

**JOB TITLE: Staff Nurse**

**REPORTS TO: Clinical Services Manager**

**ACCOUNTABLE TO: Director of Clinical Services**

**INTRODUCTORY NOTES**

* All Employees are expected to work in accordance with the values of The Kirkwood.Patients, Families and Carers are the focus of everything we do. Our values are what we live and work by. We are:
  + Respectful and Inclusive
  + Passionate and Determined
  + Open and Honest
  + Kind and Compassionate
  + Forward-thinking
  + We strive for Quality and Excellence
* The Kirkwood is smoke free; the only exception being for in-patients who may smoke in a designated smoking room. However, a designated smoking area is allocated for employees and volunteers.
* This job description is not exhaustive therefore the employer and employee share responsibility to review and amend this job description in order to reflect any changes in role/development.
* The employee must undertake annual mandatory training provided by The Kirkwood.
* To work according to the NMC Code of Professional Conduct and relevant professional guidelines.
* The employee must maintain a safe working environment in accordance with the Hospice fire and health & safety policies.
* All employees have a responsibility to identify and assess risk. Employees are actively encouraged to report all incidents including near misses. In order to ensure all incidents are reported, an open culture operates in which employees are free to report incidents in the knowledge that they will be supported.
* The post holder will be required to maintain complete confidentiality as a condition of employment. Information relating to patients, other members of staff and volunteers or which is acquired for the purposes of employment may only be disclosed with the express permission of the appropriate manager.
* The employee is requested to respect the ethos and values of The Kirkwood and its services and comply with its policies, procedures and regulations.
* The post holder requires a satisfactory disclosure from the Disclosure & Barring Service (DBS).

**JOB SUMMARY**

* To deliver skilled and compassionate nursing care of the highest quality.
* To gain experience and skills in complex symptom management, teaching, leadership and management.
* To maintain effective communication with patients, carers and colleagues.
* To participate in Clinical Supervision and to teach and act as a facilitator/mentor/preceptor/role model to less experienced staff.

**KEY DUTIES AND RESPONSIBILITIES**

**Professional/Clinical Role**

* To identify and assess physical, psychological, social and spiritual needs of patients and families/carers.
* To identify patients individual nursing problems and needs, plan and implement care in an open and co-operative manner respecting the rights of the individual.
* To anticipate the deterioration and impending death of patients and emotionally prepare the patient and family, exploring their awareness of the situation.
* To develop greater awareness and understanding of the different therapeutic options available to meet the holistic needs of patients requiring specialist palliative care.
* To participate appropriately in meetings to plan and/or evaluate strategies of care for patients and their families.
* To liaise effectively with members of the multidisciplinary team and external health care professionals to promote high quality care.
* To foster positive working relationships with other departments across the Hospice.
* To be involved actively in discharge planning to ensure a smooth transition between care settings.
* To demonstrate competence in drug administration in line with hospice policy and NMC standards.
* To assist in teaching patients and their family/carers in preparation for changes in treatment, expectations, and discharge.
* To develop personal time management skills and the ability to prioritise nursing care for a group of patients.
* To provide help and direction in a timely and supportive manner to volunteers and others on the in-patient unit.
* To act as a clinical role model for junior staff.
* To ensure that patient documentation is completed accurately using SystmOne and paper records in accordance with NMC Code of Conduct , hospice standards and legal requirements.
* To promote a harmonious environment conducive to the work of the hospice.

**Managerial Role**

* To offer support, supervision and management to junior staff.
* To develop an understanding of nursing team management with support and guidance of senior staff nurses/Sister and Matron.
* To participate in the annual appraisal scheme.
* To maintain a professional portfolio in accordance with NMC recommendations and the knowledge and skills framework for the role.
* To comply with NMC revalidation requirements.
* To act appropriately in the event of a fire or serious incident.
* To address poor performance and report to a relevant person for further action to be taken.
* To assist in the development and implementation of nursing practice guidelines, standards and policies.
* To be aware of the role of the nurse in handling complaints in accordance with hospice policy.

**Education And Audit Role**

* To participate in the support and educational development of student nurses and less experienced clinical staff.
* To be involved in the development and delivery of education sessions for hospice staff.
* To contribute to and lead on quality and audit initiatives, identify areas for audit, make recommendations and follow through to implementation.
* To be responsible for developing and sustaining own knowledge, clinical skills and professional awareness in accordance with PREP requirements and to maintain a professional portfolio with evidence of reflective practice.
* To complete mandatory competencies required for clinical practice.
* To identify personal training needs, to ensure personal competency in the use of all equipment used in delivering patient care.

**Resource Management Role**

* To develop and maintain an awareness of budgeting, exercising care and economy in ordering and use of equipment.
* To assist in the monitoring of staffing requirements and report problems to the senior nurse/appropriate manager.

**General Responsibilities**

**Policies And Procedures**

* The post holder is required to familiarize themselves with all Kirkwood Hospice policies and procedures and to comply with these at all times. Failure to comply with any of Kirkwood Hospices policies may result in disciplinary action.

**Infection Control**

* All staff have a responsibility to act and follow Calderdale and Huddersfield Foundation Trust and Kirkwood Hospice infection control policies and procedures and be aware the importance of protecting themselves, patients and visitors and in maintaining a clean and healthy environment.

**Health And Safety**

* All staff have a responsibility to identify and assess risk. Staff are actively encouraged to report all incidents including near misses. In order to ensure all incidents are reported, an open culture operates in which staff are free to report incidents in the knowledge that they will be supported.
* The post holder is responsible for the identification, assessment and analysis of risks and implementing action plans to reduce risk and minimize the impact of known risks and ensure they are familiar with all risk management and health and safety policies and procedures.

**Equal Opportunities**

* All employees are expected to be aware of, and adhere to, Kirkwood Hospice’s Equal Opportunities Policy and carry out their associated duties and responsibilities under this policy.

PERSON SPECIFICATION

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| **QUALIFICATIONS** | **ESSENTIAL / DESIRABLE** |
| First level registered nurse | Essential |
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| Willingness to undertake academic studies in specialist palliative care and develop clinical experience in the speciality. | Essential |
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| **EXPERIENCE AND KNOWLEDGE** |  |
| Experience of multi professional team working | Essential |
| Demonstrable understanding of hospice and specialist palliative care | Essential |
| Demonstrates awareness and understanding of latest palliative care guidance and policy | Essential |
| Recent palliative care experience | Desirable |
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| **SKILLS** |  |
| Demonstrates the ability to assess complex needs of patients and plan, implement and evaluate appropriate nursing interventions | Essential |
| Demonstrates the ability to cope effectively with the demands of working in a specialist palliative care unit | Essential |
| Demonstrates a high level of interpersonal skills with all those with whom contact is made | Essential |
| Excellent verbal, non-verbal and written communication skills | Essential |
| Demonstrates the ability to work independently and as a team member | Essential |
| Demonstrates the ability to safely administer medicines in accordance with NMC Guidelines for the administration of medicines (2002) | Essential |
| Demonstrates compassion and understanding of holistic care provision | Essential |
| Well organised with good time management skills | Essential |
| **OTHER** |  |
| Able to work flexibly to meet service needs | Essential |
| Commitment to continuous personal and professional development | Essential |
| Awareness of the impact of loss and bereavement on self and others | Essential |