

JOB DESCRIPTION

For Personnel use only

Job reference number:

Job Title: Staff Nurse	
Reports to (post title): Clinical Team Leader	
Evaluated Banding: Band 5	
<p>Role Purpose:</p> <p>The band 5 nurse will take responsibility for the assessment of patient and family care needs, and the development, implementation and evaluation of care, providing high quality care in an efficient and safe manner in accordance with the Trust policies and procedures.</p> <p>The hospice services are developing. This means as well as being the nurse co-ordinator for the in-patient unit on a regular basis, the role will also support day services and the provision of care to patients in their usual place of residence as the service requires..</p> <p>The role may deputise for the Ward Leader in their absence.</p> <p>To fully participate as a member of the multidisciplinary team to achieve high quality patient care.</p>	
<p>Role Context:</p> <p>The role of the Hospice is to provide specialist palliative care to patients in the Bassetlaw area.</p> <p>This includes a variety of clinical services and an educational/resource component.</p> <p>The role of the nurse within the In-patient Unit is to provide high quality holistic care to patients (and their families/friends) who require specialist palliative care in an inpatient setting. The role is developing and may also deliver care to community patients in their usual place of residence, working flexibly across the services and environments depending on need.</p>	
<p>Trust Values</p> <p>All colleagues are expected to demonstrate at interview and throughout employment that they act in line with Nottinghamshire Healthcare NHS Foundation Trust Values:</p> <p style="text-align: center;">Trust Honesty Respect Compassion Teamwork</p>	
Key Accountabilities	Performance Measures
<p><u>Clinical</u></p> <p>Assess the care needs of patients in their current place of care and plan, implement and evaluate the care.</p>	<p>Feedback from patients and carers – informally and via satisfaction surveys.</p> <p>Annual Performance appraisal and development plan.</p>

<p>Deliver nursing care in a holistic, patient centred, cost effective way.</p> <p>Facilitate effective patient care through the teaching and supervision of unqualified staff and students.</p> <p>Participate fully as a member of the Hospice multidisciplinary team to achieve effective patient care.</p> <p>Carry out nursing procedures in accordance with Trust policies and guidelines.</p> <p>Administer medication in accordance with Nottinghamshire Healthcare NHS Trust Medicines Policy.</p> <p>Liaise with community nursing teams, other healthcare providers and social services to ensure effective and safe discharges.</p> <p>Visit patients in their usual place of residence as need requires, providing out reach of specialist palliative care in to the community setting.</p> <p>Ensure that patient records are maintained and updated in accordance with Trust and Nursing and Midwifery Council Guidance.</p> <p>Organise, manage and prioritise patient care, supervising unqualified staff and students.</p> <p>Regularly act as nurse co-ordinator on the in-patient unit and ensure the Clinical Team Leader is kept informed of any relevant issues.</p> <p>Deputise for the Ward Leader when required to do so.</p> <p>Take a lead role in working with the Clinical Team Leader to implement any changes/developments in the hospice.</p> <p>Assist the Clinical Team Leader in the induction of new members of staff</p> <p>To act as In-care fire coordinator as required within</p>	<p>Following Trust Policies/Procedures and guidance.</p>
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<p>the hospice fire evacuation procedure.</p> <p>Attend relevant meetings, taking the lead on designated aspects of development.</p> <p>Work in all areas of the service as required according to service need</p> <p><u>Education</u></p> <p>Participate in the delivery of palliative care education provided by the service, both within the in-patient unit and to external staff.</p> <p>Act as a resource for staff and students.</p> <p>Act as a mentor to nursing students placed on the unit</p> <p>Feedback any information gained from courses, study days and link nurse meetings to the wider team.</p> <p><u>Professional/Clinical Governance</u></p> <p>Exercise professional accountability and recognise the implications of decisions taken.</p> <p>Participate in clinical supervision.</p> <p>Ensure the rights, dignity, privacy and confidentiality of the patient are protected. Work in accordance with Trust policies, procedures and guidelines.</p> <p>Take responsibility for maintaining knowledge and skills to practice competently in accordance with PREP.</p> <p>Attend any mandatory training at the required frequency.</p> <p>Take responsibility for own performance and development needs.</p> <p>Participate in any local initiatives relating to audit and research</p> <p>Comply with Health and Safety policies and procedures, ensuring patients and visitors are</p>	
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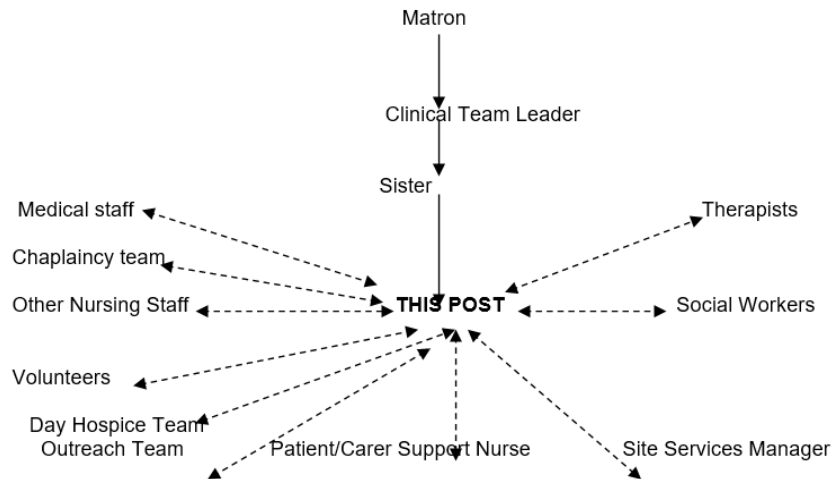
<p>aware of the procedures.</p> <p>Ensure that all untoward incidents, near misses, complaints and grievances are dealt with in accordance with Trust policies.</p>	
Dimensions	
Staff:	The nursing team in the hospice comprises 19 staff in total. Team of volunteer In-care receptionists.
Budget:	No budgetary management
Area:	The Cedar House Hospice provides a service for patients in the Bassetlaw Clinical Commissioning Group areas, and some patients on the Derbyshire / south Yorkshire borders.
Safeguarding	
<p>All employees are responsible for taking all reasonable measures to ensure that the risks of harm to children and vulnerable adults are minimised. They should take all appropriate actions to address concerns, working to agreed local policies and procedures including the guidance on Safeguarding, in partnership with other relevant agencies. This includes accessing appropriate training, advice, and support.</p>	
Disclosure and Barring Services	
<p>Where this post relates to the types of work, activity, employment, or profession as set out in The Exceptions Order made under the Rehabilitation of Offender Act 1974; the post will be subject to a DBS Disclosure check at the point of recruitment and thereafter, as the Trust determines appropriate. The level of the check will be determined by the type of activities undertaken and the level of contact the post holder will have with children and/or adults in receipt of health services.</p>	
Infection Control	
<p>All employees of Nottinghamshire Healthcare NHS Foundation Trust have an individual responsibility to have knowledge of and employ the basic principles of infection prevention and control practice. All employees must comply with infection prevention and control mandatory training requirements specific to their role.</p>	
Equality and Diversity	
<p>All staff should be able to demonstrate an understanding of and commitment to Equality, Diversity and Inclusion as identified within the Trust's Equality and Diversity Policy and associated Equality,</p>	

Diversity and Human Rights legislation.
Sustainability and Net Zero – Supporting Our Green Plan
The Trust places great importance on reducing its carbon footprint and maximising the positive social, economic, and environmental outcomes of Trust actions and activities on its patients and the planet. It is the responsibility of all staff to support the delivery of the Trust's Green Plan and contribute to achieving Net Zero Carbon. This will include using energy and water efficiently, reducing the consumption of materials, reducing waste, and increasing recycling, printing less, reporting faults or heating/cooling concerns promptly and minimising travel.
Data Quality Statement
All staff of Nottinghamshire Healthcare NHS Foundation Trust have a responsibility for data quality, improved data quality leads to better decision-making across the Trust. The more high-quality data, the more confidence the organisation has in decisions. Good data decreases risk and can result in consistent improvements in results. Employees within data roles have a responsibility for inputting high quality data (accurate, valid, timely, complete) and for ensuring that high quality data is maintained.
Communication
<p>Communicates directly with patients and their carers – requires a high level of communication skills.</p> <p>Direct communication with other members of the SPC team, GP's, Community nursing, Social and Voluntary Services, regarding specific patients.</p> <p>Attends and contributes to SPC MDT meetings.</p> <p>Communicates with direct Line Manager and other staff within the wider SPC team.</p>
Knowledge, Training and Experience
<p>Registered General Nurse with current registration.</p> <p>Experience as a Staff Nurse</p> <p>Relevant post-basic qualification in Palliative Care or Mentorship or willingness to undertake</p> <p>Relevant post basic study/qualifications.</p> <p>Palliative nursing experience.</p> <p>Well developed communication and inter-personal skills – relevant communication skills training course.</p>

<p>Clinical skills including competence in relation to syringe drivers.</p> <p>Experience of working alone and using initiative.</p> <p>Basic computer literacy and keyboard skills.</p> <p>Knowledge of symptom management</p>
Analytical and Judgement Skills
<p>Sound clinical assessment skills.</p> <p>Problem solving skills in the clinical setting.</p>
Planning and Organisational Skills
<p>Planning own workload and that of the team.</p> <p>Organising and co-ordinating patient care.</p> <p>Care planning skills.</p>
Physical Skills
<p>Able to move equipment and assist patients to move.</p> <p>Fine motor skills – drawing up injections / setting up syringe drivers.</p>
Responsibility for Patient/Client Care
<p>Takes professional responsibility for patients on the in-patient unit.</p> <p>Undertaking assessments, including clinical risk assessments, planning, delivering and evaluating care provided</p>
Responsibility for Policy/Service Development
<p>Contributes to any relevant service and/or policy developments relevant to the post.</p>
Responsibility for Financial and Physical Resources
<p>No budgetary responsibility but expected to work in a cost-effective way and use resources accordingly.</p>

Responsibility for HR
Involvement in the delivery of education to other health and social care professionals – informally in the clinical setting and contributing to study sessions.
Responsibility for Information Resources
Responsible for maintaining own clinical records – both paper and electronic.
Responsibility for Research and Development
Assisting the research team if appropriate in identifying patients for clinical trials. Participation in any audits relevant to practice.
Freedom to Act
Works in the role as an accountable registered nurse.
Physical Effort
Combination of sitting, standing, walking, driving. Some physical assistance of patients is required.
Mental Effort
Some periods of concentration required, e.g. writing in clinical records, undertaking audits, administration of medication.
Emotional Effort
Work with patients and carers is of an emotional nature. All the patients will have palliative care needs. Many will be close to the end of their lives.
Working Conditions
Some exposure to body fluids. Potential exposure to patients / families reacting angrily to their situations. Requirement to drive to visit patients in their usual place of residence as required.

Organisation Chart



Our promise to you

We will ensure that you are supported and lead in line with our Trust Values: **Trust**, **Honesty**, **Respect**, **Compassion** & **Teamwork**



Nottinghamshire Healthcare NHS Foundation Trust actively works to fulfil the seven elements of the NHS People Promise.

We will adhere to the promise and support all our colleagues, assuring that we are continuously striving to listen to colleagues, adapting accordingly and striving always to be the best place to work.



Signatures	
After reviewing the questionnaire, please sign to confirm agreement	
Post holder:	Date:
Line Manager:	Date:
Next level Manager:	Date:

EMPLOYEE SPECIFICATION FOR THE POST OF STAFF NURSE

All staff should be able to demonstrate an understanding of and commitment to Equality, Diversity and Inclusion as identified within the Trust's Equality and Diversity Policy and associated Equality, Diversity and Human Rights legislation

Attribute	Essential	Weight	Desirable	Weight	How Identified
Values	<ul style="list-style-type: none"> All colleagues are expected to demonstrate at interview that they act in line with Nottinghamshire Healthcare NHS Foundation Trust Values: Trust Honesty Respect Compassion Teamwork All colleagues are expected to demonstrate an understanding of and commitment to Equality, Diversity and Inclusion (EDI) and how it applies to their role. The Trust's expectations are highlighted within our EDI Policy, and associated EDI and Human Rights legislation 	2			Interview
Physical Requirements	<ul style="list-style-type: none"> Has the physical ability to perform the full range of duties 	2			Occupational Health
Qualifications - Academic / Craft / Professional	<ul style="list-style-type: none"> First level registered nurse with current registration Willingness to undertake training according to the needs of the service 	2	<ul style="list-style-type: none"> Approved mentor course Specific post-basic study relating to palliative care Recognised qualification in palliative care or equivalent 	2	Application form and Interview
Experience	<ul style="list-style-type: none"> Able to demonstrate experience as a staff nurse in a relevant adult care setting Palliative care and end of life care experience 	2	<ul style="list-style-type: none"> Recent experience in a specialist palliative care setting Experience of mentoring students Experience of co-ordinating in a 	2	Application form and Interview

			'stand alone' unit such as a Hospice <ul style="list-style-type: none"> Recent NHS experience 		
Knowledge	<ul style="list-style-type: none"> Knowledge of the palliative care philosophy 	2			Application form and Interview
Skills	<ul style="list-style-type: none"> Effective, comprehensive written and verbal communication skills Sound clinical skills Ability to use initiative Leadership skills Demonstration of team working Ability to deal with stress in self and others Motivated and enthusiastic to take on the role Able to demonstrate basic IT skills Recognise own level training needs Able to demonstrate an ability to prioritise own workload 	2	<ul style="list-style-type: none"> Experience of clinical supervision Management skills Experience of using syringe drivers 	2	Application form and Interview
Contractual Requirements	<ul style="list-style-type: none"> 24-hour rotation Able to work in a variety of settings depending on patient need. A full UK driving licence and vehicle for business use is required for this post; however reasonable adjustments will be made for disabled individuals in line with the Equality Act 2010. 	2			Application form and Interview

PLEASE NOTE THAT ALL CRITERIA WILL BE SUBJECT TO REASONABLE ADJUSTMENTS WHERE THE APPLICANT HAS DECLARED A DISABILITY AS DESCRIBED IN THE EQUALITY ACT

