



JOB DESCRIPTION

Post Title: Staff Nurse (In Patient Centre)

Responsible To: Junior Sister

Accountable To: Director of Care and Lead for Healthcare Partnerships

Overall Purpose of the Role

- Provide holistic nursing care to patients in the In Patient Centre to ensure that the dignity, safety and confidentiality of patients is respected at all times and that all patients receive the highest standard of physical, psychological, spiritual and emotional care.
- To develop and deliver high quality nursing care for patients who are admitted to the in-patient centre, reflecting the St Luke's philosophy and ethos.
- Act as a role model and mentor to new and junior staff.
- To be responsible for developing self-awareness through reflective practice, clinical supervision and to take part in annual review of personal and professional development plans.

Key Responsibilities

1 Clinical Responsibilities

- 1.1 Under the supervision of the Nurse in Charge to be responsible for undertaking a comprehensive nursing assessment to formulate, deliver and evaluate care plans.
- 1.2 To provide support, information and advice to patients, families and professional colleagues
- 1.3 To work collaboratively with the multi-disciplinary team (MDT) in formulating care plans for the patients in their teams, this will include MDT meetings
- 1.4 Maintain accurate, current, comprehensive and concise documentation for all patients in accordance with legal, professional and hospice requirements/guidelines.
- 1.5 To ensure information is inputted into the Infoflex patient database system on a daily basis.

- 1.6 Take professional accountability for ensuring the safe and appropriate administration of medicines to patients, adhering to standards defined by the Nursing & Midwifery Council and St Luke's Medicines Code.
- 1.7 To ensure and deliver the effective communication is maintained at the highest level of interpersonal and advanced communication skills with patients, carers and staff in order to provide and receive complex and sensitive information in emotive situations.
- 1.8 To demonstrate an understanding of Clinical Governance and Risk Management and apply to work situation.
- 1.9 To maintain custody and storage of controlled and other drugs, checking and witnessing administration process and strictly adhering to the St Luke's Medicines Code.
- 1.10 To take responsibility for day to day monitoring of risks, incidents within IPC to minimise risk to patients, visitors and staff.
- 1.11 To prioritise and time manage in order to meet the unpredictable and on occasions conflicting needs of the service.
- 1.12 Keep abreast of modern developments in clinical practice. To attend training programmes/educational courses as agreed between you and your line manager and employer.
- 1.13 To be responsible for the safe use and storage of specialised equipment; reporting any deficiencies as stated within the Hospice policies.

2 Managerial/Developmental Responsibilities

- 2.1 To work closely with the Head of IPC Nursing Services, IPC Senior Sister and senior nursing team to provide support in developing, implementing and evaluating services.
- 2.2 Maintain a sensitive and caring atmosphere for patients, carers and staff and volunteers within the In-patient centre by example and professionalism.
- 2.3 To demonstrate leadership skills.
- 2.4 To supervise the work of unqualified and new members of the team.
- 2.5 To develop and discuss new initiatives for the development of the department in accordance with the standards of the Healthcare Commission, NICE guidelines and St Luke's Service Improvement Project.
- 2.6 To maintain, develop and strengthen links with the Active Intervention Centre, Specialist Palliative Care Community team and Primary Health Care Team.
- 2.7 Ensure effective use of the resources available to the team and the financial implications associated with these for service delivery and future developments.
- 2.8 Take responsibility for the management of the unit in the role of Nurse in Charge in the absence of the Senior Nursing Team.
- 2.9 Provide good public relations with professional and non-professional visitors to St Luke's.

3. Teaching and Education

- 3.1 To clearly convey complex information through spontaneous and planned advice, teaching and instruction to relatives, carers and other professionals.
- 3.2 To promote understanding of the aims of the In Patient Centre care and to ensure a consistent approach to patient care.
- 3.3 Demonstrate through evidence based practice both clinical and leadership skills, promoting sharing of knowledge and experience amongst nursing and medical staff.
- 3.4 To keep abreast of current research developments in palliative care and any implications they may have to clinical practice.
- 3.5 To participate in the induction, support and mentorship of new staff and provide teaching for/to Junior Staff.
- 3.6 Assist in fostering an atmosphere of reflective practice where critical incidents are a learning opportunity for all.
- 3.7 Participate in team meetings, acknowledge the contribution of all team members as valuable to patient care and St Luke's team.

4 Audit and Research

- 4.1 To participate in audit, research and identify evidence based practice requirements, which will enhance the delivery of palliative care services.
- 4.2 To undertake the evaluation of work and current practices through the use of projects, audit and outcome measures, either individually or as part of a research team. Make recommendations for changes to practice that may impact on service delivery, business planning or strategic reviews.

5. General

All St Luke's employees are required to:

- 5.1 Abide by the Health & Safety at Work Act.
- 5.2 Attend mandatory training annually.
- 5.3 Respect confidentiality applying to all St Luke's areas.
- 5.4 Work within St Luke's policies and procedures.
- 5.5 Comply with St Luke's no smoking policy.
- 5.6 Participate in and contribute to team meetings.
- 5.7 Co-operate and liaise with departmental colleagues.

All St Luke's employees are expected to:

- Demonstrate a commitment to their own development, to take advantage of education and training opportunities and develop their own competence.
- Support and encourage harmonious internal and external working relationships.
- Make a positive contribution to fundraising and raising the profile of St Luke's.

Our Values

The Board and Executive agreed St Luke's organisational values in 2015 ensuring they reflect our culture and what we want to achieve together. We have four simple values which set out how we work together to achieve success at St Luke's.

No matter what area of St Luke's we work in and no matter who we work for, we are committed to the following ways of working:

- Compassionate
- Dignified
- Inspired
- Pioneering

Values are really important throughout every team here at St Luke's, we are all responsible for ensuring our values are displayed and to ensure they form a core part of everything that we do at St Luke's. They influence our behaviours, our language, the way we interact with each other as employees and also as human beings. In bringing our values to life, we have created a booklet entitled 'The Little Pink Book' which supports all of us at St Luke's in helping us to put our values into action through our behaviours every day.

We expect staff to familiarise themselves with our values and the expected behaviours, and to ask if they feel these conflict in any way with their roles. These values and behaviours will be used as a reference in our day-to-day working lives, and how we respect St Luke's and those associated with it.

This Job Description is not exhaustive. It will be subject to periodic review and may be amended following discussion between the post-holder and employer.

Date agreed: October 2019

Review date: October 2020