St Oswald's Hospice

JOB DESCRIPTION

Job Title: Staff Nurse

Department: Adult Inpatient unit

Reports to: Adult Inpatient Unit Matron

Responsible for: Patients, Auxiliary Nurses and Volunteers

Hours: Variable

---

1. Job Purpose

Under the supervision of the Adult Inpatient Unit Sister/Junior Sister you will be responsible for the coordination of a small team and act as named nurse for a caseload of patients, taking responsibility for the assessment of patients holistic needs, planning, implementation and evaluation of care.

2. Main Accountabilities, Duties & Responsibilities

- To establish and maintain excellent standards of patient care.
- To carry out assessment of care needs and development of individualised holistic care plans.
- To provide advice, support, and information to patients, families and professional colleagues.
- To support the Adult Inpatient Unit Sister/Junior Sister in coordinating activities of volunteers, including liaising closely with volunteer officer regarding new volunteers.
- To maintain multi-professional working with health and social care professionals within, and external to, St Oswald's Hospice.
- To educate clinical/professional visitors regarding service provision/specialist palliative care as directed by the Adult Inpatient Unit Sister/Junior Sister.
- To develop and maintain specialist skills in Palliative Care.
- To act as a resource to other health care professionals within, and external to, St Oswald's Hospice regarding palliative care/day hospice.
- Proactively assist the Adult Inpatient Unit Sister/Junior Sister in the further development of services to patients.

Education/Research

- To promote and maintain an effective learning environment ensuring appropriate facilitation, supervision, role modelling, education and teaching of junior/unqualified staff, visiting health care professionals/students and volunteers.
- To contribute to specific aspects of research, audit and projects as requested.

Collaboration

- To maintain partnerships with individuals, groups, communities and agencies.

Leadership

- Act as a role model in the delivery of high standards of clinical care.
- To contribute in the multidisciplinary team meetings regarding referrals, discussion of complex care planning/decision making.
- To use effective prioritisation, problem solving and delegation skills to manage own and others time effectively.
- To offer leadership/day to day line management to staff in the absence of the Adult Inpatient Unit Sister/Junior Sister.
- Represent the inpatient unit at appropriate meetings/events in the absence of the Adult Inpatient Unit Sister/Junior Sister.

3. Self Development

To undertake appropriate personal development and maintain/develop skills and knowledge as determined by the annual review and development meetings and subject to the availability of resources.

4. Risk Management including Health &Safety

To adhere to St Oswald's Health and Safety policy as set out in St Oswald's Health and Safety policy statement.

To attend all health and safety training St Oswalds deems mandatory.

5. Working Relationships and Team Working

To work as a positive team member at all times and in accordance with St Oswald's Respect at Work Policy and Procedure.

6. Conduct

To behave in a professional manner at all times, reflecting and maintaining the values and ethos of the organisation and thereby generating a positive image of St Oswald's.

To adhere to all St Oswald's policies and procedures to ensure that these are maintained at all times.

7. Other

To undertake any other duties as appropriate within their competence and general level of responsibility of the post as required by Adult Inpatient Unit Manager or Team Leader from time to time.

The job description reflects the immediate requirements and objectives of the post. It is not an exhaustive list of the duties but gives a general indication of the level of work undertaking, which may vary in detail in the light of changing demands and priorities. Substantive changes will be carried out in consultation with the post holder.

Dimensions:	Named nurse for patients on the Adult Inpatient Unit Support the Adult Inpatient Unit Sister/Junior Sister in supervision of staff and volunteers
Risk Assessment:	
Disclosure/Level:	Enhanced Disclosure and Barring Service check
Prepared by/Date:	Anne Tuck 15th September 2021

PERSON SPECIFICATION

Job Title: Staff Nurse, Adult Inpatient unit

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS TRAINING & EDUCATION	Registered nurse level one	Diploma in palliative care (or equivalent) or working towards diploma. Counselling skills Teaching Qualification
EXPERIENCE	Minimum of 1 year post registration experience, within a palliative care or comparable setting	Experience of working with volunteers
SKILLS, APTITUDES & ABILITIES	Excellent verbal and written communication skills Able to work independently as well as coordinating team Knowledge of palliative care speciality Emotional skills required for dealing with distress and anxiety Supporting patients with life limiting illnesses and their families Able to prioritise work Able to delegate Good organisational skills and able to coordinate number of patients Able to develop and maintain effective relationships with colleagues	IT Literate Experience of SystmOne
KNOWLEDGE	Knowledge of palliative care	
PERSONAL QUALITIES AND ATRIBUTES	Innovative, able to use initiative Motivated and enthusiastic Excellent communication, negotiation and interpersonal skills Evidence of ongoing continuous development	
OTHER	Able to deal with heavy workloads, competing priorities. Emotional resilience to be able to work in a demanding environment	
WORKING ARRANGEMENTS	Able to work varied shifts	Able to work flexibly