

The Myton Hospice's Job Description

Job Title:	Senior Staff Nurse Inpatient Unit
Department:	Nursing and Care
Responsible to:	Ward Manager
Accountable to:	Director of Nursing and Care

NB as we are a multi- site organisation some flexibility relating to place of work will be required. We reserve the right to change the work base of our employees to meet our business needs.

Summary of Role:

To coordinate the assessment, planning and evaluation of individualised patient centred care. Facilitating a holistic approach; that is sensitive and responsive to the ever-changing needs of both patients and their carer. Providing clinical leadership in the absence of the Ward Manager/Deputy ensuring an evidence-based approach is promoted at all times within a multidisciplinary team framework.

Practice an approach that facilitates and fosters learning for students, junior staff and those on placement to Myton. Sharing expertise appropriately and supporting each learner to achieve their learning needs.

Myton Core Values



Our Core Values underpin everything we do and all employees are expected to comply with our Values and reflect these in their day to day work.

Main Duties & Responsibilities

Leadership and Management

Recognise patients, families and carers as partners in the care team. Promoting a person centred approach and working collaboratively with all members of the wider multi-disciplinary team

Promote a multi-disciplinary approach to care delivery including participating in MDT meetings, proactively prepare and present clinical information at handover, MDT's, case reviews etc

Participate in group reflective practice to support the professional and personal wellbeing and development of the team.

Participate in the process of recruitment, induction and retention of staff and volunteers.

Provide emotional / spiritual support to patients and families throughout the disease and dying trajectory, providing, and receiving highly complex, sensitive or contentious information.

Take responsibility for the Ward on a shift basis including the supervision of junior staff and students.

Support the Ward Sister and Deputy in supporting the volunteers on the Ward ensuring effective communication is established and maintained.

Work collaboratively with nursing and care teams and have a proactive approach in facilitating discharge and ensure that standards of discharge are implemented and maintained in liaison with the discharge co-ordinator.

Quality, Safety and Governance

Uphold and ensure compliance with the organisations policies and procedures; ensuring all volunteers are clear in relation to their roles and responsibilities for Health and Safety, Infection prevention and control, Safeguarding Adults & Children, Data protection and other relevant policies.

Utilise a range of communication skills to instruct, inform and negotiate in order to achieve active patient participation in their treatment programme; respecting their dignity, wishes and beliefs throughout all interventions.

Take an active role in risk assessment, supporting implementation of strategies to minimise risk. Ensuring incidents and clinical adverse events and near misses are reported and assist in the investigation at clinical level through promotion of a no blame culture.

Provide 'out of hours' telephone support and advice for patients, relatives and external healthcare professionals regarding symptom control and psychological care and advice when required within sphere of responsibility and contact on call Medical Consultant as appropriate.

Verify death of patients, perform last offices, provide bereavement support for families and transfer deceased patients to the mortuary whilst ensuring the philosophy of the hospice is respected and maintained

Participate in clinical audit as required by the organisational requirements and the Clinical Governance agenda.

Work in partnership with colleagues internally and externally to ensure that all information pertaining to the patient's condition and care needs are communicated effectively and efficiently.

Ensure that documentation is completed accurately and legibly in accordance with the organisations information governance guidance and confidentiality is maintained using Caldecott Guidelines.

Support a culture where the reporting of concerns, incidents and complaints are encouraged and documented promptly.

Training and Education

Support and participate in informal and formal programmes of education as required.

Be responsible for own continued professional development maintaining up to date evidence-based knowledge including an awareness of the national and local influences affecting palliative and end of life care.

Ensure own compliance with mandatory training and professional development requirements, maintaining records of training and development undertaken for self in preparation for NMC revalidation.

General responsibilities and obligations of all employees

Policies and Procedures

The post holder is required to have a good understanding of and to comply with all relevant Myton policies, procedures and guidelines. Any contravention of Myton policies or procedures may result in disciplinary action.

Volunteers

Myton recognises the valuable contribution that volunteers make and we expect all employees to be able to support and work effectively with our volunteers.

Confidentiality and Data protection

It is a requirement of employment with Myton that all staff must comply with the obligation of confidentiality relating to personal information that could identify individuals. The Data Protection Act 1974/1998 safeguards the handling of information held in both electronic and manual filing systems and it is the duty of all staff employed by Myton to uphold the principles of the Act, adhere to Myton policies and to maintain strict confidentiality at all times.

Infection Control

All employees of Myton must be aware of infection prevention and control policies and are expected to follow them at all times. Any breach of infection control policies which places patients, visitors or colleagues at risk may result in disciplinary action.

Equality & Diversity

The post-holder must at all times carry out his/her responsibilities in line with Myton's Equality & Diversity Policy.

Health & Safety

Employees must be aware of the responsibilities placed upon them under the Health and Safety work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors and colleagues. The

post holder is required to conform with Myton's policies on Health and Safety and Fire Prevention, and to attend related training as required.

Safeguarding Vulnerable Adults and Children

It is the duty of all staff working for Myton to safeguard children and vulnerable adults and undertake safeguarding training at an appropriate level.

Code of Conduct

Employees are required to represent Myton in a positive light and embody the corporate identity in appearance, demeanour, values and ethics.

Review of Job Description

This job description is an outline of the key duties and responsibilities of the role and is not intended as an exhaustive list. The job description may change over time to reflect the changing needs of the service. The post holder may be required to undertake other duties that could reasonably be considered commensurate with the post.

This job description is subject to periodic review and may be changed/updated following consultation with the postholder(s).

Employee/Managers Signature

I agree that this Job Description is a true reflection of the main duties and responsibilities of my role:

Employee Name: _____

Signature: _____ **Date:** _____

Managers Name: _____

Signature: _____ **Date:** _____

Review date July 2021

PERSON SPECIFICATION

Job Title: Senior Staff Nurse

Department: In Patient Unit

Responsible to: Ward Sister/Charge Nurse

Attributes	Essential	Desirable
Educational / Professional Qualifications	<ul style="list-style-type: none"> • Registered Nurse (Adult) degree or diploma level • Current NMC registration • Evidence of continual professional development and education 	<ul style="list-style-type: none"> • Specialist Qualification in Palliative Care • Relevant specialist course eg palliative care/advanced communications
Previous Experience	<ul style="list-style-type: none"> • Significant post registration experience. • Experience of needs assessment/care planning. • Experience of Multi-disciplinary Team working • Caring for patients at the end of life • Experience of caring for patients and families with life limiting/life threatening conditions • Good knowledge of assessment and symptom management 	<ul style="list-style-type: none"> • Experience caring for patients with complex health needs • Experience working in palliative care setting • e
Accountability for Staff & Volunteers	<ul style="list-style-type: none"> • Experience of appraising and supporting junior staff members 	Experience of working with volunteers
Skills and Attributes	<ul style="list-style-type: none"> ▪ Demonstrates ability to place patient and family at centre of care. ▪ Excellent personal and communication skills. ▪ Teaching and assessing skills. ▪ Excellent organisational ability. • Motivated and enthusiastic. ▪ Creative, resourceful and imaginative ▪ Excellent role model ▪ Familiarity of systems for quality, clinical governance and clinical audit 	
Other	<ul style="list-style-type: none"> ▪ Flexible working hours ▪ Commitment to the Myton values ▪ Ability to work alone and as a member of a team. ▪ Good IT skills ▪ Occupational Health Clearance 	