

JOB DESCRIPTION

Staff Nurse ¹²⁻¹⁸

Job title: Staff Nurse -In Patient Unit (IPU)

Department: Patient Services

Responsible to: Ward Sister



JOB PURPOSE

Under the direction of the Ward Sister and as part of the multi-disciplinary team, enable the provision of and maintain a high standard of nursing care to the patient's their families and carers. This includes but is not limited to, the holistic assessment, implementation and evaluation of individual patient care plans and physical and psychological support.

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

The post will involve internal rotation on to day and night duty, to include weekend working. Short and long days are supported.

MAIN DUTIES AND RESPONSIBILITIES

Responsibilities

- To be proactive in performing a full holistic assessment of patients, to create, implement and evaluate comprehensive patient specific 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.
- Work with the Senior Nurse in provision of 'out of hours' care and intervention at night.

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Clinical

- Assess individual needs and care of the patient, be professionally accountable for patient care whilst complying with policies, procedures and current legislation.
- Assess clinical situations, interpret information and prioritise needs to enable the planning of appropriate changes in care, in both collaboration with or in the absence of a doctor.
- Anticipate and respond to changing needs of the patient and/or family whilst maintaining and promoting independence, privacy and dignity.
- Initiate, supervise and participate in nursing care and the work of the nursing team, review progress with the nursing and multi-professional team at regular intervals.
- Work with all disciplines involved in the total care of patients and their families, integrate nursing care with their physical, psychological, social and spiritual needs.
- Review and evaluate nursing care plans, updating as necessary. Communicating these changes to the nursing team and documenting accurately and timely within the nursing notes.
- Adhere to patient and family confidentiality and data protection requirements always.
- Be accountable for the custody and administrations of drugs and the accurate maintenance of records, to maintain up to date knowledge of the purpose, actions and side effects of drugs.

Communication

- Communicate effectively to ensure a multi-disciplinary approach to care delivery, both verbally and by providing emails, letters and reports.
- Ensure accurate record keeping and documentation, for all aspects of care through their admission and on to discharge.
- After support and training, be able to provide advance communication skills when communicating difficult or sensitive information to patients, family, carers and other staff.
- Liaise externally with other relevant professionals to ensure a seamless delivery of care/support/treatment after discharge.
- Attend and participate in team meetings.

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- Communicate any urgent or sensitive matters to the Senior Staff Nurse and escalate as appropriate.

Management

- Assist with the management and development of the nursing team and support the wider team as delegated.
- Manage resources effectively, ensuring competency and proficiency with equipment used and its function. To report malfunctions to the maintenance team in a timely way.
- Top act as a mentor and provide support to junior members and unqualified members of staff, to supervise their work and encourage a learning environment.
- Promote a safe clinical environment for patients, visitors, staff and volunteers.

Education

- Participate in the teaching and support of newly appointed staff, students, volunteers and other external professional involved in the care provision to palliate service users.
- Contribute to the professional development of the nursing and multi-disciplinary team.
- Proactively participate in opportunities for continued professional development and maintaining a profession portfolio in accordance with the NMC.
- Being proactive in remaining on the NMC professional register with the gathering and maintaining records for revalidation and re-registration. Ensuring that the requirements for revalidation are met in a timely way.
- Engage in reflective practice and assessment of professional competencies, both individually and for the team.
- Participate in mandatory and statutory training as required.

Clinical Governance and Quality

- Respond to initial patient/family complaints or concerns and escalate/report to senior staff as appropriate.
- Undertake duties whist at St. Michael's Hospice that are designed to improve both patient care and experience.
- Adhere to the policies and procedures in place within St. Michael's Hospice.

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- Participate in quality audits as and when required, undertake link nurse responsibilities and promote best practice.

Research and Practice Development

- Deliver and promote evidence-based practice.
- Participate in activities designed to improve nursing practice i.e. clinical supervision, reflective practice and peer support.
- Ensure compliance with Health and Safety requirements- Fire, Moving and Handling, Infection Control and other mandatory training/updates.
- Participate in individual appraisal and performance review, to include revalidation and reflective discussions.

General Responsibilities

- Work to maintain the values, vision and aims of St. Michael's Hospice.
- Additional Duties – In discussion with the Director of Patient Services, undertake work, as and when required, in support of St. Michael's Hospice as an organisation.
- Public Relations – 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.

This is an outline job description and may be subject to change, according to the needs of the service, in consultation with the post holder.

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:	C. Turner	Date:	December 2018
Signed by employee:		Date:	