# ST CATHARINE’S HOSPICE

## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Staff Nurse - Days</th>
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<tbody>
<tr>
<td>Department:</td>
<td>In Patient Unit</td>
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<tr>
<td>Location:</td>
<td>St Catherines Hospice</td>
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<tr>
<td>Job Summary:</td>
<td>Provision of evidence based, individualised specialist palliative care to adults with life limiting conditions, and their families, in accordance with the Hospice ethos, philosophy, policies and statutory regulations.</td>
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<tr>
<td>Position in Organisation</td>
<td>Responsible to the In Patient Unit Manager</td>
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### Contact with others

**Internal**
- Patients; relatives/carers; nursing teams; Clinical Nurse Specialist team; Consultant in Palliative Medicine/Medical Director; medical team; Support team (Social Workers); Lymphoedema team; admin/clerical staff; education team; volunteers; wider members of the specialist team as necessary.

**External**
- Patients; informal carers; general practitioners; district nurses; hospital palliative care team; ‘out of hours’ staff; other specialist staff (e.g. specialist nurses, funeral directors).

### Key Accountabilities

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<tr>
<th>Key Accountabilities</th>
<th>Tasks</th>
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| Clinical             | • Maintain own standards of conduct and practice in accordance with NMC code of professional conduct.  
• Thoughtfully meet patient’s care needs.  
• Check and administer prescribed medication as per Hospice policies, procedures, and protocols.  
• Assess, plan, implement, and evaluate patient-centred care in liaison with a senior nurse.  
• Provide physical, psychological, emotional, and spiritual care to patients and families.  
• Contribute to multi-professional discussions e.g. discharge planning and care planning meetings.  
• In liaison with the senior nurse on duty, discuss with on-call medical staff matters relating to significant changes in, or concerns about, patients’ conditions. |

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ST Catherines Hospice care
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| **Communication and Record Keeping** | • Communicate confidentially and sensitivity with integrity at all times.  
• Be aware of the principles of the Data Protection Act 1998 and NMC guidance, “guidelines for records and records keeping”.  
• Complete accurate and timely documentation including records of care, referrals, and clinical notes using written and electronic formats.  
• Address requests for information and/or refer appropriately.  
• Be aware of barriers to effective communication e.g. culture, language, speech impediments, sensory or cognitive dysfunction and physical/emotional distress, making provision to communicate.  
• Promote knowledge of Hospice services.  
• Deliver concise verbal handovers and participate in discussion between shifts to ensure adequate planning and continuity of patient care.  
• Countersign, where appropriate, annotations made by student nurses and nursing assistants. |
| **Clinical governance / training and development** | • Comply with educational requirements of NMC.  
• Promptly report adverse incidents, accidents, near misses, and errors.  
• Maintain patient / carer confidential information at all times and ensure colleagues uphold the same standard.  
• Ensure medicines and medical equipment is managed in accordance with Hospice policies, procedures, protocols and the NMC guidance, “standards for medicines management”.  
• Be familiar with the complaints’ policy and assist with their management / investigation  
• Attend mandatory training as directed.  
• Actively participate in annual appraisal, planning and personal development.  
• Take responsibility for identifying and meeting own learning and development needs.  
• Accept responsibility to maintain and update own clinical skills to deliver high quality specialist palliative care.  
• Be familiar with Hospice policies and procedures.  
• Share knowledge and experience with other staff to improve and enhance patients’ care.  
• Assist in the orientation, learning needs and support of new staff members, students, and volunteers. |
### Key Accountabilities

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<tr>
<th>Management / Resource Management</th>
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|                                 | • Deputise in the absence of senior person within limits of authority.  
|                                 | • Plan workload to ensure optimum time management to benefit patient care  
|                                 | • Comply with working hours monitoring as required  
|                                 | • Use resources carefully and responsibly |

### Decisions / Recommendations includes:

- Direct unqualified staff and student nurses
- Utilise clinical resources according to plans of care
- Maintain NMC registration and revalidation and abide by its code of practice. Failure to do so may lead to disciplinary action.

### Dimensions and limits of authority / influence includes:

- Deliver planned care for patients and support relatives
- Challenge observed poor behaviour / practice
- Utilise clinical resources according to patient requirements in accordance with professional accountability.

### Allocation / checking of work

- Plan and allocate nursing interventions according to medical assessment and patient requirements.
- Work within NMC guidelines and uphold the Hospice ethos, policies, procedures and standards

### Physical effort

- Moderate physical effort with regular bending, stretching, pushing and pulling with the requirement to be standing or walking for a large part of the shift.
- Moving and Handling of patients with a possible weight range of 38kg-150kg using the moving handling equipment available
- Moving and handling of furniture, wheel chairs, and equipment.
- Occasionally moving and handling of patients may take place in awkward or confined spaces

### Working conditions / environment

- Exposure to patients suffering from infections; contact with infected / soiled linen and bodily fluids may necessitate the use of protective clothing.
- Exposure to medications and substances covered by COSHH regulations

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*This Job Description is not exhaustive but provides an outline of duties and responsibilities. It does not form part of the Contract of Employment and will be subject to periodic review with the postholder.*
Exposure to medical sharps
There will be regular contact with patients, relatives, and carers in distress who will require support from the employee.
There will be occasional involvement with confused, agitated, or potentially violent clients.
There will be constant involvement with death, dying or bereavement. The role involves working unsocial hours i.e. evenings, weekends and bank holidays
Work in a high quality environment

Other Duties include:
To undertake any other duty within your ability and within reason, as may be required from time to time, at the direction of your line manager.

Health & Safety

- Comply with Hospice policies, procedures and protocols
- Inform line manager, as early as possible, of sickness resulting in potential or actual inability to carry out duties

VOLUNTEERS
The Hospice has the advantage of being supported by a number of volunteers. If a volunteer is assigned to assist you at any time, you will still retain responsibility for the requirements of this job in terms of accuracy, efficiency and standards of completion. You will also ensure good communication and be mindful of your responsibility towards that volunteer in terms of Health and Safety.

CONFIDENTIALITY
You should be aware of the confidential nature of the Hospice environment and/or your role. Any matters of a confidential nature, relating to patients, carers, relatives, staff or volunteers must not be divulged to any unauthorised person.

DATA PROTECTION
You should make yourself aware of the requirements of the Data Protection Act and follow local codes of practice to ensure appropriate action is taken to safeguard confidential information.
Job Title: Staff nurse - days

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Reviewed: July 2018

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# PERSON SPECIFICATION

<table>
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<tr>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tr>
<td><strong>Qualifications</strong></td>
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<tr>
<td>On NMC register part one or 12</td>
<td>Additional qualification in Health/Social care at Diploma level or above</td>
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<tr>
<td><strong>Relevant Experience</strong></td>
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<tr>
<td>Has provided palliative care to patients in other settings</td>
<td>Provision of care in an acute sector</td>
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<td>Evidence of professional development</td>
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<tr>
<td><strong>Key Skills &amp; Abilities</strong></td>
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<td>Commitment to the aim, philosophy and ethos of the Hospice</td>
<td>Evidence of initiative and self motivation</td>
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<td>Strong desire to develop skills in palliative care</td>
<td>Basic understanding of symptom management in palliative / end-of-life care</td>
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<td>Demonstrable skills in written &amp; verbal communication in the English language</td>
<td>Ability and willingness to share knowledge</td>
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<td>Empathy and sensitivity</td>
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<td>Able to prioritise and manage workloads effectively</td>
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<td>Awareness of the importance of confidentiality</td>
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<td>A good understanding of Safeguarding and its application in practice</td>
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<td>Excellent team working skills</td>
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<td>Promote equality and value diversity</td>
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<td>Willingness to engage in appraisal</td>
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<td>Good IT skills</td>
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<td><strong>Other</strong></td>
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<td>Sufficient personal resources to work effectively in a palliative care setting</td>
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## AGREEMENT

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<tr>
<th>Senior Manager’s name</th>
<th>Signature</th>
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<table>
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<tr>
<th>Job Holder’s name</th>
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**DATE AGREED**

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