**JOB DESCRIPTION:** SENIOR REGISTERED NURSE

**JOB TITLE:** DAY CARE SENIOR REGISTERED NURSE

**REPORTS TO:** DAY SERVICES MANAGER

**ACCOUNTABLE TO:** DIRECTOR OF PATIENT SERVICES

**BASED AT:** ST ELIZABETH HOSPICE IPSWICH

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**JOB SUMMARY**
- To work within the multi-professional team (MDT), providing specialist physical, psychosocial and spiritual care to patients attending day services.
- To act as key worker to patients attending day care, contributing to holistic assessments and the planning of care in line with day service policies.
- To manage and lead the day care nursing team.
- Actively participates at MDT meetings and be involved in decision-making.
- Coordinate the care of patients attending day care.

**CLINICAL RESPONSIBILITIES**
1. To act as a clinical resource for the nursing team, ensuring holistic needs assessment of patient and family are completed and documented.
2. To act as a resource for the team, performing accurate holistic assessments of patients and their families, planning, implementing and evaluating care. Working jointly with all MDT members.
3. To supervise and evaluate the care for patients and families being given by registered unregistered and nonpaid staff.
4. To act as a role model, ensuring high standards of care.
5. To ensure patient documentation is of a high professional standard in line with hospice and NMC guidance.
6. To promote effective communication with patients, families and other members of the hospice multi-professional and community teams.
7. To facilitate and attend case conferences/family meetings, as required.
8. To supervise all matters concerned with the safe management of drug usage.
9. In conjunction with day care manager manage day care referrals and plan weekly day care programme.
10. Attend Community MDT Meeting.
11. To work with patients and families to facilitate and enable patients to develop Advanced Care Plans.

**MANAGEMENT RESPONSIBILITIES**
9. Provide day to day management and clinical support to ensure the smooth running of the Day Care Unit.
10. To ensure Day Unit is staffed appropriately, providing cover to In patient Unit when required.
11. Monitor sickness and manage annual leave and time in lieu.
12. To support the management of the Intervention clinic alongside the medical team.
13. To assist the Day Services Manager in meeting the training and education needs of the nursing team and others on placements.
14. To deputize for the Day Services Manager, as necessary.
15. To assist in the recruitment of staff, as required.
16. Assist with implementation of change as needed.
17. To facilitate monthly Day Care team meetings and attend other meetings as required.
18. To liaise with the Day Services manager and participate in matters of disciplinary action, as required.
19. To supervise stock levels and supplies, and to ensure a safe, tidy environment on the Day unit.
20. To investigate incidents and complaints involving patients, with the Director of Patient Services as necessary.
21. To facilitate Day Unit handovers and debriefings where needed.
22. To assist with volunteer recruitment, inductions, training and support within day unit.
23. To facilitate the development of clinical standards within the total quality framework of the hospice and to participate in clinical; audit as necessary

24. PERSONNEL RESPONSIBILITIES
   1. To recognise indications of staff stress and to facilitate staff support.
   2. To undertake APR's for the nursing team Day Unit, encouraging personal and professional development of nursing staff.
   3. To supervise and participate in the induction of all new staff.
   4. To facilitate and participate in professional placements and lay person visits to the Day Unit

25. EDUCATIONAL RESPONSIBILITIES
   1. With the Day services Manager and Head of Education assist to identify the educational needs of the nursing team.
   2. To ensure that feedback from educational programmes attended by defined nursing team is made available to all colleagues.

26. PERSONAL DEVELOPMENT
   1. To devise with the Day Services Manager, a personal development plan in line with the Hospice objectives and personal needs.
   2. To maintain and increase personal, clinical and managerial skills.

27. ORGANISATIONAL
   1. To work at all times within the policies and guidelines of the Hospice and act within NMC and Care Standards guidelines at all times.
   2. To ensure effective use of resources.
   3. To play an active part in the development and maintenance of good relationships with all who have business with the Hospice.
   4. To respect at all times the confidentiality of information covering patients, staff and volunteers.
   5. To promote the Hospice philosophy of care towards patients, relatives and visitors.

28. Because of the special nature of the Hospice and its work the postholder may on occasion be asked to undertake other duties to help maintain our high standard of care.

29. THIS JOB DESCRIPTION IS NOT NECESSARILY EXHAUSTIVE AND MAY BE SUBJECT TO REVIEW BY THE CLINICAL CARE MANAGER IN CONJUNCTION WITH THE POSTHOLDER.