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| **JOB DESCRIPTION AND PERSON SPECIFICATION** |

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| **Job Title:** | **Staff Nurse** |
| **Reports to:**  **Responsible to:** | Day Hospice Team Leader  Head of Clinical Services |
| **Location:** | Primrose Hospice St Godwalds Road, Bromsgrove B60 3BW |
| **Hours:** | 22.5 hours per week |
| **Salary:** | £15,732 pro rata (FTE £26,220) |

**Job Role**

* To provide and promote a high standard of nursing care for patients in a palliative care Day Hospice setting. Patients will present with a range of progressive conditions including cancer, Motor Neurone Disease and other neurological conditions, COPD and heart failure (and other life-limiting illnesses).
* To be responsible for the assessment of care needs and the development, implementation and evaluation of programmes of nursing care.
* To take charge of the Day Hospice when required in the absence of the Day Hospice Team Leader.
* To promote the use of evidence-based practice and an environment conducive to the training and support needs of all staff and volunteers.

**Duties and Responsibilities**

**Clinical:**

* To develop and maintain a problem-solving approach to the assessment, planning, implementation and evaluation of programmes of care in line with a holistic philosophy of individualised care.
* To encourage an open and co-operative approach towards patients and their families/carers which fosters their independence, and which recognises and respects their involvement in the planning and delivery of care.
* To monitor standards of care by the giving and receiving of nursing reports and through communication with patients, relatives, visitors and staff – bringing any deficiencies to the attention of the Day Hospice Team Leader.
* To deal with sensitive information concerning a patient’s medical condition and demonstrate supportive skills. Be able to deal with psychological, emotional and spiritual needs of patients.
* Able to make a broad assessment of a patient’s needs and make appropriate judgements on problems requiring analysis or investigation.
* To develop and maintain effective communication with all members of the multi-professional team, community services, statutory and voluntary agencies.
* To demonstrate clinical skills including recording of basic observations, use of equipment such as suction machine, oxygen concentrator, hoists and other manual handling aids.
* To provide nursing and personal care as required, including assisting dependant patients with bathing and toileting.
* To be aware of, and respect, the patient’s right to confidentiality.
* To demonstrate a non-judgemental approach to patients and relatives/carers, irrespective of their ethnic origin, religious beliefs, personal attributes or any other factors.
* To be aware of the Nursing and Midwifery Council’s Code of Professional Conduct in the performance of nursing duties and to be professionally accountable for all actions whilst on duty.
* To ensure that all activities are consistent with Primrose Hospice policies and procedures.
* To maintain accurate and up-to-date patient records using electronic notes system (SystmOne).

**Educational:**

* To assist the Day Hospice Team Leader in promoting an environment conducive to the training of all staff, volunteers and visiting students.
* To keep up to date with current issues in nursing and changes in practice.
* To promote the use of evidence-based practice.
* To be aware of the need for ongoing personal development.

**Managerial:**

* To foster a sensitive and caring atmosphere for patients, relatives and staff.
* To support the nurse in charge and to work as a member of the Day Hospice team, promoting good patient care and public relations.
* To take charge of the Day Hospice as required by the needs of the service. To prioritise nursing duties, allocate staff, supervise the work of qualified and unqualified staff, ensuring that nursing care given is safe and appropriate at all times.
* To review current practice, contribute new ideas and to co-operate with changes in policy as they occur.
* To assist with the orientation of staff new to the Hospice.
* To liaise with support services (kitchen staff, maintenance, volunteers etc.) and to ensure that satisfactory levels of service are maintained – bringing any deficiencies to the attention of the Day Hospice Team Leader.
* To participate in the maintenance of appropriate levels of stocks and supplies.
* To take appropriate action on any accident or untoward incident and to report and record details of such events as soon as possible to the Day Hospice Team Leader or Head of Clinical Services.
* To act as an ambassador for the Charity and support events as appropriate.

**Person Specification**

**Qualifications and Experience**

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| **Essential** | **Desirable** |
| * RGN * Educated to diploma level in relevant subject * Minimum 2 years post registration within general medicine/surgery/other relevant settings * Working in a multi-professional team | * Post basic training in palliative care * Palliative care experience * Community nursing experience |

**Knowledge for the role**

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| **Essential** | **Desirable** |
| * Knowledge of symptom management in end of life care | * Audit |

**Skills for the role**

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| **Essential** | **Desirable** |
| * Excellent clinical skills and able to make broad assessment of a patient’s needs and to develop a plan of care to meet those needs * Excellent communication skills * Able to discuss difficult end of life issues with patients and families * IT literate (Word and with training able to use clinical records system) * Ability to work flexibly and adapt to rapidly changing situations * Problem solving approach * Able to work independently and as part of a team * Excellent organisational skills * Able to communicate confidently with health and social care professionals at all levels * Good coping strategies and stress management * Ability to keep accurate documentation | * Interest in working with volunteers |

**Other duties**

To undertake any other duty within your ability and within reason, as may be required from time to time, at the direction of your line manager.

# ASSISTANCE

The Hospice has the advantage of being supported by a number of volunteers. If a volunteer is assigned to assist you at any time, you will still retain responsibility for the requirements of this job in terms of accuracy, efficiency and standards of completion. You will also ensure good communication and be mindful of your responsibility towards that volunteer in terms of Health and Safety.

# CONFIDENTIALITY

You should be aware of the confidential nature of the Hospice environment and/or your role. Any matters of a confidential nature, relating to patients, carers, relatives, staff or volunteers must not be divulged to any unauthorised person.

# DATA PROTECTION

You should make yourself aware of the requirements of the Data Protection Act and follow local codes of practice to ensure appropriate action is taken to safeguard confidential information.

# HEALTH AND SAFETY

You are required to take reasonable care for your own health and safety and that of others who may be affected by your acts or omissions and you should ensure that statutory regulations, policies, codes of practice and safety and good house-keeping rules are adhered to, attending safety and fire lectures as required.

This Job Description is not intended to be restrictive and should be taken as the current representation of the nature of the duties involved in your job and needs to be flexible to cope with the changing needs of the job and the Hospice.

It is expected that you will be committed to the core purpose of the Hospice and will act as an ambassador for the Hospice, actively promoting it throughout your role. It is also hoped that as the Hospice is heavily reliant on charitable donations you will support promotional activities where possible showing support to your colleagues in the spirit of team working.