

JOB DESCRIPTION

JOB OVERVIEW	
JOB TITLE	Staff Nurse
DEPARTMENT	The Hospice
LOCATION	Myland Hall, Colchester
REPORTS TO	Senior Ward Sister

KEY WORKING RELATIONSHIPS	
<ul style="list-style-type: none"> • Patients & relatives • Qualified Nurses • Assist Nurse Practitioners • Medical staff • Domestic staff • Catering Staff • Senior staff 	<ul style="list-style-type: none"> • The post holder will be accountable to the Director of care for performance in relation to professional practice. • Volunteers • Lead Nurses • All other St Helena Staff • External agencies

KEY PRIORITIES
<ul style="list-style-type: none"> • Provide high standards of specialist palliative care to patients and their relatives, including assessment, planning, implementing and evaluating care needs. • Organise day to day work tasks and direct less experienced or junior colleagues. Ensure that patient safety is maintained at all times.

DUTIES & RESPONSIBILITIES
<ul style="list-style-type: none"> • Participate as a member of the inter-disciplinary team in assessing, planning, implementing, evaluating care and meeting the needs of patients: hygiene, elimination, nutritional, mobilising, pain, maintaining independence. Work as part of a team to provide psychological, emotional, spiritual and social support to patients and families whose lives are affected by illness, loss and grief • Perform Last Offices to deceased patients including safe custody of valuables and belongings. • Assist at times with the post-bereavement family visit to collect certificate and view deceased. • Maintaining health & safety within the ward area i.e. ensure fire exits are clear, cupboards safely stocked & hazards removed and reported. • Ensure that all procedures are carried out in accordance with agreed standards of care, and assist in identifying where existing standards should be updated. • Ensure Infection Control Policies and Procedures are strictly adhered to. • Ensure that all information recorded is in accordance with St Helena policy (i.e. patient records, incident/accident reports, computer records). • Ensure that all medication is administered in accordance with St Helena policy and NMC regulations • Supervise, direct and train new ward based volunteers, qualified and unqualified nurses, this will include addressing areas of poor practice. • Address body image and sexuality issues with patients and/or relatives. • Check and ensure that equipment is clean and in working order ready for use. • Effectively manage time to meet the needs of patients. • Participate positively in Clinical Supervision in order to develop standards of clinical practice and for support. • Develop awareness of emotional needs of patients and families and the sensitivity and communication skills to meet these needs. • Act as co-worker for patients providing effective communication with key-workers in order to ensure continuity of care for patients across St Helena services.

- Act as an advocate for patients as required.
- Assist in the identification and appropriate allocation of resources.
- Participate in the audit process and ensure that practice is evidence based.
- Be aware of own emotional needs, relating to the palliative care environment, and how to meet them.
- Ensure you follow all policies and procedures in relation to prevention and infection control
- **Education:**
- Attend mandatory training as required by St Helena: people moving people, CPR, fire, vulnerable adult & child protection.
- Complete Nurse Practitioner competencies within 18 months of joining St. Helena
- Demonstrate and share continued professional practice development.
- Assist in the identification and meeting of educational needs of other staff.

GENERAL - Applicable to all roles at St Helena

1. All of the above activities are governed by the operational policies, Standing Financial Instructions, policies and procedures and standards of St Helena as well as legislation and professional standards and guidelines.
2. All employees must comply with St Helena's Equal Opportunity Policy and must not discriminate on the grounds of sex, colour, race, ethnic, or national origins, marital status, age, disability, sexual orientation or religious belief.
3. Employees have a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by St Helena. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.
4. All employees have the right to work in an environment which is safe and to be protected from all forms of abuse, violence, harassment and undue stress. All employees are responsible for helping to ensure that individuals do not suffer harassment or bullying in any form. All employees will be personally accountable for their actions and behaviour in cases of complaint of harassment or bullying.
5. St Helena is a smoke free organisation. Smoking is not allowed in any St Helena premises. If you would like help to give up smoking you should contact your GP or call the NHS Stop Smoking Help Line.

PERSONAL DEVELOPMENT

Be aware of own development needs and take appropriate action.

Keep updated of evidence based practice and government policies related to care.

Act as an effective role model at all times.

PROFESSIONAL DUTIES

To maintain personal professional status, ensuring that the requirements laid down by the relevant professional body for registration are compliant.

Exercise professional accountability as guided by the relevant professional body and maintained in accordance with the policies of the department and St Helena.

ANNUAL APPRAISAL

The post holder will be appraised on an annual basis and the process will include a review of the past year's performance, setting of aims and objectives for the coming year and identification of educational needs.

TRAINING

All staff will undertake such training as is necessary to perform the duties allocated and any mandatory requirements of St Helena. This will include mandatory training in line with your job role

QUALITY

St Helena aims towards maintaining the goodwill and confidence of its own staff and of the general public. To assist in achieving the objective it is essential that at all times, employees carry out their duties in a courteous and sympathetic manner.

CONFIDENTIALITY

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under GDPR.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

All St Helena employees are required to act in such a way that at all times safeguards (and promotes) the health and well-being of children and vulnerable adults. Familiarisation with and adherence to St Helena safeguarding policies is an essential requirement of all employees as is participation in related mandatory/statutory training.

VALUES AND BEHAVIOURS

St Helena's core values and behaviours will be embedded in our recruitment, training and development review and decision making process

Value	Behaviour
Respect	Always considering others
Working together	Finding strength in teamwork
Being passionate about hospice care	Caring in all that we do and provide
Showing appreciation for all	A thank you matters
Valuing conversation	Taking the time to be excellent communicators

This job description is not an exhaustive document but is a reflection of the current position. Details and emphasis may change in line with service needs and after consultation with the post holder.

PERSON SPECIFICATION

ATTRIBUTE	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • RGN/RMN • Successful completion of: Holistic End of Life Care Course or equivalent. 	<ul style="list-style-type: none"> • Diploma of Credit Palliative Care or equivalent • Communication skills
Experience	<ul style="list-style-type: none"> • Proven experience as a registered nurse. • Proven experience in a Specialist palliative Care or Oncology setting. • Experience of handling difficult situations 	<ul style="list-style-type: none"> • Experience of working with people with mental health needs • Experience of working with people with sensory and learning disabilities
Skills & Knowledge	<ul style="list-style-type: none"> • Proven awareness of the possible needs of patients, families under the care of St Helena • Knowledge of illness as a carer and the ability to recognise when a person has physical, social, psychological or spiritual care needs. • Demonstrated understanding of the Hospice philosophy and the work of St. Helena 	<ul style="list-style-type: none"> •
Communication	<ul style="list-style-type: none"> • Proven written and verbal communication skills. • Clear verbal communication skills demonstrable with a range of people. • Ability to accurately record any information required i.e. patient records, telephone messages or information as requested by patients 	<ul style="list-style-type: none"> •
Qualities	<ul style="list-style-type: none"> • Proven ability to work off own initiative and as part of a team. • Flexible to meet needs of service. • Physically able to undertake the job. • Proven coping strategies when under emotional pressure • Proven ability to manage time effectively • Proven ability to problem solve.. 	<ul style="list-style-type: none"> •

	SIGNED	PRINT NAME	DATE
EMPLOYEE			
EMPLOYER			