



JOB DESCRIPTION

Post Title: In Patient Centre Junior Sister (IPC Junior Sister)

Responsible To: In Patient Centre Manager (IPC Senior Sister)

Accountable To: Director of Care and Lead for Healthcare Partnerships

Overall Purpose of the Role

- Provides effective managerial and clinical leadership of all IPC staff in conjunction with or in the absence of the IPC Manager.
- The IPC Junior Sister with support from the IPC Manager will ensure that high standards of patient care are developed, implemented, evaluated and maintained in accordance with the framework of Clinical Governance.
- Take responsibility for the holistic assessment of care needs and the development, implementation and evaluation of care for patients and families.
- To lead by example, demonstrating effective role modelling to all members of the nursing team.
- To contribute towards the management of the ward and be responsible for organising and leading a team of nursing and support staff within a clinical setting.
- Act as a clinical expert within the IPC Junior Sister's role and provide leadership and clinical advice to other members of the team
- Work collaboratively with the whole specialist palliative care services at St Luke's Hospice.

Key Responsibilities

- 1.1 Provide clinical nursing leadership and the co-ordination of care delivery with the multi disciplinary team reporting directly to the IPC Manager.
- 1.2 Acting as a role model and clinical leader, take responsibility for the holistic assessment of patient care needs and the development, implementation and evaluation of care plans, ensuring standards of evidence based care, using a defined model of care.
- 1.3 Work closely with the IPC Manager and Senior Nursing Team across St Luke's in developing nursing and clinical practice in line with the Strategic Nursing Plan.
- 1.4 To take an active role in the decision making process in the daily referral meetings, and support the management of referrals, admissions and discharge to the service.
- 1.5 Provide accurate information and advice to patients, families, and health & social care providers ensuring confidentiality is maintained at all times.

- 1.6 To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity.
- 1.7 Demonstrate evidence based clinical knowledge of disease trajectories and symptom management.
- 1.8 Take professional accountability for ensuring the safe and appropriate administration of medicines to patients, adhering to standards defined by the Nursing & Midwifery Council and St Luke's Medicines Code.
- 1.9 Understand the principles of informed and independent decision making in order to support patients' and families, including implications of the MCA/DOLs.
- 1.10 Lead and participate in patient/family meetings.
- 1.11 Maintain accurate and comprehensive nursing records using appropriate documentation.
- 1.12 Lead on specific clinical projects/initiatives under the direction of the Lead for In Patient Services.
- 1.13 Establish and maintain effective communications and foster good working relationships and partnerships with internal colleagues and external agencies, e.g. Bereavement services, AHP's, District Nurses, GPs and Care Homes.
- 1.14 Provide sensitive and/or complex information concerning patients' conditions at the highest level of interpersonal and advanced communication skills.
- 1.15 Support staff in managing death and bereavement and develop reflective practice within teams, promoting the wellbeing of the nursing and allied teams.
- 1.16 Participate in the audit of agreed service standards and ensure that appropriate action plans are implemented and ensure they are adhered to and contributing to the culture of clinical audit and research.
- 1.17 Follow the regulations of the Nursing and Midwifery Council (NMC) professional code of conduct in clinical practice and to observe professional standards at all times, complying with departmental policy and legislation, maintaining NMC registration at all times.
- 1.18 Demonstrate an awareness and understanding of clinical governance and risk management, follow policies, procedures and safe systems of work, make known any hazards or risks that they identify and take all necessary actions to reduce risk.
- 1.19 Be knowledgeable about current infection control procedures and policies and ensure all staff and visitors adhere to these at all times.
- 1.20 To comply with safeguarding policies and procedures in order to promote safeguarding and prevent abuse to vulnerable people using St Luke's services.
- 1.21 To prioritise and use excellent time management skills to meet unpredictable and on occasions conflicting needs of the service.
- 1.22 Take responsibility for safe use and storage of specialist equipment, reporting any difficulties as stated within St Luke's policies.

2. Managerial

- 2.1 Take responsibility and be accountable for the efficient and effective management of nursing and support staff within the IPC on a 24/7 service, shift to shift basis (including weekends and bank holidays).
- 2.2 Manage the In Patient Centre (IPC) in the absence of the IPC Manager, acting as an effective and professional role model at all times.
- 2.3 To demonstrate a willingness to lead and motivate a team, providing clear direction and consistent leadership at all times.
- 2.4 Provide effective clinical, workload and resource management of the IPC, in order to cover shift patterns, under direction of the IPC Manager, including patient dependency, workload and staffing issues.
- 2.5 Participate in the development of staffing rotas, and understand and lead as requested in the management of reporting of sickness and absence, annual and special leave and study leave according to St Luke's policies.
- 2.6 Attend and when necessary, effectively chair and lead meetings as required.
- 2.7 Be responsible for cascading information to IPC staff.
- 2.8 By utilising performance reviews (formal 1:1s) ensure staff are developed and are set clear and achievable objectives appropriate to their role in order to develop their full potential.
- 2.9 Undertake performance reviews for registered nurses and support staff within the team as per St Luke's policy within agreed time frames.
- 2.10 Under the supervision of the IPC Manager, ensure that change is effectively supported and managed using appropriate change management strategies.
- 2.11 Participate in the monitoring of quality of initiatives within the IPC environment in collaboration with IPC Manager and take effective action to address quality issues within local/national guidelines and recommendations.
- 2.12 Participate in the development and monitoring of Key Performance Indicators for the IPC.
- 2.13 Undertake specific projects as directed by the IPC Manager/Lead for In Patient Services and deliver on agreed deadlines.
- 2.14 Understand and investigate accidents, incidents and near misses taking corrective action where necessary and utilising the reporting process and St Luke's policies, in consultation with the IPC Manager within agreed timeframes.
- 2.15 Deal effectively with comments, complaints or incidents that affect staff and users of the IPC in accordance with St Luke's procedures.
- 2.16 Assess and act upon potential problems or issues to ensure a safe environment for patients, visitors and staff. This is to include ensuring the nursing team are trained and updated where appropriate in the correct use of equipment.
- 2.17 Ensure that the MDT patient records and Infoplex patient information records are maintained to facilitate communication within St Luke's and with other agency colleagues to meet statistical data requirements.

- 2.18 To have an awareness and understanding of HR policies relating to performance and management of staff e.g. capability and disciplinary and participate in staffing issues arising from these policies in conjunction with Senior Management and the HR department.
- 2.19 Participate in and lead as required in recruitment and selection of new staff to the nursing team in liaison with IPC Manager and the HR team.
- 2.20 Work in partnership with the Housekeeping Coordinator and IPC Manager to ensure high standards of cleanliness are maintained and to participate in the monitoring and auditing of cleanliness enabling prevention and control of St Luke's acquired infections.
- 2.21 Be knowledgeable and take responsibility for minimising cross infection within the clinical environment, assist in giving information and placing patients appropriately.
- 2.22 Develop an awareness of resource limits and budgetary restraints in order to provide a service which operates within the agreed budget.
- 2.23 Contribute positively to the development of St Luke's as an organisation, actively promoting equality, diversity and inclusion.

3. Education & Training

- 3.1 To create a positive learning environment for student nurses on placement.
- 3.2 Coach and develop junior staff by acting as an inspirational role model and working directly with them in clinical practice.
- 3.3 Undertake in a timely manner Medicines Assessments for registered nurses in collaboration with the IPC Senior Sister.
- 3.4 Recognise both individual and group learning needs and identify the most effective way of addressing them.
- 3.5 In conjunction with IPC Manager develop staff individually tailored development plans arising from performance reviews, and allocate study opportunities in line with organisation's education plan.
- 3.6 To be responsible for personal and professional development and practice, recognising own limitations and the need for continuing education.
- 3.7 Support in the development of the role of an Advanced Nurse Practitioners post including the completion of the APaCCs and Non-Medical Prescribing modules.
- 3.8 Ensure all workforce on the IPC participate in Mandatory training and E-Learning on a regular basis and in line with renewal timescales.
- 3.9 In consultation with the IPC Manager contribute to the internal and external organisational education and conference programme.
- 3.10 Maintain own professional development and competencies appropriate to role and adhere to NMC regulations.

General

All St Luke's employees are required to:

- Abide by the Health & Safety at Work Act.
- Attend mandatory training annually.
- Respect confidentiality applying to all Hospice areas.
- Work within Hospice policies and procedures.
- Comply with the Hospice no smoking policy.
- Participate in and contribute to team meetings.
- Co-operate and liaise with departmental colleagues.

All St Luke's employees are expected to:

- Demonstrate a commitment to their own development, to take advantage of education and training opportunities and develop their own competence.
- Support and encourage harmonious internal and external working relationships.
- Make a positive contribution to fundraising and raising the profile of the Hospice.

Our Values

The Board and Executive agreed St Luke's organisational values in 2015 ensuring they reflect our culture and what we want to achieve together. We have four simple values which set out how we work together to achieve success at St Luke's.

No matter what area of St Luke's we work in and no matter who we work for, we are committed to the following ways of working:

- Compassionate
- Dignified
- Inspired
- Pioneering

Values are really important throughout every team here at St Luke's, we are all responsible for ensuring our values are displayed and to ensure they form a core part of everything that we do at St Luke's. They influence our behaviours, our language, the way we interact with each other as employees and also as human beings. In bringing our values to life, we have created a booklet entitled 'The Little Pink Book' which supports all of us at St Luke's in helping us to put our values into action through our behaviours every day.

We expect staff to familiarise themselves with our values and the expected behaviours, and to ask if they feel these conflict in any way with their roles. These values and behaviours will be used as a reference in our day-to-day working lives, and how we respect St Luke's and those associated with it.

This Job Description is not exhaustive. It will be subject to periodic review and may be amended following discussion between the post-holder and employer.

Date agreed: March 2022

Review date: March 2023