ellenor
JOB DESCRIPTION

JOB TITLE: Staff Nurse – All Departments

RESPONSIBLE TO: Head/Lead of Department

ACCOUNTABLE TO: Director of Patient Care

BASE: Gravesend, ellenor Hospice

POST SPECIFICATION:

General

ellenor is a specialist palliative care provider for adults and children in the 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 SUMMARY:

• Ensure the highest possible standard of holistic care for patients with support for their families and those closest to them;
• Participate in the assessment of care needs, development, implementation and evaluation of programmes of care;
• Carry out relevant forms of care without direct supervision;
• Supervise non registered nursing staff; and volunteer assistants
• To triage out of hours calls, giving advice if appropriate or refer to on call Senior Nurse or Doctor as necessary.
• To provide practical hands on care at home or Inpatient Ward over seven days per week utilising differing levels of nursing staff and in partnership with other local agencies and resources.
• You will work as part of an integrated team of nurses contributing to overall care, providing practical nursing interventions you will direct and work alongside Nursing Assistants within in the relevant setting

Duties and Responsibilities:

1. Clinical Practice

• Work within ellenor mission and philosophy at all times and to base care on evidence based practice.
• To work within the local operating procedures for the appropriate area.
• Use a systematic process of assessment of care needs, involving the patient and family with planning the agreed care as far as possible.
• Maintain patient dignity and privacy at all times and especially during implementing the care planned.
• Ensure accurate evaluation of care and treatment provided with timely reporting of outcomes to the Medical and Nursing teams.
• To work effectively as part of a team to ensure the highest standards of care and quality are delivered and maintained.
• Ensure all care is documented clearly in the electronic patient notes and completed in line with mandatory legal requirements, in particular that it is accurate and contemporaneous.
• Undertake all paper documentation such as joint assessments in a timely manner as above, ensuring it is accurate, relevant and contemporaneous.
• Ensure that patient consent is given prior to any treatment or care.
• Encourage family participation in the care of the patient where appropriate respecting individual and cultural choices as well as patient’s wishes.
• Take an active role in preparation and participation in the weekly MDT patient review meetings.
• Actively promote patients preferred “place of care” choices and work towards home discharge in a timely and effective way.
• Support the palliative care needs of patients in the community by working with the Hospice@Home team providing telephone advice out of hours, providing reassurance as appropriate and passing calls onto Clinical Nurse Specialist as appropriate.
• Liaise with all internal and external colleagues to ensure smooth communication of patient information.
• To establish a therapeutic relationship with patients and relatives to enable active involvement in informed decision making, if this is their wish.
• To use communication skills during assessment, implementation and evaluation of all aspect of patient care and treatment.
• To liaise with appropriate staff to facilitate effective hospice admission and discharge planning.
• To offer bereavement support to carers as per the hospice agreed pathway.
• To attend Gold Standard Framework (GSF) and other meetings as appropriate.
• To liaise and communicate with community, nursing home and hospital staff in order to raise awareness and promote Hospice services.
• To liaise and work in partnership with the Primary Health and Social care professionals and the hospice multi-professional team, in meeting the patient’s palliative care needs.
• To undertake any other duties considered to fall within the scope of the position of Staff Nurse, as directed by the Team Leader.
• To work safely, in line with lone working and other related policies.
• Ensure that risk assessments are updated in a timely manner.
• Act as patient advocate in line with NMC guidance.

Professional Development, Education and Training

• To take responsibility for attending Statutory & Mandatory and hospice training in line with organisational policy and current legislation.

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To participate in the ongoing educational programme of the Hospice by attending in-house study days and courses as appropriate.

To take responsibility for self development, identifying training and education needs with team leader.

To act as a role model for team members and participate in staff development initiatives as appropriate.

To assist in orientation programmes for new members of staff.

To act as a mentor as appropriate.

To keep abreast of current advances in nursing practice and research. To take responsibility for his/her own professional updating to maintain clinical competencies relevant to the role of Staff Nurse.

To actively participate in research projects as required.

To participate as an active member of any Practice Development Working Parties/Project Teams in an area of clinical interest, thus ensuring that up to date, evidence based nursing practice is achieved and maintained.

Audit & Quality

To be aware of new developments in palliative care.

To participate in nursing and inter-disciplinary audit projects.

To participate in the hospice Clinical Governance programme.

Professional Conduct

Each Registered Nurse is responsible for his/her own actions and practice and is accountable to patients and those close to them for the care he/she administers he/she must abide by the code of professional conduct as laid down by the NMC.

Internal Communication

To promote at all levels, ellenor’s vision, values and strategic objectives. To utilise the channels of communication developed across the organisation in order to be fully informed and engaged with service developments.

Health and Safety

The post holder has responsibility to take reasonable care of self and others in relation to managing risk, health and safety and will be required to work within the appropriate policies and procedures.

This job description is not intended to be restrictive, but is an outline of the main duties. The job description will be reviewed periodically to take into account developments in the organisation, department or role

GENERAL

♦ To be aware of the philosophy of ellenor and to behave as a fit representative
♦ To abide by ellenor’s general confidentiality policy
To keep abreast of and work in accordance with hospice policies as outlined in the staff handbook, the Library or the policy folders held in each department.

To undertake bi-annual performance review when personal development plan will be discussed

To attend statutory and specialised training when required

At ellenor we are committed to creating and managing a safe working environment for all our staff, visitors, volunteers and patients. All ellenor employees are expected to know, understand and deliver their Safety Responsibilities. All ellenor employees may be set at least one Safety Objective by their manager or supervisor which must be delivered if they are to meet their objectives.

Postholder’s Name ……………………………..
Postholder’s Signature …………………………   Date …………………….
Manager’s Name ………………………………
Manager’s Signature …………………………..   Date ………………………

This Job Description will be regularly reviewed
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<th>QUALIFICATIONS</th>
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<td></td>
<td>First Level Registered Nurse</td>
<td>Experience in palliative care, end of life care or oncology.</td>
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<td>Minimum 1 year Post registration experience</td>
<td>Diploma or degree qualification in nursing.</td>
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<td>Evidence of commitment to ongoing professional development</td>
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<td>Willingness to undertake relevant training</td>
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<th>KNOWLEDGE, SKILLS AND ATTRIBUTES</th>
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<td></td>
<td>Good understanding of the role that specialist palliative care has to play in end of life care and ability to communicate this with clarity to patients and colleagues</td>
<td>Evidence of palliative care knowledge / training or willingness to undertake palliative care course.</td>
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<td>Ability to communicate effectively with patients and families with complex specialist palliative care needs</td>
<td>Good knowledge of end of life care tools and improvements they bring to patient care</td>
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<td>Ability to work effectively with a diverse range of colleagues / individuals and demonstrate positive outcomes for patients</td>
<td>Advanced level communication skills or willingness to undertake this.</td>
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<td>Ability to maximize use of IT in the workplace</td>
<td>Awareness of the importance of clinical audit and evidence based practice</td>
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<th>EXPERIENCE</th>
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<td></td>
<td>Caring for patients at the end of life. Effective workload management Working as part of a team to deliver high standards of patient care</td>
<td>Experience working in specialist palliative care</td>
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<td>Significant experience of productive multi and inter-disciplinary working</td>
<td>Working in a community setting</td>
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<td>Innovative and resourceful practitioner</td>
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<td>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</td>
<td>Knowledge of wider health and social care agenda</td>
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<td>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.</td>
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<td>OTHER REQUIREMENTS</td>
<td>Flexible approach to working hours, times and days of week. Ability to work nights on a rota basis</td>
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