**IPU Staff Nurse**

**Post holder: To be appointed.**

**Area of Work:** Inpatient Unit

**Accountable to:** Director of Care

## **Mission**

“We offer the best care so that people in our community affected by progressive illnesses can live their lives to the full”.

#### Reporting Arrangements

The post-holder reports to the IPU Senior Staff Nurse

#### Department Objectives

The purpose of the Inpatient Unit within KHH is to provide specialist palliative care provision to adult patients, their carers and friends within the palliative care philosophy framework identified by the World Health Organisation. The post holder will provide leadership and oversee the operational management of the Inpatient Unit.

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**Role Objectives**

To ensure that patients and families receive outstanding and safe care while they are in IPU.

To ensure that the Nursing and the Care team work in an effective and efficient way and be able to identify situations that require senior intervention or escalation as needed.

The post holder will have responsibility for development and maintaining competence in the skills required to work in specialist palliative care.

They will play a part in continuing to develop and maintain clinical standards ensuring that Katharine House Hospice meets local and national standards for providing Specialist Palliative Care.

#### Function and Responsibilities

**Summary**

The post-holder will form part of a team comprising Senior Staff Nurses (Team Leaders), Staff Nurses and Health Care Assistants who will be responsible for the delivery of high quality, patient-centred, holistic care to patients, carers, and their families in the Inpatient Unit.

**Specific Objectives**

1. To ensure our patients and their families receive an outstanding, caring service, professionally delivered within a safe environment.
2. When able to do so and deemed proficient to take the lead for the shift on a rota basis.
3. Provide leadership, development, and guidance to Junior IPU staff, Health Care Assistants and Students ensuring safe and effective care is provided.
4. Along with the Senior Staff Nurse ensure appropriate risk assessments and care plans are in place for all patients on the Inpatient Unit.
5. To ensure that the admission and discharge of patients is safe and effective and transfer documentation is of an agreed standard.
6. Provide a level of care in line with NMC Guidelines.
7. Maintain a safe, clean clinical environment and identify any risks to patients, families, or staff.

### Key Tasks and Responsibilities

To meet the above broad objectives, the post holder will have responsibilities in four main areas of work as follows:

* Clinical
* Managerial
* Education
* Personnel

**Clinical**

* To work clinically in practice to ensure a professional and patient focused approach is evident, whilst developing and demonstrating a range of skills and knowledge related to Palliative Care Nursing.
* Develop clinical practice and act as a mentor to junior members of staff, Healthcare Support Workers and Students.
* Ensure relevant documentation is maintained on all patients according to identified policies and procedures, Nursing and Midwifery Council.
* Monitor your own clinical practice and provide evidence-based nursing care within IPU whilst developing competence in the role.
* Ensure that clinical protocols, guidelines, and procedures are adhered to and take part in ensuring that they are regularly updated.
* Ensure that the clinical practice of other members of the nursing team is safe, sound and evidence based. Be responsible for raising any concerns and be able to identify remedial/supportive action to improve the clinical performance of a staff member when needed.
* Act as role model for all staff on IPU, providing professional nursing care when looking after patients and families.
* Continue to develop and demonstrate knowledge around pharmacological and non-pharmacological management of symptoms such as pain.
* Develop an understanding and take responsibility for managing controlled drugs on IPU and ensure safe practice in line with agreed protocols.
* Develop and understanding and ensure that Safeguarding and Mental Capacity Policies and Guideline are adhered to and report concerns to senior staff.

**Managerial**

* When able to lead a shift take responsibility for prescribed staffing levels ensuring that IPU is safe and report any concerns.
* Be aware of the resource needed to provide care for patients, having due regard for the skill mix available and the dependency score of patients. Report concerns to the Senior Staff Nurse, as necessary.
* To take part in clinical audit working within an agreed quality assurance framework to monitor standards of care on IPU and across KHH.
* Use and continuously assess the appropriateness of clinical documentation and the clinical database on IPU.
* Take responsibility for reporting critical information or exception reports to the Senior Staff Nurse.
* Contribute to the prompt investigation of complaints and adverse comments ensuring they are escalated in a timely manner.
* Participate in Katharine House Hospice meetings as required.

**Education**

* Take part in an annual appraisal and ensure own education and training needs are identified to achieve KHH agreed competencies.
* Contribute to and maintain a learning environment for all levels of staff and visitors to the unit, including meeting University requirements as a suitable placement area for students.
* Participate in the provision of formal and informal education to Katharine House Hospice staff, external staff, and visitors.
* Take responsibility to ensure that mandatory training requirements are met.

**Personnel**

* + - Play a part in reducing/avoiding stress within the team and being a role model for the values of KHH.
		- Be proactive in your own personal and professional development and that of the nursing and care team.
		- Attend statutory/mandatory updates.
		- Participate in clinical supervision according to Hospice policy.
		- Work within the guidelines laid down by the Nursing and Midwifery Council’s Code of Professional Conduct
		- Maintain current registration with the Nursing and Midwifery Council
		- Work within Health and Safety guidelines prepared by the Hospice.

***Personal Development***

Katharine House will support the continuous development of the post holder who is expected to be proactive in ensuring their own clinical supervision and identifying their own developmental needs.

**Competencies**

Can meet/work towards achieving the competencies as identified in the Katharine House Hospice competency document.

**Job Revision**

This job description is not exhaustive, and the employee may be asked to undertake other duties commensurate with the role. This job description is subject to periodic revision following discussions with the post holder.

**Infection Prevention and Control**

In accordance with the Health and Social Care Act 2012, the post holder will actively participate in the prevention and control of infection within the capacity of their role. The Act requires the post holder to attend infection prevention and control training on induction and at regular updates and to take responsibility for the practical application of the training in the course of their work. Infection prevention and control must be included in any personal development plan or appraisal.

**Health and Safety**

All employees have a responsibility to abide by the safety practices and codes authorised by Katharine House Hospice. They have an equal responsibility with management for maintaining safe working practices.

**Smoking**

The hospice has a no smoking policy. All hospice premises are considered No Smoking Zones. Staff are not allowed to smoke when wearing Katharine House Hospice Uniform.

**Confidentiality**

Patient and/or staff information is confidential. It is a condition of Katharine House Hospice employment that you will not use or disclose any confidential information obtained in the course of your duty

**Accuracy of Data**

The accuracy of Service User information is paramount regardless of its format (hard copy or electronic).  All staff collecting and processing sensitive client information should be suitably trained to do so.  All such data should be monitored for accuracy and reconciled between the user record and data held on systems that support the provision of care, any errors or omissions should be identified and corrected.  Such activity should be undertaken under the guidance of the Director of Care.

**This post requires the individual to consent to an enhanced disclosure by the Disclosure and Barring Service**

***Person Specification – KHH Staff Nurse***

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|  | **Essential** | **Desirable** |
| ***Qualifications**** Registered Nurse/RMN on the NMC Register.
* Diploma or Degree in Nursing
* Mentorship Module completed
* Post Registration study relevant to Palliative and end of Life Care.
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| ***Experience**** Has extensive experience in providing Palliative or End of Life care gained through clinical practice.
* Qualified 6 months +
* Has evidence of Post Registration CPD relating to Palliative and End of Life Care
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| ***Skills and attributes**** Team player and able to delegate tasks to staff.
* Demonstrates leadership and can motivate staff and act as a role model.
* Can safely and efficiently lead a shift taking responsibility for off duty and cover.
* Demonstrates a non-judgemental and empathic approach.
* A reflective practitioner who takes part in supervision.
* Demonstrates safe practice and can identify areas of unsafe practice and can deal with these reporting appropriately.
* Ensures that they remain competent themselves and take responsibility for the competence of junior staff.
* Has obtained Advanced communication skills training and can demonstrate this skill.
* Use initiative to problem solve and be a solution focused member of the team.
* Will teach all members of the team and other colleagues within the MDT.
* Acts as a mentor for all staff providing support and supervision.
* Keeps contemporaneous records in line with the NMC standards.
* Identifies topics for and initiates audit to ensure excellent standards of care can be demonstrated.
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| ***Knowledge**** Can assess, plan, implement and evaluate holistic care including pain and symptom control.
* Uses a range of assessment tools available to aid with assessment.
* Can identify the deteriorating patient using quantifiable tools such as the Prognostic Indicator Guidelines, or Karnofsky score.
* Has completed advanced communication skills training and is able to deal with difficult situations such as breaking bad news within recognised boundaries,
* Has extensive knowledge of the medications used in palliative care and can administer these safely.
* Can recognise palliative emergencies and is able to manage these in a calm and considered way.
* Has a good understanding of grief and bereavement and is able to support patients and carers.
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| ***Other**** Demonstrates initiative.
* Resilience
* Flexibility
* Self-motivated
* Able to work all shifts across 7 days.
* Can use resources effectively and efficiently.
* Maintains a safe environment for staff and patients.
* Ensures infection prevention measures are maintained.
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