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| **Job Details:** |
| **Job Title: Staff Nurse** |  |
| **Pay Band: 5** |  |
| **Reports to: Sister (East Cheshire Hospice at Home)** |  |
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| **Job Purpose:** To work as a member of the Hospice clinical team, ensuring that the service delivers high quality, evidence based specialist palliative care to patients living at home or in their normal place of residence and their families with care, compassion and dignity. |
| **Duties:** Management:Objective -* To support the Sisters and other members of staff to plan care, direct and manage the service so that the strategic vision and operational objectives for the delivery of specialist palliative to patients and their families within the community are achieved.

Typical tasks - * Working closely with the Sisters leader and colleagues to ensure that the service is efficiently and effectively managed.
* Maintaining effective communication within your own team, other hospice departments and community colleagues.
* Managing time and supervising team members and student nurses effectively and efficiently.
* Ensuring service sustainability through integrated team working across clinical departments and partner organisations.

Leadership:Objective - * To act as a role model who clearly expresses the Hospice vision, values and commitment to service quality.

Typical tasks -* Acting as a positive role model at all times and in the manager’s absence, ensuring that the service runs to the highest standards.
* Accepting accountability for one’s own actions and areas of responsibility.
* Involving others in decision- making, empowering them wherever possible.
* Acting as a positive member of the wider Hospice team and ensure team communications and objectives are focussed on excellent patient care.

Human Resources:Objective -* To support team leaders in developing a high performing nursing team to ensure high standards of care and support are maintained in line with internal policies and procedures and clinical guidelines.

Typical Tasks - * Participating in the development and mentoring of new staff members and students.
* Acting as a mentor to colleagues pursuing educational and personal development.
* Acting as a role model to other health and social care professionals.
* Supporting Health Care Assistants, volunteers and students in their roles and duties.

Clinical:Objective -* To assist in the delivery of clinical care and associated activities in line with the appropriate standards and guidelines.

Typical tasks -* Conducting holistic nursing assessments on patients and ensure appropriate care and action plans based on their needs are clearly recorded and documented.
* Maintaining patient confidentiality always.
* Ensuring medicines are managed in accordance with all internal policies, procedures, other standard operating procedures and the Misuse of Drugs Act.
* Using enhanced communication skills to engage with patients, carers and relatives, including those with language and cultural differences.
* Participating in daily handover meetings and when required the service’s multidisciplinary meeting (MDT) in order to optimise management plans for each patient.
* Facilitating informed consent that enables patient choice regarding their care, treatment and needs.
* Maintaining contemporaneous records of all patient contacts including contacts with relatives and other carers.
* Planning patient discharges safely and effectively.
* Within your scope of knowledge and expertise providing advice to professionals, patients and carers who access the Hospice at Home service 24 hours a day.
* Provide palliative care advice and support to patients, their families and carers,

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.
* On shift be responsible for the management and triage of referrals to East Cheshire Hospice at Home Service.
* Participate in the dial in handovers with community colleagues.
* Supervise the work of Healthcare Assistants
* Ensure Hospice policies are followed.
* To carry out specific treatments and clinical procedures, basing clinical practice on current research based evidence.
* Administer drugs as appropriate and in accordance with the patient’s clinical condition ensuring this meets with NMC standards.
* 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 East Cheshire 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, and any CQC requirements (Notifications).
* To ensure that patients and carers are identified and appropriately referred to other services both from ECH 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.
* To assist in the collation of data of the East Cheshire Hospice at Home service

General Responsibilities* Maintaining the strict confidentiality of all information acquired especially with regard to patients and staff.
* To be a co-operative and supportive member of the East Cheshire Hospice staff team, ensuring that all members are aware of any issues in the post holder’s workload, which may affect other members of the ECH@H team.
* To promote at all times the Hospice philosophy and uphold the East Cheshire Hospice core values.
* Any other duties that may be reasonably requested.

Quality, Standards, Governance and Safety:Objective -* To assist senior members of the team in managing the department’s quality and standards of service ensuring patients, staff, volunteers and the public are dealt with in a safe and well managed environment.

Typical tasks -* Maintaining accurate clinical records.
* Ensuring all significant events, drug errors or service issues are reported in a timely way.
* Ensuring issues are raised of alleged wrongdoing or malpractice with the appropriate line manager as well as ensuring that any member of staff who raises such issues will be protected under the Hospice Whistleblowing policy.
* Safeguarding all patients, families and the public through adherence to internal and external policies and procedures, reporting any concerns to the manager in the first instance.
* Adhering to all lone worker policies and procedures.

Compliance:Objective -* Ensuring that your practice facilitates full compliance with the Care Quality Commission’s Essential Standards, Data Protection and Outcome Measurements.

Typical tasks -* Ensuring sickness / annual leave procedures are adhered to.
* Ensuring all staff maintains up to date clinical records.
* Ensuring all Hospice policies and procedures are adhered to by you and your colleagues.
* Participating in clinical audits and utilise their findings in practice development.
* Reporting any concerns or complaints from service users to team managers and actively deal with such complaints to achieve a timely resolution wherever possible.

Service Information:Objective -* Ensuring up to date service information is readily available in all patient areas and that patients and their visitors have an awareness of it in a format that they can understand.

Typical tasks -* Being aware of all service information available and how to signpost service users to relevant support.
* Ensuring that patients and their families are in receipt of all relevant Hospice information.

Value for money:Objective -* Ensuring the charity’s resources are used in the most effective and efficient way.

Typical tasks -* Ensuring appropriate, efficient and economic use of Hospice resources.
* Maintaining awareness of expenditure on dressings, equipment and disposables and ensure value for money when ordering stocks and supplies.
* Ensuring efficiency of working to deliver a cost-effective high quality service.

Continuous self-development:Objective -* Maintaining continuous self-development to ensure knowledge, skills and competences which are relevant to the service.

Typical tasks -* Taking responsibility for own professional development, identifying training and development needs to the line manager.
* Completing annual mandatory training.
* Completing the Induction programme for clinical staff within the first 6 months of employment
* Completing the End of Life Care for All (e-ELCA) training modules within your first year of employment.
* Demonstrating commitment to on-going professional development by attending relevant training courses, participating in professional development reviews, reflective practice and assessment of professional competencies.

Hospice philosophy:Objective -* Actively supporting the vision, philosophies and values of the Hospice.

Typical tasks -* Promoting the core values of the Hospice such as compassion, respect, dignity, hospitality, justice and trust.
* Acting in a non-discriminatory manner.
* Maintaining confidentiality at all times.
* Acting as a positive role model to the team and wider community.
* Undertaking any other duties that are in keeping with the values of the Hospice that you have the skill and ability to carry out.
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| **Person Specification – Hospice @ Home (Staff Nurse)****Essential Qualifications:*** First level Registered General Nurse.

**Desirable Qualifications:*** Recognised post-registration Palliative Care Qualification.

**Experience:*** Experience of working in a similar environment.
* Experience of delivering palliative care
* Experience of delivering holistic care.
* Experience of mentoring staff.

**Skills and knowledge:*** Excellent time management.
* Excellent communication.
* The ability and desire to work independently and within a team.
* The experience of working within a similar environment.
* The experience of mentoring staff
* The experience of working within various individual’s homes, within the community.
* Willing to demonstrate your flexibility to work unsociable hours.
* Demonstrating commitment towards working within a team.
* Demonstrating commitment towards various quality and professional standards.

**Other requirements:*** Car driver owner with valid UK driver’s Licence/ Ability to travel independently within our area.
* Full UK Comprehensive and business insurance.
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