

**ST GILES HOSPICE
JOB DESCRIPTION**

I	<p>Job Title: Palliative Care staff nurse – IPU</p>
	<p>Responsible to: Sisters/Senior Sisters Accountable to: Ward Manager/Head of Inpatient Services/ NMC</p>
	<p>St Giles Hospice: St Giles Hospice is a registered charity offering high-quality specialist care free of charge for people living with diseases which may not be curable as well as providing support for their families and carers. Services include a team of community-based St Giles clinical nurse specialists, two state of the art in-patient facilities, Day Hospice, Hospice at Home, Bereavement and Family Support, and an internationally renowned Lymphoedema Clinic. Patients come from across the hospice's catchment area, which ranges from Ashby-de-la-Zouch and Atherstone in the east, to Cannock and Walsall in the west – and from Burton and Uttoxeter in the north, to Sutton Coldfield and Coleshill in the south. Care is offered at the hospice's centres in Whittington, Sutton Coldfield, Walsall and in patients' own homes across the region. St Giles spends over £9 million a year providing its specialist services and with little more than a third of this funded by the Government, the registered charity relies heavily on donations and income generation from the local community. St Giles Employee approximately 450 paid staff and over 1,500 volunteers.</p>
II	<p>Job Purpose:</p> <ul style="list-style-type: none"> • To work as a senior member of the multidisciplinary teams of St Giles Hospice and Compassus • To be accountable for providing high quality, holistic nursing care to inpatients and their families. • To manage, lead and supervise qualified and unqualified staff in the effective delivery of specialist palliative nursing care. • Take charge in the absence of the delegated person who has continuing responsibility. • Liaise with other MDT members, consultants and key workers to ensure continuity of care for patients. • Act as a role model to junior staff and healthcare assistants and be an educational resource to other members of the team. • Actively contribute to developing the service to enhance the care and support available to patients and families. <p>The post holder will usually work on the inpatient unit at Compassus but may on occasions be required to support delivery of other hospice clinical services at other locations.</p>
III	<p>Clinical Practice</p> <ul style="list-style-type: none"> • Demonstrate the necessary skills to establish and maintain effective communication for patients, relatives and members of the multidisciplinary team. • Communicating with patients and relatives, providing active listening, counsel, information and teaching about the dying process. Using proficient interpersonal and communication skills in a frequently highly challenging and emotive atmosphere • Communicate with other healthcare / allied healthcare professionals within the acute and Primary Care Teams, key workers, social services, nursing and residential homes to enhance the flow of communication and facilitate admission / discharge. • Establish strong effective working relationships with all members of the multidisciplinary

team.

- Ensure that patients are referred to other members of the team such as dietician, occupational therapist, family support and physiotherapist as required.
- Ensure that patients are referred to other hospice services as required e.g. Day Hospice and Clinical Nurse Specialist.
- Maintain a good working relationship with the patient and their relatives ensuring that they receive a personalised and sensitive, professional service at all times.
- Ensure that support is given to carers and families providing information and explanation on external resources available and referring them to the necessary organisations where appropriate.
- Establish excellent professional relationships with primary care colleagues providing information to these professionals, particularly the key worker, enabling them to care well for these patients when in the community.
- Manage patient admission and discharge, assessing and advising patients and relatives in crisis situations where significant barriers to acceptance of help will need to be handled using the highest level of interpersonal and communication skills. Presenting complex, sensitive or contentious information for patients, clients and staff.
- Provide emotional / spiritual support to patient and families throughout the disease and dying trajectory, providing and receiving highly complex, sensitive or contentious information.
- Provide 'out of hours' telephone support and advice for patients, relatives and external healthcare professionals regarding symptom control and psychological care and advice when required.

Clinical and Professional Responsibilities:

- To provide total physical, emotional and spiritual care and support to patients, relatives and carers throughout their admission.
- To be competent in the use of syringe pumps and infusions
- To be competent in the use of IT skills (clinical software, word, intra and internet)
- To attend and present at case conferences and multi-disciplinary team meetings to ensure effective communication with all members of the hospice inter-disciplinary and primary care teams, acting as the patient's advocate.
- To assess needs and develop, implement and evaluate special palliative nursing care, in consultation with other members of the multi-disciplinary team, to ensure effective high-quality specialist palliative nursing care for patients, identifying and helping to meet their physical, psycho-social, emotional and spiritual needs.
- To ensure that supportive nursing care and therapies, which may be completed by healthcare assistants, are given safely and that supervising and monitoring of these patients is maintained.
- To provide a nurse-led holistic assessment for patients giving them in-depth information regarding the treatment and care involved, covering contra-indications and ensuring the focus is the patients' perception of their quality of life.
- Undertake safe and effective discharge planning, using the discharge pathway, including information on how to remain safe when discharged into the community and how to contact the emergency out of hour's service if they become unwell.
- Verify death of patients, perform last offices, provide bereavement support for families and transfer deceased patients to the mortuary whilst ensuring the philosophy of the hospice is respected and maintained
- Ensure that nursing records and documents are completed accurately and legibly to meet organisational, professional and legal requirements.
- Assist in maintaining custody of controlled drugs by ordering, checking and administering and ensuring safe handling according to Standard Operating Procedures (SOP).
- Adhere to and provide professional standards and codes of conduct, act as an effective role model, educator and mentor for junior members of staff.
- Adhere to hospice policies and procedures.
- Maintain and develop own professional practice, keeping abreast of new developments

and concepts both clinical and professional.

Managerial responsibilities:

- Co-ordinate, supervise and motivate a team of nurses as shift team leader and act as a resource for other staff with less palliative care knowledge and experience, actively participating in training and education of qualified and unqualified staff to assist in the professional clinical development of self and colleagues.
- Assessing, planning, implementing and evaluating individual specialist palliative patient care without supervision, advising patients and relatives accordingly.
- Collect, collate, evaluate and report information to maintain accurate records. Take a proactive role in producing accurate and complete records which are consistent with legislation, policies and procedures.
- Together with the Nurse Consultant and senior nursing team apply standards of nursing care and ensure that these are maintained at optimum level.
- Be accountable for the care delivered by health care assistants when under the post holders' supervision.
- Deal with accidents and incidents and complaints involving patients, relatives, visitors and staff by completing statements and reporting such incidents/accidents in accordance with hospice policy.
- Participate in the maintaining of equipment and adequate supplies of stores, including an awareness of budgeting costs in order that all resources are used appropriately and judiciously.

Education and Development Responsibilities:

- Attend mandatory training and relevant course/study days in accordance with the training and education policy and keep a personal portfolio of such.
- Participate with other IPU staff in ensuring a conducive learning experience for junior staff and students.
- Participate in the orientation/education programmes of all new staff.
- Be responsible for ensuring own clinical supervision, and that an annual Individual Performance Review is undertaken.
- To maintain clinical and professional competence by keeping up to date with nursing healthcare trends and developments by reading clinical/ professional literature, research, attending study days and by liaising with other professionals.

Research and Quality Responsibilities

- Participate in any nursing research initiatives within the unit
- To be aware and comply with the requirements pertaining to Health and Safety at Work Act, especially in relation to COSHH, the Data Protection Act and the NMC Code of Professional Practice
- In conjunction with the Clinical Nurse Manager and Nurse Consultant, ensure that any service improvement action plans are successfully implemented.
- To participate in hospice wide and service specific audit programmes, policy and procedure development and the wider clinical governance agenda.
- To be conversant and comply with the policies and procedures of St Giles Hospice including Confidentiality, Health and Safety, Fire and Child Protection.

This job description is intended to describe the main features of the role. It is therefore not exhaustive and will be reviewed periodically with the post holder.

IV	Terms and Conditions of Employment Scale of Pay: dependent on experience Tenure: Full time hours, permanent Holiday Entitlement: 27 days plus 8 bank holidays		
V	Person Specification		Essential/Desirable
	Knowledge and Education	<ul style="list-style-type: none"> • Current NMC Registration 	Essential
		<ul style="list-style-type: none"> • 'Principles and practice of palliative care' or equivalent or willingness to undertake within 12 months 	Desirable
		<ul style="list-style-type: none"> • Preparation of Mentors or equivalent or willingness to undertake within 12 months 	Desirable
	Skills	<ul style="list-style-type: none"> • Excellent communication skills 	Essential
		<ul style="list-style-type: none"> • Ability to work alone or as part of a team 	Essential
		<ul style="list-style-type: none"> • Ability to organise others and prioritise 	Essential
		<ul style="list-style-type: none"> • Ability to motivate others 	Essential
		<ul style="list-style-type: none"> • Computer literacy 	Essential
	Attributes	<ul style="list-style-type: none"> • Empathy 	Essential
		<ul style="list-style-type: none"> • Logical thinking 	Essential
		<ul style="list-style-type: none"> • Calm and methodical manner 	Essential
		<ul style="list-style-type: none"> • Flexibility 	Essential
		<ul style="list-style-type: none"> • Positive mental ethos 	Essential