinity hospice at home service through reflective practice and education.
40. Undertake Trinity symptom management portfolio to enhance clinical knowledge.

Personal

41. Use opportunities to extend clinical and professional knowledge.
42. Accept accountability for own clinical practice and maintain and continue professional development
43. Ensure that all statutory regulations are adhered to in accordance with the Care Quality Commission and the NMC guidelines.

This job description is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments in the service.