JOB DESCRIPTION

ellenor

Senior Staff Nurse

Department: Hospice at Home for Adults
Responsible to: Head of Adult Community Services
Accountable to: Director of Care

General

ellenor is a specialist palliative care provider for adults and children in Dartford, Gravesham and Swanley and for children in the London Borough of Bexley and South West Kent. The organisation has Inpatient and Day Therapy facilities at Gravesend, a comprehensive Hospice at Home service and a range of outpatient and community services, all supported and delivered through a multi-disciplinary team approach. This is available 24 hours a day, 365 days a year.

Job Purpose:

To work as a member of the Hospice multi-disciplinary care team to work towards the achievement of the aims and objectives laid down in the philosophy of ellenor. To provide senior qualified nurse support to the team. To ensure each patient and family receives a holistic assessment, their needs identified and a plan of care implemented in collaboration with other professionals. To work through a pre-determined set of competencies to develop the skills and knowledge required at specialist nurse level.

1. Clinical Function:
   - To ensure the delivery of high quality specialist palliative nursing care.
   - Supervise and participate in the delivery of evidence based nursing care.
   - To lead in the planning, implementation and evaluation of individual care plans for the patient and their family taking into account their physical, social and spiritual needs in all care settings.
   - Keep accurate records, according to Hospice policy.
   - To use effective interpersonal skills to communicate complex and sensitive information to achieve agreement and cooperation and to overcome any barriers to understanding which may exist.
   - Cover a 24 hour nursing rota and participate in a rota system providing 7 day a week cover.
   - To support the multidisciplinary team to ensure a responsive service that meets patient’s needs.
   - To work proactively to support patients who wished to be cared for at home or until an Inpatient bed becomes available. Work closely with the triage and duty nurse to facilitate effective admission and discharge planning.
   - To care for allocated patients, and implement agreed actions, ensuring full communication and documentation of outcomes.
• To work as part of a multi-disciplinary team to provide advice and guidance related to complex symptom management, and physiological, social and spiritual needs referring onto the appropriate professional or service accordingly.

• To act as a role model within the team to ensure the outcomes of interventions are evaluated and changes made, as appropriate.

• To support the team to ensure appropriate safety alerts are cascaded across the organisation and actions taken.

• To ensure incidents are investigated promptly– referring to the incident reporting pathway.

• To initiate and participate in family meetings, as appropriate.

• To ensure fire, health and safety, infection control and security policies are implemented maintaining a clean, safe and secure environment for patients, visitors and staff.

• To establish a therapeutic relationship with patients and families to enable active involvement in informed decision making, if this is their wish.

• To ensure confidentiality of information pertaining to patients, family members and staff at all times.

• To advise and support the Integrated Primary Healthcare Teams to enable them to provide high quality palliative care, informing them of any issues affecting patient care.

• To ensure a high standard of contemporaneous record keeping in line with Hospice policy and NMC guidelines.

2. Management

• Be responsible for the supervision of a group of staff, allocating work–encouraging staff development, ensuring Hospice policies are followed and the ellenor vision.

• Deputise for the senior nurse as appropriate.

• To accepts delegated responsibility to ensure nursing staff within the team have regular appraisals / job performance review.

• To take an active role to ensure ward nursing rota is covered and planned in advance, including balancing skill mix and providing cover 24.7.

• To participate in the development of the service and lead on particular areas allocated by the ward manager.

• To act as point of contact for annual leave requests and return from sickness interviews as appropriate.

• To manage leave and absence of staff in accordance with ellenor policy.

• To take an active role in implementing policy or service changes, as appropriate.

• To plan and organise workload effectively, and is able to prioritise particularly in times of pressure in order to maintain quality of standards.

• To participate in recruitment of nursing staff as appropriate.

• To work with the ward manager to ensure that the inpatient unit achieve its KPI's and quality indicators.

• To assist in developing clinical standards, policies and procedures supporting best practice and to monitor and review their effectiveness.

• To promote effective multi-professional working through diplomacy, tact, and effective communication.

• To monitor the use of clinical equipment ensuring staff are provided with training for its safe and appropriate use. Identify problems or deficits and reporting those in line with ellenor’s policy and procedures.

3. Education:

• To be responsible to devising and delivering the IPU training and development programme in conjunction with the ward manager.
• To play an active role in the induction and training of new staff, acting as a mentor and role model at times in a supervisory role.
• To work to develop triage support through reflecting on incidents and audit of calls.
• To work with the Education Department to actively participate in the delivery of training sessions, as appropriate.
• To educate and trains junior members of the team in the development of specialist nursing skills.
• To act as a mentor to support student nurses and junior staff as required.

4. Professional Development:
   • To promote the Hospice philosophy and Raise public awareness
   • To work with a designated mentor to achieve competencies as laid down in the competency framework.
   • To develop specialist skills in order to take responsibility for the effective management of a complex caseload of patients and families living with life threatening illness.
   • To become proficient in assessing, identifying and prioritising the physical, psychosocial and spiritual needs of patients and their families.
   • To increase expertise in planning and implementing specialist nursing interventions and evaluate outcomes using advanced clinical skills.
   • To develop competence in making clinical decisions and be able to offer advice and recommendations
   • To maintain own personal and professional development within specialist palliative care.
   • To attend study days and Hospice education programme, as appropriate in line with objectives set in appraisal.
   • To remain acquainted with clinical and professional developments in nursing.
   • To ensure all practice is current and evidence based.

5. Quality, audit and research:
   • To play an active role to facilitate clinical audit to aid service improvement and development.
   • To assess and report and manages risks in line with the Nursing and Midwifery Council’s Code and the organisations policy.
   • To supports the investigation of verbal and written complaints in line with the organisations policy.
   • To actively investigate and report any recorded incidents including medication incidents.

6. General:
   • Adapts and develops in line with the changing needs of the role.
   • Acts as an ambassador for ellenor in order to raise the profile of the organisation at a local, regional and national level, as required.
   • Works flexibly across sites and departments from time to time as may be requested by their managers.
   • Undertakes other duties commensurate with the seniority of the post as may be requested by their managers.
   • The post holder shall work within their professional Code of Conduct at all times
   • This job description will be reviewed with the post holder annually.
Signed and agreed with the current post holder.

Name (please print)..............................................................................

Signature............................................................................................

Date.................................................................................................

And line manager..............................................................................
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<tr>
<th><strong>QUALIFICATIONS</strong></th>
<th><strong>ESSENTIAL</strong></th>
<th><strong>DESI RABLE</strong></th>
<th><strong>Tested</strong></th>
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<tbody>
<tr>
<td></td>
<td>At least three years post RN qualification experience within a relevant specialist field</td>
<td>Diploma or degree qualification in nursing,</td>
<td>Application</td>
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<td>Working towards post – registration qualification in Palliative Care</td>
<td>Working towards a degree.</td>
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<td>Willingness to work towards Diploma / Degree</td>
<td>IV Drug Administration</td>
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<td>Mentorship qualification or willing to work towards</td>
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<td></td>
<td>Evidence of commitment to ongoing professional development</td>
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<tr>
<th><strong>KNOWLEDGE, SKILLS AND ATTRIBUTES</strong></th>
<th><strong>ESSENTIAL</strong></th>
<th><strong>DESI RABLE</strong></th>
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<tr>
<td>Ability to supervise, lead and support the work of other staff</td>
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<td>Interview</td>
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<td>Confidence and skills to manage the unit in the absence of the Ward Manager</td>
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<td>Effective problem solving skills</td>
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<td>Able judgement to know which decisions need to be referred on to a senior colleague during their absence</td>
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<td>Evidence of an area of special interest</td>
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<td>Good communication skills, including listening, negotiating skills, communication of ideas and ability to provide advice to other health professionals.</td>
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<td>Ability to have overall vision of the ward to enable planning and prioritisation of care</td>
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<td>Good knowledge of palliative care or relevant specialist field</td>
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<td>Working towards post – registration qualification in Palliative Care</td>
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<td>Knowledge of local and national issues in end of life care</td>
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<td>Ability to prioritise work and to co-ordinate the ward or department.</td>
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<td>Ability to assess, plan and evaluate patient care needs according to individual needs.</td>
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<td>Demonstrates an understanding of the application of leadership</td>
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skills.
Has good verbal and written communication abilities.
Ability to communicate effectively with patients and families with complex specialist palliative care needs.
Ability to work effectively with a diverse range of colleagues/individuals and demonstrate positive outcomes for patients.
Ability to maximize use of IT in the workplace.
Demonstrate knowledge of the application of evidence-based practice.
Demonstrate an understanding of the assessment process for student nurses.
Has knowledge of performance review.

| EXPERIENCE | Working in a palliative care setting  
Effective workload management
Working as part of a team to deliver high standards of patient care
Significant experience of productive multi and inter-disciplinary working
Innovative and resourceful practitioner | Application/Interview |
|------------|--------------------------------------------------------------------------------|

| PERSONAL ATTRIBUTES | Resilient and able to meet the complex demands of the post, able to take on unscheduled tasks and work competently and effectively under pressure
Flexible approach with ability to adapt to changing or conflicting priorities
Ability to work autonomously and with unpredictable work patterns, managing time, work commitments and priorities within the working hours allocated.
Acts as a good role model and team player at all times
Identifies any limitations to own ability within the role and actively plans how to address these
Conscientious, reliable, punctual and acts with integrity at all times. | Knowledge of wider health and social care agenda | Interview |
|---------------------|--------------------------------------------------------------------------------------------------|

<p>| OTHER | Flexible approach to working | Application |</p>
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<tr>
<th>REQUIREMENTS</th>
<th>hours, times and days of week. Ability to work nights on a rota basis</th>
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August 2016