JOB DESCRIPTION

JOB TITLE: Staff Nurse

ACCOUNTABLE TO: Senior Nurse on duty, Ward Sisters and Clinical Manager

RESPONSIBLE FOR: Care of patients and families, staff nurses, Healthcare Assistants NVQ level 3, Healthcare Assistants and Volunteers and supporting students on placement

OVERALL PURPOSE:

To provide and plan nursing care and support for patients and their families in the terminal stages of their illness, ensuring processes and procedures are initiated and followed over the 24 hour period.

JOB PURPOSE

Working alongside the Sister/Charge Nurse or Senior Nurse on duty, as a Staff Nurse you will be working within a multidisciplinary team. You will be part of the team to provide holistic care to meet the needs of patients and those important to them.

You will develop, implement and evaluate individual programs of care without direct supervision working in partnership with NVQ3 and Health Care Assistants.

You will provide guidance and support to the team to ensure high standards of patient care, and support the management of operational aspects for the patients under your care, liaising as appropriate. You will maintain high standards of professionalism as outlined in the NMC Code of Professional Conduct.

- Supporting the admission/discharge of patients where appropriate
- Manage symptoms in collaboration with Senior Nursing and Medical team
- Undertake Clinical interventions
- Medications Management
- Advanced Care Planning
- Holistic Care to include psychological, spiritual and emotional wellbeing for patients and families and those important to them
- Liaise with Multidisciplinary team
- Maintain high standards of quality and safety
• Ensure relevant updates for patient care are completed including but not exclusive to PA assessments, discharge medications, CQC form.

Team Management

• Take responsibility for the delegation of workload for your identified cohort of patients
• Lead the ward round (Where applicable)
• Undertake delegated duties such as medication rounds, admissions and discharges, review assessments
• Provide appropriate handover to clinical teams, ensuring documentation is updated documentation as appropriate
• Be responsible for ensuring care is updated and patient assessments reevaluated within the specified time frames
• Act as a mentor and role model for other team members
• Highlight any areas of concern and support investigation as appropriate

Patient Centred Care

• Provide excellent customer care skills to ensure patients come first.
• Ensure that patients receive high quality clinical and personal care and a good patient experience, having regard for their customs, religious beliefs and doctrines.
• Recognise the patient’s right to privacy, dignity and confidentiality, showing due regard for the patient’s property.
• Act as an advocate for patients within the department, to ensure a patient-orientated approach to the delivery of care over the 24 hour period
• Implement the “what matters to me” conversations with patients and families at the beginning of each shift

Clinical Care

• To assist in developing a caring, supportive and spiritual atmosphere for patients and relatives.
• To maintain professional and ethical standards and set a high standard of patient care.
• Utilise specialist skills in all aspects of palliative care and carry out or delegate care to members of the team, ensuring communication and collaborative approaches.
• To evaluate the total care of the patient and their family.
• To support Sister/Charge Nurse/ senior nurse in their role.
• Cover a 24 hour nursing rota when the need arises and for the professional development in the total care of patients requiring palliative care.
• Develop managerial and teaching skills under the supervision of senior nursing staff.
• Assist in ward management and determining nursing priorities under the direction of the Sister/Charge Nurse/ senior nurse.
• Supervise the work of Healthcare Assistants and volunteers and ensure that hospice policies are followed.
• Maintain a clean, safe and secure environment for patients, visitors and staff.
• Communicate information on patient care and related matters to Sister/Charge Nurse, Advanced Nurse practitioner and the Medical Team.
- Accept professional responsibility for the safe custody, administration and recording of medications in accordance with statutory requirements and established Hospice policy and procedures.
- Ensure correct use and due economy is made of equipment and resources. Be prepared to cope with incidents or emergency situations as they arise as delegated by the Senior Nurse on duty.
- Report any changes in conditions or situations to the Senior Nurse in charge.
- Be involved in quality assurance and collaborate with the Management Board in standard setting and audit of patient care.
- Develop communication skills both written and verbal to ensure accurate information is conveyed to other members of the team.
- Undertake a range of delegated clinical care duties to deliver agreed plans of care, acting on own initiative.
- Chaperone patients to and from home / hospital / hospice, following assessment by a registered nurse, to maintain patient safety.
- Care for the body after death and support family members / carers appropriately.

**Medications Management**

- Administer medication in accordance with Hospice policy and procedure.
- Monitor the administration of medication via syringe drivers and undertake first line troubleshooting when problems occur.
- Complete all relevant documentation appropriate to medication and administration including syringe driver monitoring sheet.

**Clinical**

- Assessing the individual needs of the patient and the family and initiating and participating in the implementation of programmes of care to meet physical, psychological and spiritual needs of patients, carers and families.
- Evaluate and document nursing care continuously.
- Be involved in a multidisciplinary approach to patient care together with other health care professionals and the clergy who are involved in the care of the patient and family.
- Develop discharge-planning skills and complete relevant documentation.
- Assist the Medical Staff in patient and relative care, reporting changes in symptoms and needs as they occur.
- Develop clinical expertise in symptom control working in partnership with the Medical Team and within your professional competence, seeking support where required.
- Accept professional accountability for extension of own clinical practice.
- Participate in research projects and the development of specialist palliative care.
• Keep abreast of current nursing concepts and be prepared to adopt new methods of patient care as appropriate.

• Provide support and information and advice to patients, families and professional colleagues.

Learning

• Develop specialist knowledge and informal teaching skills in this field of nursing.

• Participate in staff induction acting as mentor where appropriate with new staff.

• Encourage a learning environment for student nurses and volunteers.

• Develop communication through attending advanced communication course.

• Develop accuracy skills when dealing with medication.

• Use opportunities to extend clinical and professional knowledge.

• Accept accountability for own clinical practice to continue personal development.

• Promote best practice in relation to Health and Safety.

• Ensure that all statutory regulations are adhered to and that NMC Guidelines are followed.

GENERAL RESPONSIBILITIES

• To undertake all mandatory training as required by Trinity Hospice and Palliative Care Services and participate in appropriate in-service training as and when required.

• Maintaining the strict confidentiality of all information acquired especially with regard to patients and staff.

• To ensure all documentation is contemporaneous, clear and accurate, and plans of care are updated in accordance with the needs of the patient.

• To undertake an appraisal and personal development review annually and through self-development, continuously update and improve knowledge and competencies.

• 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.

• Act in accordance with Trinity Hospice values and associated behaviours.

• To support all volunteers utilised in your area and to develop effective working relationships providing regular feedback on their performance. To take responsibility for being up to date with current policies and procedures and to adhere to these.