**Job Title**: Senior Staff Nurse

**Salary Band**: 5

**Hours per week**: 37.5 full time

**Dept/Location**: Inpatient Unit

**Reporting to**: Inpatient Unit Sister

**Number of staff managed**:  
*Direct reports*: Designated Health Care assistants  
*Managed through others*: Responsible for all nursing staff and volunteers when nominated the nurse in charge of unit/shift. Supervision of Staff Nurses, Health Care Assistants and Volunteers on shift

**Budget responsibility**: Not applicable

**Other information helpful to understand size/scope of job**: The post holder is one of a shift of 3 - 5 staff on duty (depending on shift) plus volunteers. There are three shifts in a 24-hour period.

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**Job Summary**

Peace Hospice Care services are provided 24 hours a day, 7 days a week. The post holder will be required to work a range of shifts across the 24 hours, including rotation between days/ nights. Although based in the Inpatient Unit, post holders may occasionally be required to work in other Peace Hospice settings in order to ensure adequate staffing levels and to gain experience of the wider hospice delivery of care (e.g. Starlight and community setting).

**Key objectives:**

- Deliver high quality Specialist Palliative and End of Life nursing care as part of the Inpatient Unit multidisciplinary team.

- To lead on and coordinate assessment, planning and evaluation of individualised patient centred care. Ensure a holistic approach that is sensitive and responsive to the patients ever changing needs.

- To maintain a respectful non-judgemental and caring attitude ensuring the Peace Hospice vision and philosophy of care is integral to the care delivered and role undertaken.

- To be responsible for the coordination and smooth running of a shift ensuring it is well organised and staff and patients are safe.

- As a registered, accountable and autonomous nurse to act in the best interests of your patients at all times and take personal responsibility for your actions and decisions.
KEY TASKS: - Some tasks may be delegated but the post holder remains responsible for ensuring that they are carried out satisfactorily.

**Clinical**

1. To undertake a holistic needs assessment that explores individual patient’s, and their carer’s/family’s physical, emotional, spiritual, practical, welfare rights and, if appropriate, the family’s pre and post bereavement needs, using a variety of tools to support the process.

2. To be responsible for patient assessment, planning of care, giving and supervising safe and compassionate care, and evaluating the effectiveness of care.

3. To be able to develop, update and monitor the individualised care plans ensuring they are patient centred and support the individual identified patient needs.

4. To be able to deliver basic and complex specialist nursing care interventions that is responsive to the individual patient’s requirements. Have knowledge of common symptoms and anticipate changes.

5. To be able to communicate highly sensitive information, ensuring patients and their families/carers are adequately supported. Ensure privacy, dignity and confidentiality for patients and relatives in line with PHC policies and procedures.

6. To be able to demonstrate through documentation, and verbal communication, the care undertaken and patient outcomes. To ensure that patients and/or relatives are involved the planning and implementation of care and communicated with at all times and that care is delivered with consent and/or in patients best interests. To ensure that patients/carers are informed and able to make informed decisions.

7. To be responsible in leading on admission and discharge planning as required. Take day to day responsibility for the planning and organisation of the shift and prioritise effectively according to patient need and staffing.

8. To be an active member of the MDT contributing to the presentation, decision making of the patients care planning. To liaise and maintain excellent communication between the multidisciplinary team, the wider Hospice teams, patients, relatives and carers.

9. To be able to communicate effectively to own team, extended team and outside agencies, ensuring continuity of care is maintained across the different care settings/home. To participate fully in team working and maintain effective communications between members of the multidisciplinary team both internally and with community teams to maintain seamless coordination of care.

10. To participate in the development of standards of care and contribute to the wider clinical governance and audit programme. To become an active member of a Clinical governance group, and undertake
‘champion’ role as required. To be responsible for attending meetings and feeding back relevant information through verbal and written updates to the team.

11. To follow all agreed clinical procedures and statutory regulations related to Medicine management.

12. To follow all agreed policies for manual handling, infection control, health and safety, ensuring a safe environment for patients, visitors and staff visiting and within the service.

13. When ‘nurse in charge’, to be responsible for dealing with any service enquires, triaging out of hours phone calls and referrals informing and discussing with any relevant professionals and taking actions as required.

14. To signpost and inform patients and their families/carers of the range of services available to them, external resources and day to day information relating to the service.

Managerial

1. To take charge of the Inpatient Unit shift in the absence of the IPU Sister or as delegated.
   To take day to day responsibility for the planning and organisation of the shift and prioritise effectively according to patient need and staffing.
   To act as a role model for students and junior staff, where applicable act as their mentor.

2. To have the highest regard for the principles of confidentiality and the importance of patient consent, ensuring adherence to the hospice data collection and patient consent policy.

3. In accordance to all hospice policies, best practice guidelines and clinical protocols ensure own and others practice is safe and effective.
   To become an active member of a Clinical governance group, be responsible for attending meetings and feeding back relevant information through verbal and written updates to the team.

4. To regularly attend service meetings, team meetings and other intra hospice meetings, ensuring information is cascaded to colleagues accordingly.
   To represent team as required at professional meetings as requested and feedback information appropriately.

5. To participate in keeping accurate and legible records in accordance with existing practice and procedure at the Peace Hospice. To be aware of the legal requirements associated with keeping such records.

6. To deal with any initial complaints and conflict as required, in a polite, calm manner and report to line manager and to report and document in accordance Hospice policies and procedures.
7. To be accountable for reporting any risk, hazards or accidents that may occur in the service area, and ensure compliance with the terms of the Health and Safety at Work Act.

8. To contribute to the off duty and annual leave management of the service ensuring that staffing levels are safe and able to meet the varying dependency levels of the patients in the unit. To assist with the planning of duty rotas as required and be responsible for checking the staffing level and ratios for the following day when taking the in charge role within the shift and to highlight and address any issues identified.

9. To actively participate in the on-going system of Appraisal taking responsibility for the Appraisal of designated Health Care Assistants and support of Volunteers as appropriate.

10. To actively participate in the development, implementation and evaluation of Peace Hospice clinical policies as required and to participate with link roles as appropriate, e.g. Tissue Viability, Mental capacity, Infection Control.

11. Where required and if appropriate, represent the hospice clinical services by working in partnership with the fundraising and communications department. To attend staff meetings, including team briefings and read professional/managerial information posted on Intranet.

12. To be delegated and take responsibility for specific project duties that contributes to the services development.

13. Assist with the smooth running of the clinical area by carrying out other duties such as stock ordering, unpacking stores, tidying and monitoring and cleaning of equipment.

**Education**

1. To be an exemplary role model to all peer colleagues, new staff, volunteers and visitors to the service.

2. To provide a verbal or written report and disseminate to colleagues and other team members any learning, knowledge gained from attending study/training days.

3. To attend and contribute to the regular clinical learning/education programme.

4. To proactively undertake demonstrate evidence-based approach to nursing practice and specialist palliative care.

5. To be responsible in continuously developing own knowledge and skills in symptom control and disease management.

6. To participate in all mandatory and core clinical training sessions.

7. To attend and actively participate in the regular Clinical Supervision programme offered by Peace Hospice Care.
8. Under the guidance of the IPU matron and Sister, to be responsible for the orientation/mentorship/supervision of new staff, volunteers and clinical student placements.

**Professional**

1. To demonstrate ongoing personal and professional development in accordance with yearly appraisal objectives.

2. Be aware of the NMC Code of Professional Conduct and be accountable for own practice, ensuring professional registration and revalidation remains updated in accordance with NMC.

3. To be aware of the NMC Scope of Professional Practice and ensure competency to undertake duties allocated.

4. To ensure professional portfolio is kept and updated in accordance with NMC recommendations.

**General**

Peace Hospice Care is committed to Equal Opportunities for all present and potential members of staff and patients. Therefore Peace Hospice expects all employees and volunteers to understand, support, and apply this policy through their working practices which requires all individuals to be treated with respect, dignity, courtesy, fairness and consideration.

Peace Hospice Care is a registered charity. It relies on the local community for a major proportion of its income through fundraising. For this reason it is expected that all members of staff will endeavour to support the fundraising activities of the Hospice.

This job specification may be modified in the light of development and changing circumstances, according to the needs of the service, and in consultation with the post holder. The post holder should be prepared to undertake any further duties that arise as the post develops. All members of nursing staff may at times be required to work in other parts of the Hospice, commensurate with the roles and responsibilities laid out in this job description.

<table>
<thead>
<tr>
<th>Signed (Employer)</th>
<th>Signed (Employee)</th>
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<tbody>
<tr>
<td>Date</td>
<td>Date</td>
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**Senior Staff Nurse - Inpatient Unit**

**Person Specification**

Each element of the specification should be assessed as follows:

A = Application Form; I = Interview; T= Test
### QUALIFICATIONS

<table>
<thead>
<tr>
<th>Appropriate professional, educational requirements</th>
<th>ESSENTIAL/ DESIRABLE</th>
<th>ASSESSED</th>
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<tbody>
<tr>
<td>Registered general nurse</td>
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<td>A</td>
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<tr>
<td>Relevant post graduate qualification relating to speciality. Evidence or willingness to undertake education /training in speciality</td>
<td>E</td>
<td>A</td>
</tr>
<tr>
<td>Mentorship qualification or willingness to undertake - ENB998</td>
<td>D</td>
<td>A</td>
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</table>

### EXPERIENCE

<table>
<thead>
<tr>
<th>Appropriate experience in order to carry out the role</th>
<th>ESSENTIAL/ DESIRABLE</th>
<th>ASSESSED</th>
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<tbody>
<tr>
<td>At least 2 years post registration experience</td>
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<tr>
<td>Experience of working within palliative care/long term conditions in an oncology setting</td>
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<tr>
<td>Experience of being part of a multi professional team</td>
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<tr>
<td>Experience of participating in clinical audit</td>
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<td>A; I</td>
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<tr>
<td>Experience of shift/caseload management</td>
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<tr>
<td>Experience of working with volunteers</td>
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</table>

### SKILLS AND KNOWLEDGE

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<thead>
<tr>
<th>Specific post related skills and abilities</th>
<th>ESSENTIAL/ DESIRABLE</th>
<th>ASSESSED</th>
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<tbody>
<tr>
<td>Effective verbal and written communication skills</td>
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<tr>
<td>IT experience and ability to input into the electronics record system following induction training.</td>
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<tr>
<td>Experience of working with complex and difficult emotional situations</td>
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<tr>
<td>Good organisation skills</td>
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<td>Ability to motivate self and others</td>
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<td>Ability to work autonomously and as part of a team</td>
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<tr>
<td>Willingness to support change</td>
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<tr>
<td>Previous experience of and willingness to take extended nursing role</td>
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<tr>
<td>Understanding of the wider clinical Governance responsibility</td>
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<td>A I</td>
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</table>

### PERSONAL QUALITIES

<table>
<thead>
<tr>
<th>Ability to plan and prioritise work load</th>
<th>ESSENTIAL/ DESIRABLE</th>
<th>ASSESSED</th>
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<tbody>
<tr>
<td>Calm and approachable manner</td>
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<td>Ability to recognise and address own limitations</td>
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<tr>
<td>Willingness to work flexibly if required in order to meet the needs of the service</td>
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### ATTITUDES AND VALUES

<table>
<thead>
<tr>
<th>A commitment to the vision, values and objectives of Peace Hospice.</th>
<th>ESSENTIAL/ DESIRABLE</th>
<th>ASSESSED</th>
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<tbody>
<tr>
<td>Understanding and commitment to the Hospice’s Equal</td>
<td>E</td>
<td>I</td>
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</table>
Opportunities policy.