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| **Job Description** | | |
| **Job Title:** | Staff Nurse (Day Hospice) |
| **Reports to:**  **Responsible for:** | Head of Clinical Services  Day Hospice Volunteers |
| **Location:** | Primrose Hospice St Godwalds Road, Bromsgrove B60 3BW |
| **Hours:** | 15 hours per week (Tuesday, Thursday, Friday) |
| **Grade/Salary:** | £30,450 FTE / £12,180 Actual |

**Job Role**

To be responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care without direct supervision.

To promote the use of evidence-based practice in an environment conducive to training and supporting the 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 Clinical Nurse Specialist or Head of Clinical Services.
* To deal with sensitive information concerning patients medical condition, and demonstrate skills of persuasion and reassurance. Able to deal with psychological, emotional and spiritual needs of patients.
* To make a broad assessment of a patient’s needs and make appropriate judgements on problems requiring analysis or investigation, seeking advice from senior staff where necessary.
* 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 venepuncture and recording of basic observations, use of equipment such as suction machine, oxygen concentrator and hoists.
* 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 factor.
* 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 all activities are consistent with Primrose Hospice policies and procedures.
* To maintain accurate and up-to-date patient records using electronic notes system following Hospice procedures and NMC guidelines.
* To provide nursing and personal care as required, including assisting dependent patients with bathing and toileting.
* To liaise with referrer and other health care professionals as necessary and appropriate, gathering as much clinical information as possible.
* To ensure that equipment is used and maintained in a safe and serviceable condition and that faults are reported promptly.

**Educational:**

* To assist the Head of Clinical Services and Clinical Nurse Specialist 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 Head of Clinical Services and to work as a member of the Day Hospice team, promoting good patient relations.
* To provide continuity and consistency of leadership in line with policies agreed with Primrose Hospice.
* To contribute new ideas and to co-operate with changes in policy as they occur.
* 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 Clinical Nurse Specialist or Head of Clinical Services.
* To maintain effective communication between all staff including volunteers within the Hospice.
* To maintain appropriate levels of stocks and supplies within Day Hospice, ensuring that the unit is always adequately stocked, with due regard to economy and efficiency.
* To act as an ambassador for the charity at all times.

**Continuing Professional Development**

* To maintain and develop specialist knowledge, skills and competence through networking with other specialists and professional organisations.
* To maintain a programme of professional development by attending internal and external training, education, conferences and seminars.
* To participate in team clinical supervision.

**Professional Responsibility**

* To maintain registration with the NMC, maintaining personal professional portfolio.
* To take personal responsibility for attendance at annual mandatory training sessions.
* To take personal responsibility for continuous professional development.

**This is not an exhaustive list of responsibilities, and the post holder will be expected to undertake other duties within the remit of the job and appropriate to their level of seniority as requested by the relevant line management.**

# 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 General Data Protection Regulation / 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.
* 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.

**Agreement**

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| **Approved by Line Manager - Signature:** |  |
| **Job Holder’s Name** |  |
| **Signature:** |  |
| **Date agreed:** |  |
| **Reviewed:** |  |