JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Staff Nurse</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Primrose Hospice</td>
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<tr>
<td>Location:</td>
<td>Primrose Hospice</td>
</tr>
<tr>
<td>Hours:</td>
<td>22.5 – 30 hrs (variable hours)</td>
</tr>
<tr>
<td>Grade:</td>
<td>Agenda for Change Band 5</td>
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<tr>
<td>Responsible to:</td>
<td>Day Hospice Team Leader</td>
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**Job Purpose:**
To provide and promote a high standard of nursing care in a Day Hospice setting. Patients will present with a range of progressive conditions including cancer and other non-malignant long term conditions

- Responsible for the assessment of care needs and the development, implementation and evaluation of programmes of nursing care
- Able to take charge of the Day Hospice in the absence of senior staff
- Promotes the use of evidence-based practice and an environment conducive to the training and support needs of staff and volunteers

**Contact with others**

**Internal:**
Patients, Hospice Clinical Team, Primrose at Home Team, Hospice Administrative Team, Family Support and Complementary Therapy Team, Consultant in Palliative Medicine, Volunteer Manager and volunteers, support staff (cooks, household etc), CEO, Fundraising and Finance teams

**External:**
Hospital and Community Macmillan Service, District Nurses and GPs, other members of the primary health team, social services, families and patients.

**Main areas of responsibility**

<table>
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<tr>
<th>Key Accountabilities</th>
<th>Tasks</th>
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| Clinical role within Day Hospice | • Undertakes broad assessments of palliative care needs and works with primary and secondary care givers to improve the quality of life of patients, relatives and carers living at home with life-limiting illness.  
• Able to provide routine advice on management of symptoms and care planning  
• Able to make appropriate judgements on problems requiring |
### Record keeping
- Maintains accurate and up-to-date records, using the electronic healthcare record for all patient or family contact.

### Educational
- Promotes an environment conducive to the training of all staff, volunteers and visiting students.

### Management
- Takes charge of the Day Hospice as required by the needs of the service and off duty rota.
- Together with the rest of the team, shares responsibility for additional tasks including facilitation of a carer’s group, infection control link nurse role, maintaining off duty rota, and other tasks as determined by the evolving needs of the service. Specific time is factored into off duty to enable this.
- Supports the Day Hospice Team Leader and works as a member of the Day Hospice team, promoting good patient care and public relations.

### Decisions / Recommendations
- Reviews current practice, contributes new ideas and co-operates with changes in policy as they occur.
- Carries out audit and user satisfaction survey and uses results to improve quality of service.

### Dimensions and limits of authority / influence
- Awareness of financial resources and budget set for service.

### Allocation / checking of work
- The post holder is responsible for their own professional actions.
- Works within Hospice policies and procedures.
- Work is managed rather than supervised.
- Observes personal duty of care in relation to equipment and resources used in course of work.

### Physical effort
- The role involves computer work.
**Working conditions / environment**

- There will be contact with individuals and families who are experiencing considerable emotional distress.

**PERSON SPEC - Qualifications, skills and knowledge required**

**Qualifications**

**Essential**
- RGN
- Educated to diploma level in a relevant subject

**Desirable**
- Post basic training in palliative care
- Community Nursing Qualification

**Experience**

**Essential**
- Minimum of 2 years post registration within general medicine/surgery/other relevant settings
- Palliative care experience
- Working in a multi-professional team

**Desirable**
- Specialist palliative care and/or oncology experience
- Community experience

**Skills for role**

- Excellent clinical skills and able to make a broad assessment of a patient’s needs and to develop a plan of care to meet those needs
- Excellent communication skills and able to discuss difficult end of life issues with patients and families
- IT literate (Word and with training able to use clinical records system)

**General skills**

- Ability to work flexibly and adapt to rapidly changing situations
- Problem solving approach
- Able to work independently and as part of a team
- Excellent organisational skills
- Able to communicate confidently with health and social care professionals at all levels
- Good coping strategies and stress management
- Ability to keep accurate documentation

**Knowledge**

- Knowledge of symptom management in end of life care

**Desirable**
- Audit
OTHER DUTIES
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.

ASSISTANCE
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.

HEALTH AND SAFETY
You are required to take reasonable care for your own health and safety and that of others who may be affected by your acts or omissions and you should ensure that statutory regulations, policies, codes of practice and safety and good house-keeping rules are adhered to, attending safety and fire lectures as required.

JOB DESCRIPTION
This Job Description is not intended to be restrictive and should be taken as the current representation of the nature of the duties involved in your job and needs to be flexible to cope with the changing needs of the job and the Hospice.

It is expected that you will be committed to the core purpose of the Hospice and will act as an ambassador for the Hospice, actively promoting it throughout your role. It is also hoped that as the Hospice is heavily reliant on charitable donations you will support promotional activities where possible showing support to your colleagues in the spirit of team working.

AGREEMENT

Senior Manager’s name __________________________ Signature __________________________

Job Holder’s name __________________________ Signature __________________________

DATE AGREED __________________________