

JOB DESCRIPTION

BANK Staff Nurse – Patient Services 06-16



Job title: Bank Staff Nurse

Department: Patient Services

Responsible to: Lead Nurse

JOB PURPOSE

Under the direction of the Lead Nurse, enable the provision of, and maintain a high standard of nursing care to the patients, their families and carers. This includes but is not limited to, the holistic assessment, implementation and evaluation of individual patient care programmes and physical and psychological support.

To demonstrate knowledge and clinical expertise in symptom management, and care provision within a ward / community environment.

MAIN DUTIES AND RESPONSIBILITIES

Responsibilities

- To proactively perform a full holistic assessment of patients, in order to create, implement and evaluate comprehensive plans of care.
- Create and maintain good relationships with other community health and social care providers.
- Enable signposting to specialist services for information and advice to patients, families and professional colleagues.
- Provide clinical expertise within the speciality.
- Support and supervise the work of junior colleagues, unqualified staff, students and volunteers.

Clinical

- Work with all disciplines involved in the total care of patients and their families, integrating nursing care with their physical, psychological, social and spiritual needs.
- Assess individual needs and care of the patient, be professionally accountable for patient care whilst complying with policies, procedures and current legislation.
- Initiate, supervise and participate in nursing care and the work of the nursing team, review progress with nursing and multi-professional team at regular intervals.
- Anticipate and respond to patient / family need whilst maintaining their independence, privacy and dignity.

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- Review, evaluate and update nursing care, ensuring accurate documentation and reporting.
- Ensure adherence to patient/family confidentiality and data protection requirements at all times.
- Be accountable for the custody and administration of drugs and the maintenance of records and to maintain up to date knowledge of the purpose, actions and side effects of drugs.

Communication

- Communicate with colleagues within the team to ensure a multi-disciplinary approach to care both verbally and by providing letters and reports.
- Ensure accurate record keeping and documentation of all aspects of care through the patient's care.
- Apply advanced skills when communicating difficult or sensitive information to patients, families, carers and other staff.
- Liaise externally with other relevant professionals to ensure appropriate care/treatment/support is continued.
- Attend and participate in team meetings

Management

- Assist with the management and development of the nursing and support team as delegated.
- Manage allocated resources effectively. Ensure competency in the use and function of equipment – report malfunctions.
- Supervise the work of junior staff, students and volunteers.

Education

- Participate as required in the teaching and support of newly appointed staff, students, volunteers and other external professionals involved in care provision to palliative service users.
- Contribute to the professional development of the nursing and multi-disciplinary team.
- Ensure own specialist knowledge is updated to maintain evidenced best practice.

Clinical Governance and Quality

- Respond to initial patient/family complaints/concerns and report to senior staff as appropriate.
- Undertake any other duties as delegated which are designed to improve both patient care and the service provided by St Michael's Hospice.

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Research and Practice Development

- Deliver and promote evidence based practice.
- Participate as appropriate, in any relevant national/local research initiatives in which St. Michael's Hospice may be involved.

Professional

- Operate within the Nursing and Midwifery Council Professional Code of Conduct.
- Participate in activities designed to improve nursing practice i.e. clinical supervision, reflective practice.
- Ensure compliance with Health and Safety requirements – Fire, Moving and Handling, Infection control procedures and other mandatory updates.
- Participate in individual performance review and appraisals.

General responsibilities

Additional Duties – In discussion with the Director of Patient Services, to undertake work, as and when required, in support of St. Michael's Hospice as an organisation.

Public Relations – To represent St. Michael's Hospice in the community and public domain as appropriate.

Be conversant with and adhere to St. Michael's Hospice policies and procedures at all times.

This post is subject to a UK Disclosure and Barring Service check (DBS) and if applicable, overseas police clearances will be required.

This job description is an outline of the role and responsibilities. From time to time, due to the needs of the service, we may ask you to flexibly undertake other duties that are consistent with your role and banding.

Reviewed/approved by:	Currently under review by: Julie Spreadbury Director of Patient Services	Date:	June 2016
Signed by employee:		Date:	