# Staff Nurse Job Description

<table>
<thead>
<tr>
<th>Post Title:</th>
<th>Staff Nurse - Wards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Band:</td>
<td>5</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Team Leader</td>
</tr>
</tbody>
</table>

**Purpose of the post:**
- To assess patient needs and to implement and evaluate programs of care to ensure the highest standards of care are maintained.
- To generate and maintain a friendly team spirit with all the staff and volunteers of the Hospice.
- To provide a safe environment for patients, visitors, staff and volunteers.

---

**Organisation Position**

```
Director Inpatient Services

Lead Nurse Inpatient Services

Sister / Charge Nurse

Team Leader

Postholder

Nursing Assistant
```
PRINCIPAL RESPONSIBILITIES

1. Assessment of care needs, implementation and evaluation of programmes of care following the basic guidelines laid down by the Hospice. Revising care plans depending upon patient’s changing condition and using evidence based practice in consultation with the Team Leader/Nurse in Charge.

2. Ensuring the holistic – physical, psychological, emotional, spiritual and social needs of patients and their families carers are met.

3. To attend MDT meeting regularly and actively participate in the presentation of patients and the concise and accurate documentation of the decisions made in this forum, disseminating this back in a timely fashion to the team.

4. Ensuring that clear, precise documentation is carried out at all times with regard to patient care (including DNAR forms and risk assessments – minimum of weekly).

5. Supervising of work of nursing staff – Band 2/3 and volunteers. Carrying out appropriate nursing procedures as laid down by the Hospice Nursing Policies. To carry out procedures within the bounds of the nurse’s extended role maintaining, at all times, a high level of patient care.

6. To inform Team Leader / Sister / Charge Nurse / Senior Nurse on duty and Consultant or Doctor on call of any significant changes in the patient’s condition and any relevant factors significant to the patient care plan.

7. Regularly take charge of work base in absence of Team Leader/Sister/Charge Nurse – carry out role of ward co-ordinator.

8. Maintaining custody of controlled drugs, ordering and administration of same as laid down by NMC(2008) and hospice policy. Ordering, storage, administration, of any prescribed drug, ensuring that treatments are given correctly, in accordance with the Hospice drug policy/procedure and NMC guidleines for the administration of medicines (2010).

9. Be aware of the needs of relatives and give them advice and support.

10. Encourage patient participation in their care and care planning documenting the same and encourage recreational activities as appropriate to help these lead as full and happy life as possible.

11. Arrange for patients meals, special diets and participate in meal service.

12. Ensuring that the established system of continuous communication is effective, with regard to the nursing process and reporting of patients conditions.

13. Instructing and monitoring clinical procedures to ensure the safety and welfare of the patients.

14. Participating with the nursing and medical personnel in undertaking Clinical Audit.

15. Participating in programmes for rehabilitation and resettlement of patients in conjunction with other relevant agencies, taking into account relevant research.
16. Keeping abreast of current developments in clinical nursing. To attend such courses/lectures/in-service training as indicated by needs of the service and own personal developments as identified.

17. Being responsible for own personal professional development by participating in Clinical Supervision and debriefing.

18. To participate in motivating and supporting other ward staff including all members of the multi disciplinary team - promoting the ethos of teamwork and valuing everybody’s contribution to the care we provide.

**ADMINISTRATION**

1. In the absence of Team Leader / Sister / Charge Nurse or Senior Nurse, organising the reception of patients and providing care in accordance with any standing instructions e.g. Financial Instructions, Personnel policies, Health and Safety policies and Infection Control policies.

2. Liaising with Community Services, Specialist Nurse and other agencies to facilitate adequate provision of care of patients on discharge. Co-operating with other nursing units/Hospitals, departments where necessary. Co-ordinating activities at Day Unit and ward level e.g. Admissions, Catering, Chaplains, Medical records, Occupational therapy, Social Workers, Physiotherapy, Transport, clinical instructors, follow up co-ordinators.

3. In the absence of Team Leader and Sister / Charge Nurse, rendering returns by any branch of the Hospice administration including notification of patient deaths and incidents.

4. To participate in the education and training of junior staff. To mentor, with the appropriate qualification, or act as an associate mentor to students and student nurses as requested.

5. In accordance with Hospice Policy respond appropriately to complaints, report accidents and other untoward occurrences and report to the Sister / Charge Nurse.

6. Reporting any building/equipment deficiencies in the Hospice to the Facilities Manager.

**PERSONNEL**

1. Allocate and co-ordinate the day to day duties of the nursing team in the absence of the Team Leader / Sister / Charge Nurse or Senior Nurse.

2. Advise and support other members of the team and volunteers as appropriate in accordance with Hospice policies and procedures.

3. To work collaboratively alongside volunteers on a day-to-day basis. To give support, guidance and instruction to the volunteer team member(s) as and when required.

4. Participate in teaching as requested.

5. Ensure annual attendance for all mandatory training.

6. Taking all steps possible to safeguard the welfare, health and safety of patients.
and visitors. To abide by security procedures relating to staff, patients, visitors and their property as per health and safety policies.

7. To act up as Team Leader/Senior Nurse at meetings if required.

8. To participate in shift rotation as and when requested (subject to 4 weeks maximum per year for staff employed prior to 2010).

9. The ability to work flexibly across the organisation as and when required.

Responsibilities and duties may include other tasks as determined by Lead Nurse Inpatient Services.

This job description is intended as a guide to the range of duties covered and should not be regarded as inflexible. There is a mutual obligation to modify the description when changes in the work situation occur.

**Supplementary Information and Requirements**

All new Hospice employees are on a three months probationary period.

A DBS Disclosure will be requested in the event of an individual being offered the post.

**Health and Safety**

In accordance with the Hospice’s Health & Safety Policy all employed persons while at work are required by Section 7 of the Health & Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

**Appraisal**

All employees are required to actively participate in the Hospice’s appraisal process (permanent contracts only).

_Last updated March 2014 (RS/ GT)_
### Person Specification: Staff Nurse – Band 5 (Wards)

<table>
<thead>
<tr>
<th>Qualifications / Training</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of education necessary</td>
<td>Level 1, RGN Qualification (Adult)</td>
<td>Post registration module in palliative care</td>
</tr>
<tr>
<td>Professional and post basic qualifications</td>
<td>Post registration exposure to workshops/study days re palliative care</td>
<td>Experience as a link nurse and understanding of the value of the role</td>
</tr>
<tr>
<td>Specialized training required for post</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length, type and level of post related work experience required (additional or alternative to qualifications above)</td>
</tr>
<tr>
<td>General post registration experience – minimum of 2 years</td>
</tr>
<tr>
<td>Experience of working within a MDT</td>
</tr>
<tr>
<td>Experience of working across organisational boundaries within health, social care and the voluntary sector</td>
</tr>
<tr>
<td>Experience of mentoring and assessing junior staff as appropriate</td>
</tr>
<tr>
<td>Experience of working as a registered nurse within a team, relevant to end of life care provision.</td>
</tr>
<tr>
<td>Experience of working with patients and their family members at end of life</td>
</tr>
<tr>
<td>Evidence of continuing professional development</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Skills &amp; Knowledge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Range and level of skills</td>
</tr>
<tr>
<td>Knowledge of the principles of palliative nursing care; to include the philosophy, pain and symptom control assessment with individual patients.</td>
</tr>
<tr>
<td>Knowledge and competence/or willingness to work towards, in utilization of syringe drivers – Mckinley T34 Competence to assess, plan, deliver and evaluate holistic, individualized, and evidence – based nursing care</td>
</tr>
<tr>
<td>An understanding of team effectiveness, including the benefits and drawbacks of team working.</td>
</tr>
<tr>
<td>An understanding of the role of this service (Hospice) within the wider context of palliative care service provision involving NHS, voluntary sector and other health and social care service providers</td>
</tr>
<tr>
<td>Excellent interpersonal and communication skills</td>
</tr>
<tr>
<td>Excellent nursing skills</td>
</tr>
<tr>
<td>Good counseling skills</td>
</tr>
</tbody>
</table>

| Depth and extent of knowledge required | |
|----------------------------------------| |

---

[Text continues with specific details about qualifications, training, experience, and skills as per the original document]
Ability to work effectively as part of a team but also autonomously. Ability to take a leading role in the team acting as deputy to ward Sr/Charge nurse /team leader as required. Ability to work with structured and agreed supervision to achieve the objectives of the post. Ability to prioritise tasks according to changing needs and service capacity. Ability to communicate clearly, succinctly, sensitively, and appropriately using variable styles, incorporating appropriate strategies dependant upon audience. To be competent in all forms of communication, to include face to face, telephone, written documentation and IT. Ability to present relevant information clearly at meetings/ teaching sessions as required. Excellent time management skills

**Aptitudes & Attributes Required**

- Good sense of humour
- Calm and reassuring manner
- To be positive and enthusiastic
- To be self aware and intuitive with others.
- Able to take instruction and document events during shift
- Sensitive
- Emotionally strong
- Team player
- Able to solve problems
- Vocation for palliative care
- Ability to maintain and recognize professional boundaries
- Ability to embrace change and support colleagues through the process
- An appreciation of the value that every member of the MDT brings to providing holistic palliative/end of life care.

**Other Requirements**

- Enhanced DBS disclosure
- Prepared to work flexible hours inc. nights and at other sites
- Willingness to undergo further training as required