

Job Title	Senior Hospice Nurse - IPU
Salary Range	Band 6
Location	St Nicholas Hospice Care
Hours of Work	5 day working pattern (Monday to Friday, unless Clinical need)
Reporting to:	Head of IPU
Accountable to:	Clinical Service Director

BACKGROUND

The Senior Hospice Nurse (SHN) is accountable and responsible for the leadership and operational management of the Inpatient Unit working under the direction of the Head of IPU.

She/he will be responsible for delivering high quality, evidence based patient centered care, ensuring each shift runs efficiently and safely.

She / He will be responsible for, working closely with colleagues to achieve excellent outcomes for our patients, families and service users.

JOB SUMMARY:

Ensure consistent delivery of high-quality patient care within the Inpatient Unit through effective leadership and team management.

Identify through 1;1 and performance assessment of staff their skills / training needs to meet the required practice standards and role competencies. Working alongside the Professional Development Nurse and Workforce/ HR representatives.

Act as a role model and expert end of life clinical practitioner.

Monitor quality of care through audit, spot checks and quality projects.

Work collaboratively with other patient services teams to influence care. To work externally with external partners to support transition of care on admission and discharge.

Ensure safe working practices are upheld in regards to training and adherence to STNHC policies, guidelines and operational procedures.

To support the Head of IPU to help implement and deliver upon the agreed IPU plan and support the wider organisational vision, values and business objectives.

To maintain an understanding of the wider palliative care agenda; keep abreast on advances in clinical symptom management, and professional nursing standards and practice.

Actively support the IPU workforce, ensuring their health and wellbeing is sustained. Promoting opportunities for their continual learning and professional development.

Some tasks may be delegated to the IPU team, but the post holder remains responsible for ensuring that they are carried out satisfactorily.

Clinical 60%

To be responsible for the development and sustainability of a Safe, Effective, Responsive, Caring and Well-led IPU which includes:

1	Work as a core member of the multidisciplinary team actively participating in the coordination of the shift and delivery of direct patient care.
2	Leading the shift and allocating the right staff, with the right skill, to the right patients and their families. Taking responsibility for staff/patient work load allocation, delegation of routine tasks and duties, coordination of any volunteers, visitors/students/meetings whilst adapting to the changing demands throughout the shift.
3	Supporting the Head of IPU to ensure the required CQC compliance standards, hospice policies, guidelines and practice development initiatives are followed and embedded into IPU practice by: <ul style="list-style-type: none"> • Regular monitoring to ensure that all IPU Patients and their carer's holistic needs and risk assessments are undertaken on admission and regularly reviewed and evaluated throughout their stay. • Ensuring all patients have individualised care plans that are up to date and accessible. • Demonstrating patient centred evidence-based care is documented and recorded promptly and accurately on the patient electronic record system. • Reporting and escalating any patient concerns, changes of care, or outcomes ensuring they are shared with the team.
4	To work closely with the Head of IPU to ensure the continuity of patient care coordination processes are in place that clearly communicates agreed care plan decisions from the weekly ward rounds, daily shift handovers and weekly MDT's. Care of patients should include physical, social, psychological, spiritual and emotional aspects of care.
5	Support the Head of IPU in ensuring the IPU beds are managed effectively, and that the agreed length of stay and bed occupancy standards are met. This will require: <ul style="list-style-type: none"> • Proactive coordination and planning with Nursing teams, (medics where necessary) to ensure appropriate IPU patient referrals needs are met, whenever possible. • Through Advance Care Planning discussions, ensure all IPU patient preferences and wishes are considered and shared if appropriate. • To assist in the coordination of the prompt and timely discharge planning. • Initiate and lead (on occasions) MDTs / care planning meetings with the IPU multidisciplinary team ensuring the professionals, families/patients are well notified in advance of purpose and that the agreed outcomes are documented and actioned.
6.	Working collaboratively with the other multi-disciplinary professionals and volunteer teams to ensure a cohesive approach to the delivery of the IPU patients care.
7.	As a senior nurse act professionally at all times, demonstrating the hospice values and relaying the vision with your team and in accordance to the NMC Code of Conduct.

Managerial 20%

To be responsible for the day to day efficiency and effective shift management of the IPU which includes:

1.	Having regular 1-1 sessions, as directed by Head of IPU, with staff nurses, HCAs and admin staff as allocated, in the absence of sub team leaders. This includes performance reviews: ensuring there are clear objectives, identified training needs, supporting the IPU work plan and Individual learning needs.
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2.	<p>Taking responsibility for overseeing and supporting staff, via the sub team leads:</p> <ul style="list-style-type: none"> • Ensure staff have their breaks and are encouraged to take regular annual leave, plus enable staff to attend training/ internal supervision. • Ensure both staff and volunteers within the IPU are following safe working practice guidance, including the ad-hoc working patterns of the IPU bank/ agency staff. • Assist (with the Head of IPU) in the selection and appointment of Nurses and HCA team members.
3.	<p>To be responsible for ensuring that the support facilities services are in place and contribute to the smooth efficiency of day to day shift working:</p> <ul style="list-style-type: none"> • Pharmacy collection and safe storage of medicines. • Ordering of clinical stores and pharmacy requirements • Transport coordination for patients, where required • Safe and seamless transfer and discharges. • Equipment is available, clean and in good working order. Linking with Facilities and Estates on servicing of equipment.
4.	<p>Assist in coordinating a 24 hour off duty rota that is able to meet the changing demands of the service and patient, as well as ensuring safe staffing standards are maintained. Including:</p> <ul style="list-style-type: none"> • Being responsible in managing staffing gaps by utilising bank / agency staff, ensuring that bank and agency budget is appropriately utilised. • Escalating concerns and identified risks that could compromise patient safety.
5.	<p>Working with the relevant services to ensure support, induction and training needs of new staff and allocated IPU patient facing volunteers, bank/agency and student placements are in place.</p>
6.	<p>Recognise the importance of establishing open and transparent communication systems so the IPU team is kept updated and informed. Actively engage in IPU and wider organisational developments, to feedback and relay ideas and concerns to the Senior Clinical Leadership Team.</p>
7.	<p>Maintain custody and storage of controlled and other drugs, checking and witnessing administration procedures and strictly adhering to the Hospice's Drugs policy, Care Quality Commission regulations and the law.</p>

Governance and Quality Assurance: 10%

To actively contribute to clinical governance and quality assurance processes by:

1.	<p>Under the guidance of the Head of IPU to assist/lead in quality/audit projects as required.</p>
2.	<p>To contribute to the clinical governance work, participating in working groups and projects as relevant. That staff are familiar with hospice policies and evidence-based practice.</p>
3.	<p>To actively engage, encourage and contribute in the user feedback and patient engagement processes that support service planning.</p>
4.	<p>Support the Head of IPU ensuring prompt identification and management of clinical, or service risks and incidences. Ensuring they are proactively reported and supported with clear plans that demonstrate action taken and learning shared.</p>
5.	<p>Be responsible for the accuracy and legibility of patient care records.</p>
6.	<p>To assist in any performance management issues as required.</p> <p>To assist in investigating, in conjunction with the Head of IPU, PDN and Clinical Services Director, any complaints about aspects of patient care.</p>

Learning and Development 10%

To actively contribute to the wider patient services workforce and learning and development planning by:

1.	Working with the Head of IPU, to ensure allocated student/ learner placements are compliant to the highest education standards when in IPU.
2.	Ensuring IPU staff and volunteers are confident and competent, by enabling staff to undertake the hospice induction, orientation and clinical training competencies programmes.
3.	Supporting the induction all new IPU staff and volunteers, ensuring a mentorship and support process is in place.
4.	To be aware of own educational and development needs, and consider how these can be met in liaison with the Head of IPU as part of own 1-1's and performance.
5	Support staff/volunteer's personal development and well-being in ensuring their regular attendance at training, supervision and learning sessions.
6.	To act as an assessor for standards of healthcare. This will include NVQ's, pre- nursing courses, Diploma and Degree pre and post registration students, Return to Nursing and other professional students
7.	Create an environment conducive to learning and encourage learning and education at every opportunity.

EQUAL OPPORTUNITIES

Comply with, and promote, St Nicholas Hospice Equal Opportunity Policy, and avoid any behaviour which discriminates against colleagues, potential employees, patients/clients or their families on the grounds of sex, marital status, race, age, belief, color, nationality, ethnic or national origins, religion, disability, creed, class, gender or sexual orientation.

Mission and Vision.

All Hospice staff are expected to work in line with St Nicholas Hospice Cares Mission and Vision as these precepts act as a value base which directly influences how all work activities are undertaken. The ethos of the Hospice should be apparent in the behaviours and attitudes of all employees as the work they undertake, whether it is direct, or indirect care, is ultimately for the benefit of patients. The Mission and Vision is an integral part of all job descriptions, the probationary period and performance and development reviews.

Other.

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.

Person Specification

Post:	Senior Hospice Nurse : IPU
Directorate:	Clinical Services
Reporting to:	Head of IPU
Accountable to:	Clinical Services Director
Location and Hours of work	In hours Monday to Friday (unless clinical need for long days / long nights: Internal rotation)

	Essential Criteria	Desirable Criteria
Education/ Training	<p>Adult Registered Nurse - NMC</p> <p>Post basic qualification in related subject or relevant experience in e.g. palliative care / EOL care, oncology, neurology, other.</p> <p>Evidence of ongoing professional development</p> <p>Practice Supervisor</p>	<p>First Level Degree in related subject, or undertaking a degree pathway.</p> <p>Practice Assessor</p>
Experience	<p>Clinical experience within palliative care, or any other related long term condition.</p> <p>Collaborative working with staff internally and externally to the Hospice.</p> <p>Experience of managing/leading the work of a MDT.</p> <p>Experience of auditing and monitoring the quality of care.</p> <p>Evidence of leadership and change management</p> <p>Experience and demonstration of efficiently managing a staff rota/shift.</p> <p>Awareness of Health and Safety and IPC healthcare setting standards,</p>	<p>Reflective practice/Debrief experienced</p> <p>Experience of working with and supporting volunteers</p> <p>Experience of delivery of service</p>
Knowledge/ Skills/ Ability	<p>Demonstrate expertise in the clinical management of palliative care/EOLc in patients, and support for families.</p> <p>Good evidence-based clinical skills</p> <p>Team leadership - Strong interpersonal and communication skills</p> <p>Evaluation, research and audit skills</p> <p>Ability to develop effective supportive relationships with patients and families</p> <p>Good knowledge of palliative care theory and practice</p> <p>Quality focussed with an innovative approach to solve complex problems</p> <p>Ability to prioritise own work demands to deadlines</p> <p>IT literacy including electronic patient records</p> <p>In-depth understanding of multi-disciplinary working and commitment to inter-disciplinary work</p> <p>Ability to work autonomously, or with another team as well as IPU.</p> <p>Ability to motivate and support others - Ability to build, lead, organise and motivate a team successfully</p> <p>Ability to work under pressure</p> <p>Ability to maintain confidentiality and appropriate professional boundaries</p> <p>Understanding of all clinical areas within the Hospice and flexibility to rotate as required</p>	<p>Knowledge of learning styles and teaching</p> <p>Leadership and management experience</p> <p>Knowledge and understanding of health care systems and processes</p>

	Knowledge of clinical governance, audit and guidance frameworks	
Qualities/ Attributes	<p>Ability to work effectively and well within a multi-disciplinary team with diplomacy at all times</p> <p>Ability to work autonomously</p> <p>Good time management</p> <p>Ability to motivate and support others</p> <p>Ability to work under pressure</p> <p>Sensitive to the needs of those affected by life-limiting illness</p> <p>Committed to providing high quality care</p> <p>Resilience during times of change</p> <p>Drive and enthusiasm to succeed and achieve.</p>	
Other Requirements	<p>Knowledge and enthusiasm for specialist palliative care.</p> <p>A commitment to the vision, mission and values of St Nicholas Hospice Care.</p> <p>Ability to work flexibly, including unsocial hours as required</p> <p>Understanding and commitment to the Hospice's Equal Opportunities policy</p> <p>Ability to maintain confidentiality</p>	<p>Full current driving licence with ability and willingness to use own vehicle (Essential for Community Nursing roles)</p>