

PHYLLIS TUCKWELL HOSPICE CARE

JOB DESCRIPTION

Post: Staff Nurse

Accountable to: Ward Sister or Hospice Care at Home Service Manager (depending on the staff nurses area of work)

Job Purpose:

To co-ordinate and maintain nursing care, ensuring that the highest standards of nursing care is provided, through a comprehensive, high quality service for all patients., their families and carers in whatever care setting.

Responsibilities

1.0 Clinical

- 1.1 To provide clinical guidance and support to staff, both paid and voluntary.
- 1.2 To ensure statutory obligations are met and staff follow those that are relevant to the clinical area.
- 1.3 To ensure quality standards are maintained and constantly re-evaluated in order to provide the highest standards of holistic care.
- 1.4 To co-ordinate and maintain 24-hour provision of assessment, planning, implementation and evaluation of nursing care in conjunction with the District Nurse assessment in the community setting.
- 1.5 To work as part of the multi-disciplinary team, providing holistic care to the patients, their families and carers.
- 1.6 To ensure patient records are properly maintained in accordance with NMC guidelines and PTHC Care policy.
- 1.7 To be able to demonstrate an understanding of issues relating to the ethical aspects of palliative care and their application in the workplace.
- 1.8 To report accidents, incidents and complaints to the /Sister/Community Nurse Manager/ or on call Senior Nurse and or Medical Director where appropriate.
- 1.9 To understand and adhere to the PTHC Care and Community drugs policy in relation to the correct handling, usage, and administration of all drugs.

2.0 Professional

- 2.1 To understand and work within the National Care Standards Act 2000, the PTHC business plan and philosophy.
- 2.2 To work as part of the multidisciplinary team, providing holistic care to patients, their families and carers.
- 2.3 To provide appropriate information and support to patients carers and friends.

- 2.4 To liaise and develop effective relationships with external health care professionals and other agencies ensuring patient continuity across all care settings.

3.0 Managerial

- 3.1 To ensure a safe working environment is maintained, in accordance with the PTHC Care Fire and Health and Safety policies. Reporting any potential hazards to the line manager
- 3.2 To report any feedback concerns and complaints from patients .their relatives or other advocates to the Ward Sister, Community Nurse Manager, Senior Nurse on call as appropriate
- 3.3 To ensure that the team has the appropriate skill mix and nursing resources are used wisely.
- 3.4 To ensure team cohesion and spirit is maintained through ongoing supportive relationships and consideration of colleagues at all times
- 3.5 To act up for the Nurse Key Worker, as required ensuring ongoing continuity and communication of care
- 3.6 In the community to adhere to the lone working policy

4.0 Training and Development

a)Team

- 4.1 To develop an area of clinical expertise and disseminate to fellow team members as a specialist resource
- 4.2 To support the professional development and safe practice of others.

B)Personal

- 4.3 To maintain up-to-date clinical experience and knowledge and be able to provide evidence of this through your PREP folder.
- 4.4 To act as an assessor and mentor to administrative personnel and students who need to develop skills and acquire experience in the field of palliative care.
- 4.5 Through the use of the PTHC annual appraisal encourage professional growth and identify areas for development.
- 4.6 To strengthen and develop clinical skills across all care settings in conjunction with line manager.

5.0 Research

- 5.1 To participate in research and audit within the PTHC environment, encouraging staff participation.
- 5.2 To implement findings of evidence based practice.

This job description is current and subject to yearly review in consultation with the jobholder. It is liable to reflect and anticipate necessary changes to support the PTHC strategy.

This job description is underpinned by the Phyllis Tuckwell Hospice Care philosophy, culture and core values, which actively promote a total team spirit, the aim of which is to 'be the best'.

Phyllis Tuckwell Hospice Care
Person Specification – Staff Nurse

Competency Required
<p><u>Job Knowledge</u></p> <ul style="list-style-type: none"> • 1st Level Nurse • Minimum 2 years post registration • 1 years oncology/ palliative care experience • Willingness to take ENB 931/or equivalent • Mentorship qualification or willing to undertake • Evidence of current knowledge political scenario/ current issues • Demonstrates understanding of primary health care <p><u>Risk Management</u></p> <ul style="list-style-type: none"> • Understanding of the importance of policies and procedures • Understanding of health and safety in the work place <p><u>Quality</u></p> <ul style="list-style-type: none"> • Commitment to providing high quality, individualised holistic care to patients and their relatives/ carers • Awareness of the Care Quality commission Standards and hospice philosophy <p><u>Team working</u></p> <ul style="list-style-type: none"> • Have an understanding of and experience of multidisciplinary team working • Ability to liaise effectively with other disciplines • Ability to show interpersonal sensitivity to others • Understanding of community • team work • ability to supervise and organise work <p><u>Relationships and oral communications</u></p> <ul style="list-style-type: none"> • Ability to teach/ give presentations • Good communication and interpersonal skills • Sense of humour • Demonstrate interest, enthusiasm & determination • Be flexible, energetic and determined • Ability to cope with stressful situations • Self-awareness and coping strategies <p><u>Written communications</u></p> <ul style="list-style-type: none"> • Ability to write in a clear and legible form <p><u>Education and Training</u></p> <ul style="list-style-type: none"> • Mentoring/ Assessing qualification • Evidence of continuing professional development