

JOB DESCRIPTION

SENIOR TEAM NURSE HOSPICE & COMMUNITY

**DATE AMENDED: April 2017**

**AUTHORISED BY: ALI ACASTER**

**DATE FOR REVIEW: January 2019**

**TITLE - Senior Team Nurse**

**Responsible To** - Lead Nurse

**Line Management Responsibility**

* Team Nurses
* Nurses/Bank Nurses
* Care Team Members

**Overall Objectives:**

* Establish and develop the Julia’s House Care Team both in the hospice and the community in close liaison with the Lead Nurses
* Assess care needs and develop, implement and evaluate programmes of care to meet individual client needs, in conjunction with Lead Nurses.
* Day-to-day management of the client base, including the deployment, supervision and teaching of Nurses, Bank Nurses and Care Team Members. To be part of the on-call rota providing telephone support for care staff during booked respite sits.
* Take a proactive role in the education and development of staff
* Liaise with the Julia’s House Care Team and with statutory and voluntary agencies involved with Julia’s House clients care.
* Work with the Directors of Care to meet the requirements of all regulatory bodies. Maintaining accurate records of methods, evidence of policies and the monitoring of procedures for inspection.

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| **Area of Responsibility** | **Key Tasks** |
| **Planning and Development** | Manage and support a team of Nurses and Care Team Members, implementing high standards of individualised care to children.  Undertake a minimum of an annual review of identified care packages with the named nurse for the client and other agencies involved including the PCT.  Co-ordinate care delivery for identified client base, to ensure safe and effective care is provided in accordance with Julia’s house policies and procedures.  Ensure that there is always a research-based approach to care and that it is holistic and family-orientated.  Ensure that the views of the service users are sought and taken into account in service development and training.  Support the Lead Nurse in recruiting and inducting new care team members to ensure adequate staffing and skill levels. Support the process of security checking and professional registration confirmation.  Participate in care team strategic planning.  Ensure that the day-to-day management of correspondence and communications are dealt with appropriately and promptly |
| **Care** | Adhere to the Julia’s House core values of care.  Maintain effective communications within the Julia’s House care team and with all other professionals involved with Julia’s House clients’ care, whilst maintaining confidentiality and with the full support of the family unless it is not in the best interest of the individual client.  Build links with and raise awareness among potential referrers to the Julia’s House care service.  Work with Lead Nurses, Director of Care and administration staff to ensure smooth running of services, all record keeping and administration is up to date, accurate and complete and the environment is safe and friendly.  Ensure personal training and competencies are kept up to date to enable immediate deployment to any clinical situation as necessary e.g. cover all complex packages at short notice  Maintain and complete accurate records. Ensure confidentiality and adherence to the Data Protection Act at all times.  Follow all agreed procedures and statutory regulations related to the custody and administration of drugs.  Share on-call responsibility in rotation with the Julia’s House Nursing Team.  Work shifts covering a 24 hour period on a rota basis in accordance with the needs of the service.  Deputise for the Lead Nurses as required and cover for the other Team Nurses as necessary during periods of leave and sickness. |
| **Training and Development** | Provide positive leadership in a caring and supportive environment.  Maintain a concept of nursing that incorporates physical, psychological, social and spiritual components in accordance with Julia’s House philosophy of care.  Guide and support nurses and care team members and encourage professional development through their Personal Development Plan and the annual appraisal system.  Train and monitor development of staff and ensure that all training is up to date and refreshed on a regular basis and that staff are aware of the statutory requirements of such training.  Promote and maintain an ethos of lifelong learning within the Care Team in identifying desirable training resources and external training as appropriate.  Participate and help facilitate in the induction and training days for the Care staff. Enhance the professional development of all members of the Care team as appropriate.  Ensure that all Julia’s House policies are complied with and that each member of the care team is aware of and has access to policy documents.  Identify and meet personal objectives and review performance on a regular basis and annually at appraisal.  Establish personal regular supervision and support mechanisms.  Continue personal development and lifelong learning and attend training as required to maintain accurate and up-to-date knowledge. Improve and enhance own management skills as appropriate. Ensure that professional educational requirements of registration are complied with.  Undertake a Personal Development Programme to improve and learn new skills as appropriate to job role.  Actively participate in appraisal system and attend training programmes to assist in personal development.  Adhere to the NMC Code of Conduct and the Julia’s House Code of Conduct and Practice. |
| **Communication** | Receive, disseminate and feed back information to staff at regular Care team meetings.  Maintain healthy and regular relations with the Care team.  Work with the Lead Nurses in networking and communicating with external agencies on the holistic care of individual clients. |
| **Quality Assurance and appropriate regulatory bodies** | Ensure that client, family and external feedback is relayed to the individual as appropriate and to the Lead Nurse and Directors of Care.  Ensure that all complaints are dealt with in accordance to the Julia’s House Complaints procedure.  Work within the appropriate regulations and guidelines to maintain a professional and safe standard of care to all service users. |
| **Health & Safety** | Ensure that Julia’s House guidelines are adhered to at all times.  Under line management guidance, regularly update and maintain own knowledge of safety rules, fire drills, internal security and accident procedures and adhere to these at all times.  Ensure access during all working hours to a vehicle that is insured for business, has a current Road Fund Licence, MOT certificate where relevant, and is regularly maintained in a road-worthy condition and in accordance with the manufacturer’s guidelines. |
| **Commitment to Julia’s House Team** | Represent positively the work of Julia’s House.  Contribute positively to good teamwork  and uphold the Julia’s House CHILD values:  **C** Compassion and caring  *We care, we go the extra mile and we*  *treat people as individuals.*  **H** Honesty and integrity  *We believe in honesty and fairness.*  *We make balanced, long-term decisions.*  **I**  It’s up to all of us  *We work together as one team. Everyone*  *is responsible for great teamwork and*  *standards.*  **L** Listen and learn  *We listen to understand. We seek*  *information that will help us continually*  *improve.*  **D** Determined to excel  *We strive for excellence in everything we*  *do.*  Participate in learning opportunities across different Julia’s House teams. |

This job description provides the main requirements of the post but is not exclusive. The Board of Julia’s House Trustees reserves the right, after due consideration, to indicate a requirement to develop the services where appropriate.

This post will be evaluated and the post holder appraised at regular intervals, when objectives will be set and monitored.