

## **ST ANDREW'S HOSPICE** **JOB DESCRIPTION**

**Post title** : Palliative Care Nurse  
**Department** : Adult Inpatient Services  
**Reports to / Line Manager** : Head of Adult Palliative and End of Life Services  
**Pay Range**

### **Purpose of Job**

To be a key member of the clinical multi-disciplinary team.

To contribute to the effective and efficient delivery of holistic care for patients with life limiting illnesses, their families and significant others.

To promote the highest quality care and support for patients, their families and significant others. To work as a member of the multi-disciplinary team using initiative in planning and evaluating patient care.

To be motivated, enthusiastic and forward thinking in further developing a holistic focussed service.

### **Main responsibilities**

#### **Clinical**

Working within your limitations ensure that patient care is assessed, planned, implemented and evaluated within a holistic, patient centred approach and to continually review and update nursing care plans and documentation.

Observe and report accurately any obvious changes in a patient's condition – physically or emotionally and liaise with the Doctors with changes which may affect nursing care.

To ensure the highest clinical standards and quality of care are maintained, contributing to and sustaining a caring and friendly environment.

Following successful probationary/preceptorship period manage the unit for the span of duty as the Nurse in Charge when required

To communicate with the patient, the family and other professionals to ensure that care is planned and implemented with the patient's consent or that of the legal representative if the patient is unable to give consent.

To promote the delivery of effective communication amongst all disciplines, patients and carers, communicating sensitive information to patients and families in a considerate and confidential manner.

Work flexibly alongside the patients and families and acknowledge that they are the experts in their care and following discussion, allow the family to choose the level of involvement of the care team.

To work towards developing and maintaining an advanced level of clinical and technical expertise. This will include drug management, use of syringe drivers, and feeding pumps, whilst acting always within the NMC guidelines and St Andrew's Hospice Policies.

To review and evaluate documentation of self and of the nursing team to ensure that this is accurate, legible and appropriate, ensuring confidentiality at all times.

To communicate via the patient's notes, including SystemOne, and maintain store and retrieve appropriate records. Receive and transmit information pertaining to patient care to others within the multi-disciplinary team.

To remain aware of current Health & Safety legislation in relation to the environment and to ensure compliance is maintained in accordance with the relevant Hospice policies and procedures.

To have a full understanding and assist with the safe transportation of patients in hospice vehicles.

To work effectively within a team of nurses and other health-care professionals to help ensure the smooth running of the unit to deliver a high level of care.

To provide support and direction to the nursing assistants and volunteers and act as a Practice Assessor / Practice Supervisor for students, within Adult Inpatient Services. Through this process, teaching may be undertaken on a one to one basis or to a variety of groups.

To develop and maintain key working relationships with the multi professional team to facilitate discussion of complex issues involved in the planning, implementation and evaluation of palliative and end of life care.

To initiate and take responsibility for the reporting of incidents and complaints, ensuring the appropriate action is taken, the situation is diffused and the process is communicated effectively to the Head of Service. This will include the timely completion of statements as requested by the Head of Service.

### **Professional Responsibilities**

Conduct self in a professional manner, being a role model and leading the staff, to ensure standards of patient care and the clinical environment are kept to a high standard.

To be involved in the collection of data and evidence to support audit and quality outcomes (Hospice Governance) as requested by the Head of Service.

Take responsibility for own continued professional development by keeping up to date with mandatory training, professional developments and evidence based practice.

To be able to manage own workload along that of others, by ensuring appropriate prioritisation and delegation utilising the most effective skills and capabilities.

To proactively assess own development needs and seek out development opportunities, which will enable enhanced contribution to meet the objectives of the Hospice Business Plan.

To undertake additional responsibilities to enhance the smooth running of the Service.

### **Management of People**

**Direct:** When in charge of a shift, all staff and volunteers on that span of duty.

**Indirect:** Other clinical staff and volunteers when a situation arises that requires clinical direction, under the guidance of the Lead Palliative Care Nurse, Senior Palliative Care Nurse or Nurse on Call.

### **Contacts & Relationships**

Regular contact with staff, volunteers and managers to ensure optimum service levels

Monthly staff meetings, which may be on an informal or formal basis.

Follow processes to satisfy the requirements of the Hospice policies and procedures and Care Quality Commission (CQC) regulations and standards.

To act as a point of reference for peers and subordinate staff for general departmental queries.

To provide an internal consultancy/specialist advisory role with the support of the Head of Service.

Frequent contact with distressed patients and relatives, exposure to patients who are agitated and confused and frequent exposure to patient / carer aggression.

Frequent exposure to bodily fluids, including blood.

## **Resources**

No specific budgetary control but to deliver all aspects of care in a resourceful manner.

## **Person Specification**

### **Qualifications**

#### **Essential**

Current first or second level Registered Nurse, on the NMC register

#### **Desirable**

Post Registration Palliative Care training (or willingness to work towards)

Bereavement training

Practice Assessor / Practice Supervisor qualification – nurses with previous Mentor qualification will be given the opportunity to complete the required conversion training.

### **Experience**

#### **Desirable**

Post registration experience

Recent post registration experience in a palliative care setting, including community

### **Knowledge**

Understanding of Palliative and End of Life Care

Knowledge of assessment, care planning and review process and pathways of care

Awareness of regulatory safeguarding policies and procedures

Awareness of application of the Mental Capacity Act.

Good interpersonal skills and team working skills

Awareness of general pain and symptom management guidelines

To be confident in using information technology including use of SystemOne

Self-motivated with good interpersonal and communication skills

Ability to make clear and effective verbal and written reports (e.g. incident reporting, patient notes, team meetings, etc.)

### **Qualities**

Effective time management skills and ability to organise own workload without direct supervision

To be receptive to change and to act as a change agent.

Ability to maintain excellent rapport with patients, colleagues and visitors to the Hospice.

Ability to perform the role with empathy and consideration for the needs of patients and their relatives.

To demonstrate a calm and logical approach to problem solving.

To consistently demonstrate a dedicated approach to the quality of patient services in a constructive and efficient way.

## **General**

**To understand the principles of and maintain confidentiality at all times.**

**Policies and Procedures** – The post holder must carry out his/her duties with full regard to all relevant Policies and Procedures. The post holder will remain responsible and accountable to any professional body and professional code of conduct appropriate to the role.

**Other Duties** – The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties, which may be required from time to time. Any such duties should not however substantially change the general character of the post.

**Contribution and Development Review** – The post holder should proactively assess his/her own development needs and seek out development opportunities, which will enable enhanced contribution to meet the objectives of the Hospice Business Plan, always following the 'Staff Development and Contribution' process.

**Equality and Diversity** – The post holder must carry out his/her duties with full regard to the Hospice's Equality and Diversity Policy.

**Health and Safety** – The post holder must carry out his/her duties with full regard to the Hospice's Health and Safety Procedures.

The managerial and clinical philosophy of the Hospice is based upon a multi-disciplinary approach. Staff regardless of grade or discipline are required to participate in this concept. The role of volunteers is integral with the work of St Andrew's and paid staff are required to underpin this in their attitude and actions.

All staff must be sympathetic to and able to project the philosophy and concept of hospice care

The Hospice has in place provision for staff support. Staff are expected to exercise responsibility in accessing whatever forms of support might be appropriate for them to ensure that they are able to offer the professional care for which they are employed.

St Andrew's Hospice is very much a community, and all members of staff are encouraged to support the various social and fundraising events which are part of it day to day life.

An extract from the summary of the Health & Safety at Work Act 1979 stated:-

“Employees at Work: It is the duty of every employee while at work to carry out their work in a manner which is safe and free from risk to the health of himself/herself and other persons who may be affected by his/her acts or omissions. It is an employee's duty to assist and co-operate with his/her

employer in complying with any relevant statutory regulations imposed on his/her employer”.

This Job Description may change and the duties listed are not exhaustive, but such change will only be made following consultation between the (relevant) “Manager” and the post holder. A job description review automatically takes place as part of the Contribution and Development Process.

| <u>Signature</u>              | <u>Date</u>        |
|-------------------------------|--------------------|
| Prepared by Vicky Martin..... | ...03/09/2024..... |
| Confirmed by .....            | .....              |
| Received by .....             | .....              |
| Name (Print) .....            | .....              |