



JOB DESCRIPTION:	Staff Nurse Day/ Night Duty
ACCOUNTABLE TO:	Senior Sister/ Charge Nurse and in his/her absence senior staff nurse
RESPONSIBLE FOR:	Healthcare Assistants NVQ level 3, Healthcare Assistants, Volunteers and students on placements
OVERALL PURPOSE:	To plan, provide and evaluate nursing care and support for patients and families throughout the varying stages of their illness.

Under the supervision of the senior sister, be responsible for the assessment of individualised care needs and their development, implementation, and evaluation without direct supervision. Support health care assistants in achieving high standards of patient care.

Main Duties of post

1. To assist in developing a caring, supportive and spiritual atmosphere for the 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 with minimal 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 the Senior Sister/ Charge nurse and Senior Staff Nurses in their role.
6. Cover 24 hour nursing rota when the need arises and for the professional development in the total nursing care of patients requiring palliative care, end of life care and care of patients with multiple complex needs.
7. Develop managerial and teaching skills under supervision of senior nursing staff
8. Assist in the management of Brian House and determining nursing priorities under the direction of the senior sister/charge nurse and senior staff nurses

9. Supervise the work of NVQIII, health care assistants and volunteers and ensure that hospice policies are followed.
10. Maintain a clear, safe and secure environment for patients, visitors and staff.
11. Communicate information on patient care and related matters to Senior Sister/Charge Nurse and medical staff
12. Accept professional responsibility for the safe custody, administration and recording of medications in accordance with statutory requirements and established Hospice policy and procedure.
13. Ensure correct use and due economy is made of equipment and resources
14. Be prepared to cope with incidents or emergencies as they arise and report to the senior nurse on duty
15. Report any changes in conditions or situations to the senior nurse on duty
16. Act up for senior staff Nurse across the span of duties to cover annual leave and sickness and on a planned basis to gain management experience and professional development
17. Be involved in quality assurance and collaborate with the management team in standard setting and audit of patient care.
18. Develop communications skills both written and verbal to ensure accurate information is conveyed to other members of the team.

General Responsibilities

- 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
- Maintain the strict confidentiality of all information acquired especially with regard to patients and staff.
- To undertake a personal development review annually and through self development, continuously update and improve knowledge and competencies
- Be a co-operative and supportive member of the Brian House team. Discuss any issues in the post holder's workload that may affect other members of the Brian house team and identify such to the Line Manager.
- To manage and support all volunteers utilised in your area and to develop effective working relationships providing regular feedback.
- Be responsible for ensuring up to date knowledge of current policies and procedures and to adhere to these.

- To promote at all times the Hospice philosophy and uphold the Trinity and Brian House core values.
- To support our fundraising team mindful that as a charity we are reliant on charitable donations for our work
- Any other duties that may be reasonably required

Professional responsibilities

Clinical

- Assess the individual needs of patients alongside the child, young person and their families and initiating and participating in the implementation of programmes of care to meet physical, psychological and spiritual needs of patients, carers and families.
- Evaluate and document nursing care continuously in accordance with NMC guidelines
- Be involved in multidisciplinary approaches to patient care together with other health care professionals and clergy who are invited in the care of the patient and families
- Assist medical staff in providing care for the child and family, reporting changes in symptoms and needs as they occur
- Develop clinical expertise in symptom control under guidance of the Medical staff and within constraints laid down by the Medical director and Paediatric consultant
- Accept professional responsibility and accountability for extension of own clinical practice
- Participate in research developments of specialist palliative care
- Keep abreast of current nursing concepts and be prepared to adopt new methods of patient care as appropriate
- Provide support, information and advice to patients families and professional colleagues

Education

- Develop specialist knowledge and informal teaching skills in this field of nursing
- Participate in staff induction acting as a mentor to new staff
- Encourage a learning environment for student nurses and volunteers
- Develop communication skills by attending “sage and thyme” course
- Maintain and enhance skills when dealing with medication

Personal

- Use opportunities to extend clinical and professional knowledge
- Accept accountability for own clinical practice to continue personal development
- Promote best practice in relation to Health and safety
- Ensure that all statutory regulations are adhered to and that NMC guidelines are followed

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.

Trinity Hospice and Brian House operates a strict 'no smoking' policy