**JOB DETAILS:**

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| **Job Title** | **STAFF NURSE WELLBEING HWB** |
| **Pay Band** | HOSPICE BAND 5  £28,834 – 35,099 |
| **Hours of Work and Nature of Contract** | 22.5 hours per week |
| **Base** | INPATIENT UNIT AND DAY THERAPY SERVICE, ST KENTIGERN HOSPICE |

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| **Accountable to:** | MATRON |
| **Reports to:** | MATRON |

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| **KEY RESPONSIBILITIES:**   1. To continually develop clinical expertise and act as a positive role model promoting a high standard of care to fulfil the St Kentigern philosophy of care. 2. Ensure good working relationships and effective communications between all members of the multidisciplinary team ensuring a high standard of co-ordinated patient care 3. To deliver evidence based care to patients and their carers in line with their physical, psychosocial and spiritual needs 4. To embed the practices and culture of rehabilitative palliative care to effectively support people with long term life limiting conditions to live well 5. To promote and maintain continuity of high standards of nursing care. 6. To be responsible following induction period for the assessment of care needs, the planning, delivery and evaluation of care and to offer support to other staff in the clinical area 7. To work flexibly across hospice services to meet the needs of the service 8. To work at all times in line with the NMC code of conduct and duty of candour requirements and provide a safe environment for patients, visitors, staff and volunteers   **KEY RELATIONSHIPS:**   * Matron * Ward Sister and Deputy Ward Sister * Nursing team * Advanced Nurse Practitioners * Medical team * Family Support Team * Day Therapies / Well Being Hwb Team * Specialist Palliative Care Team community and acute * Hospice Allied Health Professionals * All hospice departments * Primary and Community care teams * Volunteer Co-ordinator and volunteers   **CLINICAL:**   1. Work as a member of the multi-disciplinary team to provide holistic person centred care, integrating nursing care with psychosocial and spiritual needs. 2. Assist with initial and on-going assessment of patient and family needs. 3. As a registered nurse plan, initiate, supervise and participate in-patient and family care, discussing issues with other senior team members as appropriate. 4. Evaluate and up-date nursing care plans in response to the changing problems/needs of patients and families. 5. Monitor nursing practice, encouraging development of colleagues through discussion of current and proposed care plans. 6. At all times maintain appropriate and adequate records of your work. 7. Maintain effective communication with patient and families throughout their contact with the hospice; providing when necessary: -    * Telephone support and advice    * Access to nursing/medical staff for conditional information or future planning.    * Information and access to allied professionals.    * Bereavement support and access to follow-up support. 8. In discussion with the Matron and Ward Sister identify an area of special clinical interest in which to develop additional knowledge and skills to act as a link nurse for the rest of the team. 9. As necessary or required develop awareness and experience working within our other services across the hospice, i.e. family support and day services, to extend knowledge and skills in this specialist setting 10. Participate and gain confidence and experience leading patient case reviews and team meetings 11. Actively participate in all aspects of the patient experience of hospice care from initial assessment and admission through to discharge planning and placement and outpatient services 12. Work at all times within the policies and guidelines appropriate to your role.   **MANAGEMENT:**   1. To organise the team in the absence of a more senior member of the team deploying staff appropriately according to their skills and experience. 2. Liaise with multi-professional agencies within the hospice, community, primary care, and hospital to provide continuity of patient care. 3. Be responsible for maintaining high standards of nursing care, when in charge of the team and unit, and help to create and maintain positive relationships between all groups involved in the welfare/care of patients. 4. Responsible for the co-ordinating of all activities when in charge of the team supported by the Ward Sister and Matron. 5. To support the Matron in promoting new ways of working which support and contribute towards service and corporate objectives and improvement programmes. 6. To support the Matron in the process of change demonstrating professional integrity. 7. To work collaboratively alongside volunteers on a day-to-day basis giving guidance and instruction to the volunteer team member(s) as required. 8. To contribute to and influence the total patient experience and journey through collaborative working and effective communications with all members of the multi-disciplinary team throughout the hospice. 9. To act as a role model for all other staff and ensure a high standard of services delivered. 10. Ensure the promotion of safety, well-being and the interests of the patients, staff and visitors to the Wellbeing Hwb as directed in the hospice guidelines, policies and procedures. 11. At all times follow the Code of Professional conduct and to ensure that all staff within their sphere of responsibility also follow professional requirements.   **CLINICAL GOVERNANCE**  The post holder will cooperate with other team members to maintain compliance with relevant elements of the clinical governance framework.   * Risk management   + Service User participation – Views on Care   + Staff and Staff Management   + Continuing Professional Development   + Information Governance and Management   + Clinical Effectiveness and Audit   **AUDIT AND RESEARCH**   1. Be aware of and disseminate to colleagues current best practice knowledge as appropriate to role. 2. Work in partnership with the senior nursing staff to develop appropriate tools to monitor effectiveness of services/area of special interest in care provision at St Kentigern Hospice 3. Participate or if appropriate lead in the completion of service audits in an appropriate and timely manner and feedback to colleagues, making recommendations regarding implications (if any)   **EDUCATION AND DEVELOPMENT**   1. Identify own learning objectives and attend relevant study/shadowing opportunities following discussion with line manager/nurse management team 2. Maintain records of supported study and provide evaluation of study attended, (for inclusion in personal file). 3. Adhere to NMC revalidation requirements at all times. 4. Participate in feedback (verbal and written) to colleagues throughout the hospice regarding study days attended and potential service improvement opportunities 5. Actively participate in personal development review (PDR) and objective setting at initial 6 month review meeting and subsequent PDR meetings with line manager/senior nurse 6. Develop and maintain up to date knowledge of relevant hospice policies and the impact they have on individual practitioners including:  * Fire policy * Moving and Handling policy * Health and Safety policy * Confidentiality policy * Complaints policy   **BENEFITS OF WORKING AT ST KENTIGERN HOSPICE**  We offer the following benefits of working at St Kentigern:   * The ability to transfer an existing NHS pension over to the hospice * A contributory pension scheme * Clinical staff are aligned with NHS pay rates. * Free occupational health support * Eligible for Blue Light Card and card holder benefits. * Real living wage employer * Discounted staff menu available from Caffi Cariad. * Access to outdoor spaces for both work and relaxation. * Free parking on site * Enhanced benefits include; Maternity/paternity and adoption leave, occupational sick pay, free flu jabs, Bereavement leave and support, 5 weeks annual leave plus bank holidays   **GENERAL REQUIREMENTS:**  *This post is subject to the Terms and Conditions of employment of the Hospice as specified in the staff handbook.*  **Health Practitioner**  As an individual working within a health care environment, you are expected to maintain high standards of care and practice as required in professional guidelines and relevant codes of conduct.  **Competence**  You are responsible for limiting your actions to those that you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to your line manager..  **Risk Management**  It is a standard element of the role and responsibility of all staff of the Hospice that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards. It is a requirement that you adhere to St Kentigern Hospice Policies, Procedures, Protocols and guidelines at all times.  **Health and Safety Requirements of the Hospice**  All employees of the Hospice have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Hospice to meet its own legal duties and to report any hazardous situations or defective equipment.  **Data Protection and Confidentiality**  The post holder must treat all information, whether corporate, staff or patient information, in a discreet, secure and confidential manner in accordance with the provisions of the current data protection legislation and organisational policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under statutory legislation and the hospice’s disciplinary policy. This duty of confidence continues after the post holder leaves the organisation.  **Records Management**  As an employee of the hospice, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. The post holder should consult the IG Lead if they have any doubt as to the correct management of records with which they work.  **Professional Reputation**  All employees are expected to behave at all times in a manner which upholds and promotes the professional reputation of the hospice  This job description is an outline of the role and function, it is not intended to describe all specific tasks.  The post is subject to an enhanced disclosure check with the Disclosure and Barring Service (DBS) |

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| **JOB DESCRIPTION: Staff Nurse In-Patient Unit**  JOB TITLE: Staff Nurse  LINE MANAGER: Ward Sister  PAY BAND: 5  LOCATION: Day Therapy/WBH Unit St Kentigern  DATE PREPARED: 11/09/2024  PREPARED BY: Victoria Grimster  Matron  EMPLOYEE’S SIGNATURE: …………………………………………………  DATE: ………………………………………………… |

**PERSON SPECIFICATION**

Staff Nurse

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|  | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| **QUALIFICATIONS** | • NMC registration | • Evidence of post registration study and training relevant to role | Application form/CV/interview |
| **EXPERIENCE** | * Experience of working with people with life limiting conditions * Experience of working within and MDT   • Able to maintain accurate patient records in line with holistic needs, assessments and care plans | • Implementing evidenced based practice   * Experience of mentoring other staff as appropriate | Application form/ interview |
| **KNOWLEDGE AND SKILLS** | • Good verbal and written communication skills  • Able to document clearly and accurately  • Ability to adapt to changing workload, basic IT skills | • Knowledge of advanced care planning   * Knowledge and understanding of the work of volunteers | Application form/CV/interview |
| **PERSONAL QUALITIES**  ***(Demonstrable)*** | • Patient, kind and the ability to work alone as well as being part of a large multidisciplinary team  • Able to work under pressure and to tight deadlines  • To be positive, enthusiastic and motivated | • Welsh speaker | Application form / Interview |
| **OTHER RELEVANT REQUIREMENTS** | • DBS disclosure  • Willingness to undergo further training |  | Application form / Interview |