

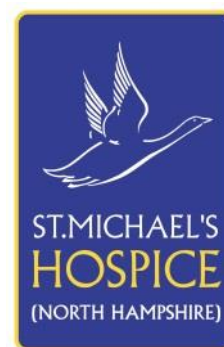
JOB DESCRIPTION

10/18

Job title: Senior Staff Nurse

Department: IPU

Responsible to: Ward Sister



JOB PURPOSE

Under the direction of the Ward Manager, to provide and maintain a high standard of nursing care, which includes the assessment, implementation and evaluation of individual patient care programmes and support for their families.

To demonstrate knowledge and clinical expertise in symptom management.

To ensure the effective running of the SMH Inpatient Unit in the absence of the Ward Manager.

MAIN DUTIES AND RESPONSIBILITIES

1 **Responsibilities**

- Deliver high quality Specialist Palliative and EOL nursing care. Working with other members of the MDT.
- Responsible for the delivery of patient and family care without direct supervision from senior staff
- Assume responsibility for the unit on a regular basis in the absence of the Ward Manager, or as directed.
- To lead on and co-ordinate assessment of individual patient care needs and enable others to do so. Developing appropriate care plans to implement and evaluate.
- Provide support, information and advice to patients, families and professional colleagues.
- Provide clinical expertise within the speciality, particularly in relation to symptom management.
- Support and supervise the work of junior colleagues, unqualified staff, students and volunteers. Challenge unacceptable behaviour.
- Contribute to the education and development of staff within the speciality and manages change.
- Support and manage implementation of change of practices.

2 Clinical

- Lead on 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.
- Adhere to the agreed procedures as identified and promotes, by example, a high standard of good quality nursing care in the unit.
- Be able to prioritise nursing care, recognise the deterioration in a patient's condition and escalate appropriately.
- 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. Address patient/family concerns.
- 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.
- Develop competence in the skills determined in the SMH IPU Skills Profile.
- Be proactive and involved in discharge planning.
- Foster good relationships with other departments, the multidisciplinary team and visitors to the unit. Helps to achieve and maintain high morale for both staff and patients.
- Participate in the health education and explanation of care to patients and relatives.

3 Communication

- Lead and participate in discussion during multi-professional ward rounds and meetings.
- 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 ensure that documentation is maintained by all staff on all aspects of care through the patient's stay.

JOB DESCRIPTION

10/18

- Apply advanced skills when communicating difficult or sensitive information to patients, families, carers and other staff. Address patient and family concerns.
- Liaise externally with other relevant professionals to ensure appropriate care/treatment/support is continued.
- Attend and participate in ward and team meetings.

4 **Management**

- In the absence of the Ward Manager be responsible for the safe management of the Inpatient Unit.
- Assist with the management and development of the nursing and support team as delegated.
- Provide feedback to the ward manager on individual staff progression and identify any concerns
- Manage allocated resources effectively. Ensure competency in the use of function of equipment – report malfunctions.
- Supervise the work of junior staff, students and volunteers and challenge any problems. Be prepared to challenge unsatisfactory behaviour.

5 **Education**

- Develop teaching skills within the speciality.
- Act as a mentor / preceptor for pre and post registration staff
- Participate as required in the teaching and support of newly appointed staff, learners and volunteers.
- Contribute to the professional development of the nursing and multi-disciplinary team.
- Take equal responsibility for own appraisal and initiate own development within agreed parameters.
- Ensure own specialist knowledge is updated to maintain evidenced best practice.
- Attend all mandatory training and ensure that updates are booked in a timely fashion and agreed with the ward manager.
- Help in the implementation of group policies and ensure that the organisations policies are adhered to.

JOB DESCRIPTION

10/18

6 Clinical Governance and Quality

- Respond to initial patient/family complaints and report to senior staff as appropriate.
- Contribute to and actively participate in clinical governance arrangements and the quality agenda.
- Undertake any other duties as delegated, designed to improve both patient care and the service provided by St Michael's Hospice.

7 Research and Practice Development

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

Professional

- Operate within the Nursing and Midwifery Council Professional Code of Conduct.

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, including Social Media, appropriately.
- To be conversant with and adhere to St. Michael's Hospice Policies and Procedures.
- Take responsibility for own personal safety and of others whilst at work. You will take appropriate action or report any concerns to address any health and safety issues that you or members of your team may be aware of.
- 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, including project work, internal job rotation and absence cover.

Reviewed by:	Julie Spreadbury	Date:	December 2018
Signed by employee:		Date:	