**ROWANS HOSPICE CHARITY**

## ROLE SUMMARY

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| **Job Title** | Senior Staff Nurse |
| **Department** | In-Patient |
| **Location** | Rowans Hospice Charity (RHC) |
| **Reporting to** | Sister/Ward Manager |
| **Job Purpose** | The post holder is responsible for contributing to and the implementing of programmes of care in association with the sister. The post holder is also expected to carry out all relevant forms of care without direct supervision and to supervise, where necessary, other qualified and unqualified staff within the primary nursing team. To ensure continuity of set programmes of care in the absence of the primary nurse. |
| **Key Accountabilities, Responsibilities &Tasks** | |
| **Departmental & Role Specifics**  **Management** | * To contribute with the assessment of patients and development of programmes of care. Ensure that programmes are implemented throughout the 24-hour period. * To maintain continuing personal contact with patients and their relatives and contribute with the evaluation of programmes of care. * To carry out and / or supervise the carrying out of specific treatments and clinical procedures. To base clinical practice on current evidence-based research. * To assess the needs of patients and carers requiring intervention from other professionals/therapies within and external to the hospice, refer appropriately. * To report to the Ward Manager / Sister / Nurse Co-ordinator / Hospice Doctor any relevant information on the condition of specific patients, their care or treatment. * To act as a clinical lead as appropriate i.e. infection control, wound care. * To provide advice on symptom control/care management to other health care professionals out of hours. * To verify when a death has occurred, notifying relatives and carers as appropriate. * To care for the deceased patient by administering last offices and ensuring the safe and timely removal of the body from the hospice. * Out of hours to report to the on-call Hospice Doctor any relevant information on the condition of specific patients, their care or treatment. * Out of hours report to the on-call Senior Nurse as appropriate any immediate concerns related to the smooth running of the hospice. * To report any feedback, concerns and complaints from patients, their relatives, or others acting on their behalf and assist in the investigation as appropriate. * To administer drugs, and assist with their ordering and storage, in accordance with the NMC Standards for the Administration of Medicines. To recognise and report any errors or omissions in the administration of medications. * To adhere to the NMC Code of Professional Conduct. * To report to the Sister / Matron any matter affecting the smooth running of the unit. * To ensure knowledge about patients is maintained in the strictest confidence, and is not divulged, except to professionals where it would materially assist with the programme of care or protection of the individual (See Staff Handbook Confidentiality / GDPR requirements). * To demonstrate a consistent level of courtesy and consideration to patients, their relatives and visitors. * To promote a high quality of nursing by adhering to set standards. * To offer support within other hospice services if required [LWC/H@H as required. * To contribute to the ordering and storage of clinical stores * To ensure that all nursing records are completed and updated at each shift change over. * To contribute to the written assessment of patients and referral of patients during admission and discharge planning; to supply relevant services with necessary information. * To complete a written assessment of bereavement vulnerability. * To ensure that clinical stores held on the Unit are used effectively and economically. * To inform, advise and teach patients, carers and staff on aspects of the patient’s condition and care required. * Using the Rowans Hospice Skills Passport, develop and maintain own knowledge and skills in palliative care. * To maintain and extend management knowledge and skills. * To actively contribute and teach both formal and informal, unit based clinical education as appropriate. * To contribute to the development of HCSWs, student nurses and junior staff nurses by ensuring delivery of effective induction programmes and continuing development through appraisal and education. * To act as a mentor for students. * To attend lectures, formal meetings etc. to maintain professional update, adhere to aspects related to the Health and Safety at work act and promote the effective running of the Hospice. * To attend fire lecturers, manual handling training sessions, CPR lecturers and participate in fire drills as directed. * To be familiar with current research and developments within palliative care settings. * To undertake training and development as required for Hospice and personal development using clinical supervision, performance review and PREP as a basis for identifying training needs. * To take overall responsibility of the hospice when rotating on to night duty. * Completion of drug competency required. * As the link nurse to ensure that Infection Control standards are maintained within the ward setting, participating in audits and monitoring as required. * To take responsibility as nurse co-ordinator when rostered for the efficient running of the Inpatient Unit. * To chair Team Meetings at the request of the Sister, reporting to the Sister on her return or, if necessary to Matron / Quality Manager. * To allocate staff, taking into account skill mix, to ensure continuity of care for the patients and their carers. * As nurse co-ordinator to ensure the ward is appropriately staffed to agreed staffing levels in the event of unexpected absence, including the booking of bank staff. * To contribute to the development of care provision by participating in standard setting and clinical audit in accordance with the Hospice clinical governance framework. * To support change within the nursing environment, supporting decisions by Managers. * To promote a harmonious environment by offering support to staff and giving them the opportunity to vent their feelings. * To assist with the recruitment of staff as appropriate. |
| **Qualifications, Skills, Experience, Knowledge & Approach** | **Qualifications and/or Experience**  RGN or RN Adult Branch.  On NMC Register parts 1 or 12  ENB 931/285/237/998 or equivalent  Experience of using a palliative care approach to patient care  Experience of supervising A to D grades  Desirable  Experience in palliative care/oncology  Diploma level qualification or willingness to attain.  Teaching qualification/experience  **Skills**   * Excellent basic nursing care skills * Excellent communication and interpersonal skills * Ability to facilitate individualised evidence based care * Leadership insight with the evidence of effective team co-ordination skills * Ability to prioritise work load and be flexible to changing demands * Ability to share knowledge with others to develop and influence practice * Able to maintain active and contemporaneous records * Well-developed coping strategies   *Personal grief resolved sufficiently to work within a palliative care setting.*  **Knowledge**  Good understanding of palliative care principles and philosophy.  Basic pain and symptom control knowledge. |

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| **Communication** | * To communicate effectively with patients, carers and the bereaved to establish and maintain trusting relationships. * To present patients and contribute to discussion at the multi-professional team meeting if working day shift. * To offer a high level of emotional support to patients and/or carers particularly during admission, breaking of bad news and around time of death. * To contribute to bereavement care offered to families by facilitating bereavement interviews and assessing risk factors for bereavement, referring to the bereavement service as necessary. * To sensitively handle out of hours enquires from community patients and carers. * To develop and maintain effective working relationships with other members of the Primary Nursing Team, and all other Hospice employees including volunteers. * To ensure communication between members of the Primary Nursing Team is effective so the care needs of the patients can easily be transferred to the person or persons assuming continuity of care at the shift changeovers. * To promote the aims and ideals of the Hospice service to the general public. |
| **Internal & External Contacts** | **Internal:** Patients, carers and relatives. All Hospice staff and volunteers  **External:** Patients, carers and relatives, NHS Trusts, Primary Health Care Teams, other Hospices and Charitable organisations, Nursing Homes, Social Services, Emergency Services, Funeral Directors, Coroner. |

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| **Decision Making** | * Freedom to make decisions within the boundaries of the job description * Responsible for knowing own limitations and when to seek help or advice |
| **Mental and Physical Consideration, Working Conditions & Environment** | * The work is physically labour intensive, on feet for most of each shift. * Regular safe moving/handling of patients and equipment, including beds, mattresses, chairs and deceased bodies necessary. Regular bending and stretching involved. * Mentally tiring due to prolonged episodes of listening and support for patients/carers and staff. * Routinely exposed to patients bodily fluids and occasionally exposed to patients with infections. * Regular exposure to hazardous substance - medical gases. Rare exposure to oral cytotoxic medication * Recognised protective clothing including aprons and gloves to be worn as required. * Daily contact with distressed patients, carers and relatives requiring a high level of emotional support. * Constant involvement with the dying process and death. * Occasional exposure to distressing scenes and verbal abuse from patients or relatives. * Building structure can necessitate the moving of patients to different rooms. |

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| **Health & Safety** | * To be aware of the security of the building out of office hours, including the checking of doors and windows. * To act at all times to promote the safety and wellbeing of patients. * To ensure the safe storage and use of hazardous substances according to COSHH regulations. * To ensure that equipment is kept clean and in good working order, is checked routinely and that any defect or malfunction is reported to the Sister / Nurse Co-ordinator. * To ensure that any observed actual or potential Health and Safety hazards are immediately reported to the Sister / Nurse Co-ordinator / Quality Manager. * To report to the Sister / Nurse Co-ordinator any instances where cleaning or catering standards fall below acceptable levels. * To ensure that the procedure for the care of patients effects is observed, as detailed in the Staff Handbook. |
| **Assistance** | The Charity 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 the job in hand 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 |

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| **General Data Protection Regulations** |
| Under the provision of the General Data Protection Regulation 2018 (GDPR), it is the responsibility of every employee and volunteer to ensure that all data, whether electronic or manual, is kept secure at all times. This includes data relating to patients, members of staff and volunteers. Data must not be disclosed to any unauthorised person and must be regarded as strictly confidential at all times. Failure to adhere to this instruction will be regarded as serious misconduct and could lead to dismissal. Further information can be obtained from the Confidentiality and Information Governance including Caldicott and GDPR compliance procedure. |

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| **Rehabilitation of Offenders Act 1974** |
| This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are ‘spent’ must be declared. Previous convictions will not necessarily preclude an individual from employment within the Rowans Hospice but must be declared in writing at the appropriate stage during the recruitment process. |

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| **Signatures**  This Role Summary is not intended to be restrictive and should be taken as the current representation of the nature of the duties involved in your job alongside your KPIs. The Role Summary remains flexible to cope with the changing needs of the job and is subject to review in line with the services of Rowans Hospice Charity. |
| Signed: ……………………………………………………… Date: ……………………………………..  **Employee**  Signed: ….…………………………………………………… Date: …………………………………….  **For and on behalf of the RHC** |