

Job Title:	Senior Staff Nurse
Work location:	Warwick Myton at Home Service (Warwick and Rugby)/Warwick Inpatient Unit as required
Department:	Patient and Family services
Reports to:	Myton at Home Deputy Manager
Responsible to:	Inpatient Unit Manager

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.

The Myton Hospices Values



Role purpose:

Reporting to the Deputy manager for the Myton at home service, the post holder will be responsible for the assessment, planning, implementation and evaluation of individualised holistic care.

To contribute to the clinical day to day coordination, leadership and management of the Myton at Home service. This is a patient-focused, clinically-based role which manages and processes referrals, liaises closely and communicates effectively with referrers. The care and support provided is for people in the last weeks and days of life, who wish to remain at home.

It includes individual holistic patient assessments including symptom management, advice, to refer patients for Inpatient beds where appropriate, support discharges from the hospice and hospitals and advance care planning. The role is to facilitate and maintain the

philosophy of the hospice and a palliative care approach. To ensure that the Myton values are upheld at all times. The post-holder will at all times practice with care, compassion, competence, good communication, courage and commitment.

Main Duties & Responsibilities

Clinical

Act as a role model, and specialist practitioner having both an advisory and clinical input and focus into patient care.

Undertake holistic palliative care assessments and identifying a management plan covering all identified needs of the patient and their families in conjunction with the community key worker (Clinical Nurse Specialist, GP, District Nurses)

Provide physical, psychological, social and spiritual care for patients and carers.

Monitor and assess symptoms and facilitate effective symptom relief by:

- a) Reporting promptly to the community key worker
- b) Administering symptom relief medication as per prescription, policy and in line with community guidance and Myton Hospice policies and procedures.

Work collaboratively, promote and maintain effective relationships with multi professional teams and other care providers, have a proactive approach in supporting discharges where appropriate in liaison with the discharge co-ordinator / Hospital discharge team.

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.

During times of need work in the Inpatient Units when required.

Be proactive in preparing and delivering clinical information to promote the effectiveness of the Multidisciplinary team meetings, acting as a key member to ensure effective communication.

Ensure that all clinical documentation is completed correctly and appropriately in line with NMC Guidance.

Promote and maintain a culture of evidence based clinical practice ensuring the creation of effective local networks to share good practice and dissemination.

To be aware of the political and national influences affecting clinical care, such as NICE guidance/End of Life Care strategy.

Leadership

Demonstrate effective communication at all times with all professionals, patients, relatives and all disciplines within the wider multi-disciplinary team including internal and external key stakeholders.

Coordinate allocation of staffing on a day-to-day basis, prioritising need and utilise knowledge and skills effectively.

Provide leadership that promotes patients and users as partners in care and treatment.

Work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working and improve patient care.

Demonstrate skills in conflict resolution and competent negotiation skills when dealing with difficult or challenging situations.

Quality, Safety and Governance

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

Participate in the development and evaluation of policies/guidelines/procedures for clinical practice, responding to changes in service demands, undertake clinical audit as required by the organisational requirements and the Clinical Governance agenda.

Take an active role in risk assessment, supporting implementation of strategies to minimise risk.

Promote a culture where the reporting of concerns, incidents and complaints are encouraged and documented promptly, escalating concerns to the deputy manager or inpatient unit manager.

In accordance with Data Protection create and maintain accurate contemporaneous patient records and ensure all staff adheres to Myton Hospices and the Nursing and Midwifery Council guidelines for record keeping.

In collaboration with the Quality and Clinical Governance Lead and deputy lead, participate in local audit, disseminate outcomes and ensure that any improvements are undertaken.

Training and Education

Be responsible for own continued professional development: attend appropriate training, development sessions and courses to meet own professional needs and to ensure that the level of competence and specialist knowledge required for the role is maintained.

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

With the support of the Clinical Education team assess and monitor the competence and confidence of team members around all aspects of clinical practice, identifying learning needs; supporting and supervising the development of knowledge, skills and confidence.

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 & 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 at Work Act 1974, to ensure the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors & colleagues. The post holder is required to conform with Myton's policies on Health & Safety and Fire Prevention, & to attend related training as required.

Safeguarding Vulnerable Adults and Children

It's 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:** _____

June 2025