JOB DESCRIPTION

TITLE OF THE POST: Senior Staff Nurse- Hospice at Home

ACCOUNTABLE TO: Team leader and Community Clinical Manager

RESPONSIBLE FOR: Care of patients and families, Health Care assistants and 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. 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 hour’s providers. The post holder will take responsibility for the management of the case load in the absence of the team leader

KEY POINTS OF THE ROLE

- Work within the identified duties for the senior nurse role
- Manage symptoms in collaboration with medical team
- Undertake Clinical interventions
- Medications management
- Advanced care planning
- Holistic care to include psychological, spiritual and emotional wellbeing for patients and families plus those important to them
- Liaise with Multidisciplinary team
- Maintain high standards of quality and safety

TEAM MANAGEMENT

- To plan, assess and implement patient care plans in conjunction with the Primary Health Care Team.
- Monitor patient's condition and report significant changes to the Clinical Manager, GP and District Nursing Team, incorporating high standards of individualised patient care.
- Liaise effectively with other health care professionals in the community and within the Hospice, receiving and sharing information through effective communication.
- Be responsible for managing the process of receiving and responding to referrals to The Trinity hospice at home service.
- Prioritising workload of the team and managing resource allocation as required, acting as deputy for team leader in their absence.
- Act as a mentor and role model for new staff as they undertake their induction programme or students on placement.
- Contribute to team meetings and handovers.
- Supervise the work of Healthcare Assistants and ensure hospice policies are followed.
- Be prepared to cope with incidents or emergency situations as they arise and report them to the Senior Nurse on duty.
- 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.
- 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-oriented approach to the delivery of care
- Implement the “what matters to me” conversations with patients and families.

**CLINICAL CARE**

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

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

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

• Undertake all mandatory training as required by Trinity Hospice and Palliative Care Services and participate in appropriate in-service training as and when required.
• Maintain strict confidentiality of all information acquired especially with regard to patients and staff.
• Ensure all documentation is contemporaneous, clear and accurate, and plans of care are updated in accordance with the needs of the patient.
• Undertake an appraisal and personal development review annually and, through self-development, continuously update and improve knowledge and competencies.
• 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
• Support all volunteers active in your area and develop effective working relationships, providing regular feedback on their performance.
• Take responsibility for being up to date with current policies and procedures and to adhere to these.