JOB DESCRIPTION: SENIOR STAFF NURSE NIGHT DUTY

ACCOUNTABLE TO: CLINICAL MANAGER AND HER/HIS ABSENCE SISTER/CHARGE NURSE

RESPONSIBLE FOR: Staff Nurses, Healthcare Assistants level III, Healthcare Assistants and supporting students on placement.

OVERALL PURPOSE: To ensure the effective running of the Brian House, supporting the Sister.

The Senior Staff Nurse is responsible for planning, implementing and evaluating patient care. Acting as a member of the care team working with the multi-professional team and influencing the development of the organisation within the area of palliative care. He/She will work to develop their own clinical expertise in symptom management.

In the event of the absence of the Sister she/he will be required to ‘act up’ as part of their personal development.

Main Duties of post

1. To assist in developing a caring, supportive and spiritual atmosphere for patients and their families.

2. To maintain professional and ethical standards and set a high standard of patient care.

3. To develop specialist skills in all aspects of palliative care and carry out all relevant forms of care without direct supervision.

4. To share in the responsibility within the nursing team for planning, implementing and evaluating total care of the patient and their family.

5. To support Sister/Charge Nurse in their role across the span of her duties, acting up in rotation with other staff to develop management skills.

6. Cover a 24 hour nursing rota when the need arises and for the professional development in the total care of patients requiring specialist palliative care, end of life care and the care of patients with multiple complex needs.
7. Develop good communication skills, both written and verbal to ensure accurate information is conveyed to other members of the team.

8. Be responsible for supervision of a group of staff, allocating work, encouraging staff development and ensuring Hospice policies are followed.

9. Develop accuracy skill when dealing with medications. Accept professional responsibility for the safe custody, administration and recording of medications in accordance with statutory requirements and established Hospice policy and procedures.

10. Ensure correct use and due economy is made of equipment and resources.

11. Be prepared to cope with incidents or emergency situations as they arise and report them to the Senior Nurse on duty.

12. Report to Clinical Manager any relevant changes in patients’ conditions and situations.

13. Ensure Fire, Health and Safety and Security policies are implemented maintaining a clean, safe and secure environment for patients visitors and staff.

14. Be involved in quality assurance and collaborate with the Trinity Management Team in standard setting and audit of patient care.

General Responsibilities

15. To undertake all mandatory training as required by Trinity Hospice and Palliative Care Services and participate in appropriate in-service training as and when required.

16. Maintaining the strict confidentiality of all information acquired especially with regard to patients and staff.

17. To undertake an appraisal and personal development review annually and through self-development, continuously update and improve knowledge and competencies.

18. To be a co-operative and supportive member of the Brian House staff team, ensuring that all members are aware of any issues in the post holder’s workload, which may affect other members of the Brian House team.

19. To manage all volunteers utilised in your area and to develop effective working relationships providing regular feedback on their performance.

20. To take responsibility for being up to date with current policies and procedures and to adhere to these.

21. Cooperating fully in the introduction of any new technology and new methods as appropriate.
22. To promote at all times the Hospice philosophy and uphold the Trinity core values.

23. Any other duties that may be reasonably requested.

**Professional function**

**Clinical**

24. To act as team leader in assessing the individual needs of the patient alongside the child, young person and their family and develop programmes of care to meet physical, psychological and spiritual needs.

25. Initiate, supervise and participate in the planning, implementation and evaluation of the total care of the patient and their families.


27. Be involved in a multidisciplinary approach to patient care together with other health care professionals and the clergy.

28. Assist the Medical Staff in patient and relative care, reporting changes in symptoms and needs as they occur.

29. Develop clinical expertise in symptom control under the guidance of the Medical Staff and within constraints laid down by the Hospice Medical Director and Paediatric Consultant.

30. Accept professional accountability for extension of own clinical practice.

31. Give support and advice to patients families and healthcare professionals contacting the hospice out of hours.

32. Participate in research projects and the development of Specialist Palliative Care.

33. Keep abreast of current nursing concepts and be prepared to adopt new methods of patient care as appropriate.

34. Liaise with the Brian House Outreach Team and Community Services to facilitate the continuing care of patients.

35. Be involved in pastoral care of patients to assist the Chaplains to meet their spiritual needs.

36. Participate in social activities and support families in meeting patients’ social needs.
Learning

37. Develop specialist knowledge and teaching skills in this field of nursing.

38. Participate in staff induction and ongoing ward based teaching.

39. Encourage a learning environment for students medical and nursing.

40. Develop communications through attending appropriate communications course.

41. Research health care issues and work with team to develop their knowledge.

Personal

42. Make use of available opportunities to extend clinical and professional knowledge.

43. Promote best practice in relation to health and safety.

44. Accept accountability for extension of best clinical practice. Maintain and continue professional development.

45. Ensure that all statutory regulations are adhered to in accordance with NMC Guidelines.

This job description is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments in the service.