**IPU Senior 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 Hospice Lead 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 provide operational and clinical leadership for the Inpatient Unit taking charge to ensure that patients and families receive outstanding and safe care.

To ensure that Nursing and Care staff work as part of the MDT 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 competence of all IPU staff. They will play a part in continuing to develop and maintain clinical standards and competencies ensuring that Katharine House Hospice meets the regulations and standards set by the Care Quality Commission.

#### Function and Responsibilities

**Summary**

The post-holder will form part of a team of Senior Staff Nurses who will take the lead on the delivery of outstanding 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. Ensure that each shift is covered by a Team Leader or Nurse in Charge and safe staffing is monitored.
3. Provide leadership, development, and guidance to IPU staff ensuring that there is a clear vision of the way forward for IPU.
4. Ensure appropriate risk assessments and care plans are in place for all patients on the Inpatient Unit.
5. To have a role creating effective clinical governance in IPU.
6. To ensure that the admission and discharge of patients is safe and effective to ensure the maximum use of the Inpatient beds.
7. In liaison with other service providers assist in developing innovative approaches to the use of palliative care beds in Mid-Staffordshire and Surrounds.
8. 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 visible leadership, provide supervision and demonstrate an in-depth knowledge of Palliative Care Nursing.
* Model the principles and philosophy of palliative care ensuring the implementation of nursing and care competencies and clinical guidelines within IPU.
* Use own clinical practice to provide visible and accessible leadership creating a climate where individuals understand their roles and responsibilities.
* Ensure relevant documentation is maintained on all patients according to identified policies and procedures, Nursing and Midwifery Council and Care Quality Commission requirements
* Monitor clinical practice and initiate change that results in up to date, evidence-based nursing care within IPU.
* Along with the Lead Nurse and Director of Care ensure that clinical protocols and procedures are in place, are relevant and are regularly updated.
* Ensure that the clinical practice of other members of the nursing team is safe, sound and evidence based and be able to identify remedial/supportive action to improve the clinical performance of a staff member when needed.
* Act as role model and mentor for all RNs and HCAs on IPU, providing expert nursing leadership in the delivery of holistic care for patients and families.
* Take responsibility for managing controlled drugs on IPU and ensure safe practice in line with agreed protocols.
* Ensure that Safeguarding and Mental Capacity Policies and Guideline are adhered to and complete appropriate referrals when necessary.

**Managerial**

* Monitor staffing levels in line with patient dependency and with the Director of Care and Lead Nurse take 24-hour responsibility for prescribed staffing levels ensuring that services are robust, responsive, and safe.
* Ensure that bed occupancy is maximised on the IPU and that patient admission and discharge processes are used efficiently.
* Ensure that the IPU has the resource needed to provide care for patients, having due regard for the skill mix available and the dependency score of patients.
* Participate in the workforce planning along with the Lead Nurse and Director of Care.
* To identify and lead on areas for clinical audit working within an agreed quality assurance framework to monitor standards of care on IPU and across KHH.
* Oversee the ongoing development of clinical documentation and the clinical database to ensure that it is fit for purpose on IPU.
* Take responsibility for reporting critical information or exception reports to the Lead Nurse or Director of Care in an agreed framework.
* Ensure that all IPU staff have an annual appraisal, and that education and training needs are identified and met.
* Contribute to the prompt investigation of complaints and adverse comments using them constructively to improve the working of the Hospice.
* Contribute to planning Katharine House Hospice strategic developments in relation to the development of IPU.

**Education**

* 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 identifying and implementing in-service training and education strategies to meet the needs of staff and student nurses on IPU.
* Participate in continuing education and other activities to promote own professional growth.
* Participate in the provision of formal and informal education to Katharine House Hospice staff, external staff, and visitors.
* Participate in the development of appropriate induction and development programmes.
* Ensure that mandatory training requirements are met by all IPU staff.
* Ensure that role specific competencies are met, and guidance given to staff on how to achieve these.

**Personnel**

Provide strong and credible engagement with the IPU workforce ensuring that there is a clear vision for the ongoing development of the unit as required.

* + - Participate in reviewing all IPU vacancies in line with service needs and developments and partake in the interviewing process.
    - Be proactive in reducing/avoiding stress within the team and being a role model for the values of KHH.
    - Be proactive in the personal and professional development 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 Senior 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. * Advanced Communication skills Training * Evidence of Leadership or Management training |              |  |
| ***Experience***   * Has extensive experience in providing Palliative or End of Life care gained through clinical practice. * Has worked in a Specialist Palliative Care Environment. * Qualified 3 years + * Has evidence of Post Registration CPD related to Palliative and End of Life Care * Has an understanding of budgets connected to IPU and will be involved in budget planning. |          |  |
| ***Skills and attributes***   * Team player and able to efficiently run the IPU at KHH. * Demonstrates leadership and can motivate staff and act as a role model. * Has an understanding of team dynamics and can act in a professional way to manage these. * Can safely and efficiently lead the unit taking responsibility for sickness, off duty and cover, appraisals, and staff development. * Ensure safer staffing levels are maintained and Lead Nurse notified of any issues. * Demonstrates a non-judgemental and empathic approach to staff, patients and carers. * A reflective practitioner who provides supervision to the team on IPU. * Demonstrates safe practice and can identify areas of unsafe practice and initiate a plan to resolve these. * Maintains own professional development. * 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. * Can complete appropriate risk assessments to ensure safe care is provided. * Keeps contemporaneous records in line with the NMC standards. * Ensure that all CQC requirements are met and KLOE can be demonstrated. * Identifies topics for and initiates audit to ensure excellent standards of care can be demonstrated and put in to practice and identified outcomes. * Demonstrate competency in a wide range of clinical skills such as venepuncture, cannulation, male and female catheterisation. * Can manage the flow of patients on and off IPU to maximise bed occupancy. * Can act as a mentor/assessor for student HCPs placed on IPU. |                                      |  |
| ***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. * Can initiate discussions around ACP and Resuscitation. * Has a good understanding of the Mental Capacity Act and DOLS and how this impacts on patient care. * Can recognise when safeguard measures need to be implemented. * Has extensive knowledge of the medications used in palliative care including CDs 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. * Can deal empathically and professionally with adverse comments or complaints. |                    |  |
| ***Other***   * Demonstrates initiative. * Resilience and able to support others. * 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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