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**JOB DESCRIPTION**

**JOB TITLE:  Twilight Service Nurse**

**LOCATION: Herefordshire**

**ACCOUNTABLE TO: Overnight Service Nurse Manager**

**JOB PURPOSE**

The post holder will be responsible for overnight community nursing care to patients within Herefordshire. They will be the sole nurse for home visits between 10pm-8am, based within Taurus GP hub. The role will include lone working and visiting patients in their own homes for specified urgent community nursing skills, including urinary catheterisation via female, male and suprapubic methods, end of life symptom management, lacerations and chemotherapy failure. The post holder will be expected to work flexibly across a 7-day rota to meet the needs of the overnight service.

### Main Responsibilities

**Clinical Responsibilities:**

* To work in a clinical nursing capacity within a community setting, primarily within aperson’s home.
* To undertake necessary risk assessments/screening prior to implementing assessment and / or intervention.
* To advise, educate and give treatment, using evidence-based practice as a guideline, and using your ability to empathise, motivate, negotiate, persuade and communicate sensitively and reassuringly to those you are working with.
* To monitor progress, follow-up and evaluate nursing interventions and to effectively communicate all patient interventions with the District Nursing Team
* To work alone, providing skilled nursing care overnight, ensuring effective handover to district nurses, GPs and other professionals involved in the patient’s day to day care
* To treat all people (staff and patients) with dignity and respect, and ensure

Confidentiality guidelines and information governance principles are always adhered to.

* To plan and organise own workload and to be flexible to frequent readjustment following triage and reassessment, according to the needs of the service, and with support from the call handler
* Cope with unpredictable work patterns and demands, dealing with urgent/complex patient issues as necessary.
* To adhere to the NMC “Code”,
* To travel to the individual people’s homes within the County, either accompanied by a driver or alone as required by service
* To adhere to lone worker procedures
* To ensure clinical incidents / near misses within the sphere of responsibility are managed in a timely manner and report actions taken to minimise risks.

**Administrative Responsibilities**

* To ensure that the policy on records management is followed and complies with the NHS Code of Practice for Records Management.
* To ensure effective handover to district nurses, GPs and other professionals involved in the patient’s day to day care

**Research & Audit:**

* To be able to evaluate the clinical effectiveness of your intervention and adjust clinical practice accordingly, in line with Clinical Governance guidelines.
* To participate in research and audit as required

**Training & Development:**

* To undertake supervision and contribute to the induction, preceptorship and learning of/ or act as sign off mentor for pre-registration Nursing Students and new team members.
* The post holder will ensure, in agreement with line manager that Continuous Professional Development remains a priority and that all mandatory training is up to date.
* Identify areas for development/training within the appraisal structure.
* Participate in in-service and external training opportunities provided by Taurus.
* To maintain a continuous professional development portfolio.
* Take on delegated responsibilities conducive to personal development.
* To develop IT knowledge and skills to enhance patient centred care.
* To demonstrate specialist knowledge within sphere of practice and act as a resource

**COMMUNICATIONS AND WORKING RELATIONSHIPS**

**PERSONAL DEVELOPMENT**

* To attend mandatory training and fire lectures regularly and assist with fire policy/evacuation procedure when necessary.
* To keep up to date with and attend training on revisions to information systems or changes in protocols for the inputting of data in the light of Local and national initiatives. To adhere to agreed protocols at all times.
* To participate in Individual Performance Review and Personal Development plans on an annual basis and to undertake training and development as identified within these discussions and as indicated by the requirements of the post.

# CLINICAL GOVERNANCE AND QUALITY ASSURANCE

* To realise the importance of confidentiality when dealing with patients and staff, particularly when giving or receiving information over the telephone in accordance with the Data Protection Act.
* Maintain the high standards of the service by contributing towards individual, team and service objectives and acting at all times in the best interest of patients.
* To accurately collect, collate and input data to Information Systems as required by procedures to ensure that patient database records are up to date and accurate.
* To participate in Individual Performance Review and Personal Development plans on an annual basis and to undertake training and development as identified within these discussions and as indicated by the requirements of the post.

## INFORMATION GOVERNANCE

* Taurus Healthcare requires its staff to comply with Information Governance related standards and policies at all times when dealing with confidential information, which includes any information relating to the business of the company and its service users and employees.
* All Taurus Healthcare staff are bound by a duty of confidentiality and must conduct their duties in line with the NHS Confidentiality Code of Practice, Data Protection Act and Freedom of information Act.
* Post-holders must maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately and kept up to date.  The post-holder must only access information, whether paper, electronic or in other media, which is authorised to them as part of their duties.
* All Information obtained or held during the post-holder’s period of employment that relates to the business of the company and its service users and employees will remain the property of the Taurus Healthcare.  Information may be subject to disclosure under legislation at the Company’s discretion and in line with national rules on exemption.
* Any breach of confidentiality or computer misuse could lead to disciplinary action, and in serious cases could result in dismissal.  Breaches after the post-holder’s employment has ended could result in the Company taking legal action against them.

**HEALTH AND SAFETY**

* To have responsibility for health, safety and welfare of self and others at work. This includes being conversant with Trust Health & Safety policies and procedures and ensuring incidents, accidents and near misses are reported; taking part in the risk management process and carrying out tasks/using equipment only when competent to do so.
* Be responsible for ensuring the general environment is clear of all hazards.
* All staff have a responsibility to apprise themselves of how the prevention of the spread of infection relates to their role.  They have a responsibility to ensure they are aware of Company policies and procedures in relation to infection prevention and control, and ensure that they comply with them in fulfilling their role.

**EQUALITY AND DIVERSITY**

* Respect the privacy, dignity, needs and beliefs of patients, carers and colleagues.
* Act in a way that recognises the importance of peoples rights, interpreting them in a way that is consistent with Taurus procedures / policies and current legislations.
* Act as a chaperone as needed.
* Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

This job description may be amended by management through consultation with the post holder in order to reflect changes in, or to, the job.

**PERSON SPECIFICATION**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Job Title: Twilight Service Nurse | |  | | | | | | | | |
| CRITERION | ESSENTIAL  (Should possess to do the job) | | DESIRABLE  (Could also possess) | | Tested @ INTERVIEW | | Tested on APPLICATION FORM | | WEIGHTING FOR EACH CRITERIA  High = 3  Medium = 2  Low = 1 | |
| EDUCATIONAL AND PROFESSIONAL QUALIFICATION | | | | | | | | | | |
| RN1 | 🗸 | |  | |  | | 🗸 | |  | |
| Registered with NMC | 🗸 | |  | |  | | 🗸 | |  | |
| SKILLS | | | | | | | | | | |
| Palliative Care, including syringe drivers | 🗸 | |  | |  | | 🗸 | |  | |
| Catheter Skills, female, supra-pubic and male | 🗸 | |  | |  | | 🗸 | |  | |
| Wound Care |  | | 🗸 | | 🗸 | | 🗸 | |  | |
| Health and Safety Awareness | 🗸 | |  | |  | | 🗸 | |  | |
| Good Computer Skills | 🗸 | |  | |  | | 🗸 | |  | |
| KNOWLEDGE/EXPERIENCE | | | | | | | | | | |
| Community Experience | | 🗸 | |  | |  | | 🗸 | |  |
| PERSONAL QUALITIES OR ATTRIBUTES | | | | | | | | | | |
| Assertiveness and Confidence | | 🗸 | |  | | 🗸 | |  | |  |
| Ability to work autonomously | | 🗸 | |  | | 🗸 | |  | |  |
| Excellent communication skills | | 🗸 | |  | | 🗸 | |  | |  |
| Ability to negotiate and influence, in difficult situations | | 🗸 | |  | | 🗸 | |  | |  |
| Flexibility to meet changing demands of the service | | 🗸 | |  | | 🗸 | |  | |  |
| OTHER | | | | | | | | | | |
| Ability to fulfil the travel requirements of post | | 🗸 | |  | | 🗸 | | 🗸 | |  |