



## JOB DESCRIPTION

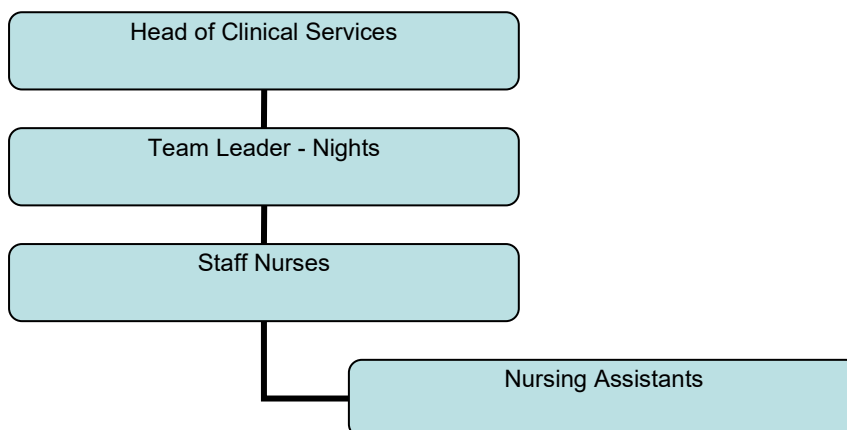
**Job Title** Team Leader - Nights  
**Responsible to** Head of Clinical Services (IPU)

**Principal contacts**

**Internal:** Patients, relatives and other visitors. Nursing team, including bank nursing staff and visiting student/trained nurses. All members of the multi-professional team. All staff and volunteers within the Hospice

**External:** Patients, relatives and carers. Primary health care teams; acute hospitals; other hospices; Social Services; nursing homes; emergency services; funeral directors; voluntary organisations; suppliers and contractors; coroner; Registrar for births, marriages & deaths; West Sussex County Council; CHAI.

**Location:** St Barnabas House, Worthing



**Job purpose**

To be responsible for the provision of evidence based high quality specialist palliative care to in-patients through operational leadership of the Inpatient Unit at night, adhering to statutory regulations and Hospice policies.

# Vision

Anyone facing life-limiting illness should receive the care and support they deserve

# Mission

St Barnabas and Chestnut Tree House hospices seek to achieve dignity, comfort and choice for adults and children facing life-limiting illnesses through specialised supportive care

# Values



Place children and adults, their families and carers at the heart of all we do

We care passionately about the difference we make

We have the courage to aspire to deliver excellence in all we do

We listen, connect with and understand the needs of the people we support and work with and ensure we respect their choices

We are inclusive and treat everybody with compassion, care, dignity and respect

We work as a team to motivate, encourage and support each other

We are ambitious, brave, and innovative and continually strive to improve our knowledge and skills

## Principal duties and responsibilities

Key Accountabilities & %	TASKS
<p><b>Ensuring provision of high standards of clinical care</b></p> <p><b>40%</b></p>	<ul style="list-style-type: none"> <li>• To ensure provision of specialist palliative care expertise in clinical practice, acting as a role model and offering clinical leadership and support to the nursing and support worker team on night duty.</li> <li>• To be responsible for, and influence the assessment, planning, implementation, coordination and evaluation of evidence-based nursing care within the Inpatient Unit.</li> <li>• To use skilled communication skills with patients, relatives and carers to establish and maintain trust and compassion.</li> <li>• To establish and maintain effective communication across the multi-professional team within the Hospice and other health care agencies, to ensure seamless care delivery for patients and their families.</li> <li>• To contribute to the development and enhancement of patient care by actively participating in standard setting, policy development and clinical audit within the Hospice Clinical Governance and Quality framework, in accordance with those standards of the local Cancer Network and national guidance.</li> <li>• To ensure patients are identified appropriately for referral to receive other therapies to support care delivery and discharge planning.</li> <li>• To ensure appropriate referrals are made to the Hospice bereavement service following comprehensive risk assessment.</li> <li>• Establish robust relationships to ensure the Inpatient Unit works within a culture of opportunity for both formal and informal user feedback, including involvement on a regular basis.</li> <li>• To initiate or participate in research as opportunities arise.</li> </ul>
<p><b>Operational and line management</b></p> <p><b>20%</b></p>	<ul style="list-style-type: none"> <li>• To take responsibility for the efficient and effective running of the Inpatient Unit at night including managing the night nursing rota and effective bed management.</li> <li>• To create a culture where members of the team trust each other and can be themselves while they are at work.</li> <li>• To investigate clinical incidents, accidents, complaints, losses or staff grievance, together with other members of the multi-professional team where appropriate in accordance with organisational policy.</li> <li>• To assist in the recruitment of nursing staff, in consultation with Head of Clinical Services ensuring effective induction and probationary review.</li> </ul>

	<ul style="list-style-type: none"> <li>• To manage staff performance through appraisal and facilitation of ongoing training/development as necessary.</li> <li>• Order consumables and equipment as required to support clinical activity within the Inpatient Unit.</li> <li>• Maintain accurate and relevant records, contributing to clinical reports and statistics as required to support the delivery of organisational performance.</li> <li>• Ensure excellent communication across the night nursing team implementing one-to-one meetings and, supporting the setting of staff objectives.</li> <li>• To liaise regularly with the wider team and other Team Leaders to ensure effective communication across all shifts.</li> </ul>
<p><b>Health &amp; Safety</b></p> <p><b>20%</b></p>	<ul style="list-style-type: none"> <li>• To ensure safe storage and use of pharmaceutical and clinical supplies, and hazardous substances through risk assessment and audit.</li> <li>• To ensure the full compliance of staff in respect of mandatory training i.e. fire safety, manual handling,</li> <li>• Ensure all statutory requirements are met with regard to Health and Safety at Work, including undertaking risk assessments for facilities, equipment, patients, visitors, staff and volunteers within the Inpatient Unit at night.</li> <li>• Ensure that all night staff are competent using equipment provided and that systems are in place to ensure servicing and updating of equipment as necessary.</li> <li>• To act as Fire Warden for inpatient unit and ensure building security out of hours.</li> <li>• Escalate operational safety matters to the on-call team for support when needed.</li> </ul>
<p><b>Education/development</b></p> <p><b>20%</b></p>	<ul style="list-style-type: none"> <li>• To facilitate a working environment that optimises use and development of available knowledge and skills within the night nursing team through reflective practice and education.</li> <li>• To actively contribute to informal and formal education, ensuring that all nurses, including visiting student nurses, are effectively supervised and developed.</li> <li>• To contribute to the planning of a suitable programme for students, nursing assistants and trained staff to support their development.</li> <li>• To inform, advise and teach patients, relatives and carers on aspects of the patient's condition and care required.</li> <li>• To maintain and develop own knowledge and skills in palliative care and management, supported by current relevant research and best practice.</li> </ul>

## **Qualifications, skills and knowledge required**

### **Qualifications and/or Experience**

- RGN – 4 years post registration experience
- ENB 285/Diploma in Palliative Care or 2 years' experience in palliative care/oncology setting at E grade
- Teaching qualification or evidence of teaching/mentorship experience desirable  
Skills
- Excellent communication and interpersonal skills
- Ability to co-ordinate and prioritise own and others' workload.
- Demonstrates leadership qualities
- Has insight into multi-professional working
- Able to share knowledge with others to develop and influence practice
- Strong awareness of personal and professional boundaries within multi-professional team.
- Able to maintain active and contemporaneous records
- Able to identify personal coping strategies

### **Knowledge**

- Sound understanding and knowledge of palliative care principles and philosophy, pain and symptom management.
- Willingness to undertake management qualification.
- Knowledge and understanding of clinical governance relevant to palliative care and a hospice setting.
- Awareness of the current national health care agenda and issues relevant to palliative care.

**Uniform requirements:** Uniform will be provided

**Personal grief must be resolved sufficiently to perform and cope in the palliative care setting.**

**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.

**Volunteer 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. Ensuring patient confidentiality is maintained in accordance with the Caldicott principles and Data Protection Act.

**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.

**Safeguarding**

All staff and volunteers are required to be aware of and adhere to St Barnabas Hospices' safeguarding policies and attend the appropriate training as and when necessary.

**Job description**

This Job Description is not intended to be restrictive and should be taken as the current representation of the broad 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.