



**MAKING
EVERY
DAY
COUNT**

JOB DESCRIPTION

JOB INFORMATION

Job Title	J's Staff Nurse
Department	J's Clinical
Reporting to	Head of Clinical Services
Location	The J's Hospice

PURPOSE OF ROLE

To be responsible for the provision of a high quality supportive and palliative care service to the community of Essex.

To promote the key values of palliative care for young adults, families and carers, ensuring equitable access to community services.

As a member of the staff team to take responsibility of a caseload of patients requiring long term supportive, palliative and end of life care

MAIN DUTIES AND RESPONSIBILITIES

The following list is not exhaustive and is intended only to indicate the range of activities that the post holder will be required to undertake. Further duties and responsibilities may be added as identified from time to time and it is expected that the post-holder will accept all reasonable requirements and developments of the job.

Provision of Care

- To provide holistic nursing care for patients and their families as required.
- In liaison with the Head of Clinical Services support the strategic planning and implementation of future developments within the clinical team.
- To participate in Inspire! and other groups as required
- Participate in strategies to provide timely, appropriate and equitable services to young adults and their families.
- Assess referrals to the J's Hospice, communicating with referrers and team members as needed to ensure appropriate use of resources and skills.
- Participate in professional development and clinical supervision.
- Develop and maintain relationships with community practitioners from the field of health and social care to enhance and develop patient care.
- Participate in the development and undertaking of audit of clinical care and practice.
- Participate in systems for effective inter-professional meetings and exchange of information.
- Process complaints about the community service in accordance with Havens Hospices policy.
- Represent the young adult supportive and palliative care perspective at relevant meetings.

Staff Responsibility

- To provide support to team members, instilling a positive attitude to changes and co-operative and collaborative relationships within the team.
- To support the Specialist nurses in giving guidance and advice to team members on policy and the needs of the service.
- Support pre and post registration students and other learners about supportive care for young adults.
- In conjunction with the Head of Clinical Services, to support the health care assistants working in The J's Community Services.
- Setting and directing work priorities.
- Providing support, coaching and timely advice
- To be responsible for the day to day health & safety and welfare of colleagues, patients and families.
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Team / Organisational Work

- To foster a 'can do' culture by actively seeking solutions to problems
- To foster a good working relationship with all Trustees, Executive and department staff with whom the job interacts
- To be responsible for conforming to the policies and procedures as set out in the staff handbook, including health & safety requirements and attending courses as directed
- To attend staff meetings as required
- To support the decisions of the Senior Nursing team and Executive.
- To maintain patient confidentiality at all times.
- To promote the work of the Havens Hospices.
- To act as an ambassador for the organisation in general, and community services, in particular at professional forums, locally, regionally and nationally.
- Represent the organisation to the public to provide information and promote the J's Hospice and community services.

Supervision and co-ordination of Volunteers

- Responsible for ensuring that volunteers have a clearly defined task, sufficient direction and work to do in the support of all team members
- Provide regular supervision and guidance for all volunteers working in the department

Personal Development

- To participate in annual appraisals
- To identify own on-going educational needs and discuss with your line manager to achieve those development needs
- To be prepared to develop skills and competencies that are required to meet the demands of the role as it evolves over time period
- To always conduct yourself in a professional manner
- To carry out all aspects of your role positively and with enthusiasm
- To abide by legal requirements and NMC Codes of Conduct and practice.

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Expected Behaviour (Competencies)

Core Competencies	Level 1	Level 2	Level 3	Level 4	Level 5
Working With Others			X		
Planning and Analysis			X		
Managing Change			X		
Customer Focus			X		
Communication, Drive & Impact			X		

Copy of Job Description Issued to Current Job Holder

I have received a copy of the above job description and agree that this gives an accurate overview of the main duties and activities of my job role. I understand that the Company will review job descriptions on a regular basis and that my job role may change or be amended in order to meet the needs of the business.

Name	Date
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PERSONAL SPECIFICATION			ASSESSMENT METHOD		
Requirements	Essential	Desirable	Application	Interview	Test
Qualifications and Experience	1 st Level Registered Nurse		X	X	
	Degree in Palliative Care or Relevant Nursing Discipline		X	X	
	Extensive experience of working in an interdisciplinary team		X	X	
	Specialist palliative care nursing for a minimum of 2 years		X	X	
	Caseload management		X	X	
		Masters Degree in a relevant health care subject, or an equivalent level of knowledge acquired through short courses and in-depth experience	X	X	
		Management of a team of qualified and unqualified nurses	X	X	
	Experience of working in the Charity sector	X	X		
	Experience of working with Volunteers	X	X		
Skills and Abilities	Intermediate keyboard and IT skills, working with Word, Excel and outlook, powerpoint		X	X	X
	Numeracy skills			X	
	Excellent customer service		X	X	X
	Willingness to learn and develop new skills			X	
	Ability to communicate sensitively and diplomatically with a wide range of people		X	X	X

	<p>Ability to work on own initiative and work effectively within a team</p> <p>Ability to multi task and manage a busy and varied workload, working methodically and paying attention to detail</p>			X	X
				X	X
Attitudes and Values	<p>Friendly, caring attitude towards people</p> <p>Committed to maintaining confidentiality</p> <p>Committed to and/or respectful of Haven's Christian ethos and care philosophy</p> <p>Committed to Equal Opportunities</p> <p>Enthusiasm</p> <p>'Can do' attitude</p>			X	
				X	
				X	
				X	
				X	
				X	
Personal Circumstances	<p>Able to work weekends and evenings with a flexible approach to the working day</p> <p>Car owner / driver or have access to own transport</p>			X	
			X		