

## The Myton Hospices

### Job Description

<b>Job Title:</b>	<b>Staff Nurse</b>
<b>Department:</b>	<b>In Patient Unit</b>
<b>Responsible to:</b>	<b>Inpatient Unit Manager</b>
<b>Accountable to:</b>	<b>Director of Nursing</b>

**Summary of Role:** To be responsible for the assessment, planning, implementation and evaluation of programmes of patient care. To deliver and maintain high quality, evidence based palliative care within a multidisciplinary team framework and contributes to evidence based development of clinical practice.

#### **Primary Work Base:**

***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.***

#### **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**

1. To be responsible for the assessment, planning, implementation and evaluation of individualised holistic care.
2. Act as a positive role model to others and ensure that practice of specialist palliative care is evidence based and promoted within the clinical area.
3. Promote a patient centred approach to care in collaboration with the Multi-disciplinary team, carers and other relevant health care professionals.

4. To prioritise patient care on clinical need and organise workload as appropriate for a team of patients and ensure handover is effective and efficient at all times.
5. Ensures that documentation is completed accurately and legibly in accordance with local and NMC guidance and confidentiality is maintained using Caldicott Guidelines.
6. Provide emotional / spiritual support to patient and families throughout the disease and dying trajectory and ensure effective communication at all times.
7. 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.
8. To be proactive in preparing and delivering clinical information to promote the effectiveness of the MDT, acting as an equal member.
9. Liaise with other MDT members, consultants and key workers to ensure continuity of care for patients.
10. To attend and present at case conferences and multi-disciplinary team meetings to ensure effective communication with all members of the hospice multi-disciplinary and primary care teams, acting as the patient's advocate.
11. To participate in clinical audit as required by the organisational requirements and the Clinical Governance agenda.
12. To ensure that high standards of nursing care are given and maintained.
13. Actively contribute to developing the service to enhance the care and support available to patients and families.

**Other Duties:**

14. Be responsible for own continued professional development to maintain up to date knowledge across the palliative care trajectory.
15. To be aware of the political and national influences affecting clinical care, such as NICE guidance/End of Life Care strategy.
16. To abide by the the guidelines and Code of Conduct of the Nursing and Midwifery Council and the regulations and standards of the Care Quality Commission.
17. Ensure the Ward environment is safe, clean and tidy and adhere and comply with the Hospices Infection Control Policy, dress code and all other Hospice Policies and Guidance.
18. Work at all times in accordance with Myton Hospice policies, guidelines and procedures.

**GENERAL RESPONSIBILITIES & 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:** \_\_\_\_\_

*Last reviewed April 2017*