JOB DESCRIPTION

JOB TITLE: NIGHT CO-ORDINATOR
DEPARTMENT: IN-PATIENT UNIT
SALARY: EQUIVALENT TO BAND 6
RESPONSIBLE TO: WARD MANAGER
RESPONSIBLE FOR: STAFF NURSES
HEALTHCARE ASSISTANTS

BACKGROUND
St Christopher's have added extra resources into the night nursing establishment to create a second Night Co-ordinator post. It is envisaged that the two night co-ordinators will manage the inpatient nursing and the out of hours community palliative care service between the hours of 10.00pm and 7.00am.

PRIMARY JOB PURPOSE
1. Manage the in-patient unit during the night
2. Take responsibility for ensuring continuing high standards of care to patients and families are delivered throughout the 24 hour period.
3. Liaise with Matron, Ward Managers and the Advancing Practice Team to ensure continuing development of role within night duty setting.
4. Promote a learning environment at night.
5. Ensure that all calls for St Christopher’s @ Home Service are appropriately triaged and between the hours of 10.00pm and 7.00am respond using inpatient staff in the face to face assessment of patients in the Community whose concerns cannot wait until the morning.

PRINCIPAL ACCOUNTABILITIES

CLINICAL

- Facilitate admissions to the in-patient unit at night.
- Triage telephone calls from patients, families and healthcare professionals seeking specialist palliative care advice and support.
- Direct Inpatient nurses to respond to patient assessment at home. On some occasions the visit may be made by the night co-ordinator.
- Assess the physical, social, emotional and spiritual needs of patients.
- Apply clinical judgement to plan and provide nursing care that meets the complexity of the patient’s illness.
- Evaluate outcomes of care and make alterations in the management plan reflecting the changing clinical situation.
- Anticipate the changing needs of patients and emotionally prepare patient and family for their changing circumstances.
• Demonstrate an in depth knowledge of symptom control.
• Be competent at managing epidurals, blood transfusions, venepuncture and catherisation both male and female
• Take responsibility for the safe custody and administration of drugs in accordance with hospice procedures and the law. Report any errors without delay.
• Liaise effectively with other disciplines.

MANAGEMENT

• Manage the in-patient unit during the night demonstrating leadership skills.
• Work with the Ward Managers to manage designated registered nurses and HCAs whose main hours of work are at night.
• Work with nurses on their competencies and conduct appraisals for designated registered nurses and HCAs where delegated by the Ward Managers.
• Supervise registered nurses and HCAs in their delivery of care

EDUCATION

• Orientate new members of nursing staff to the ward at night, ensuring appropriate guidance, support and teaching.
• Teach, supervise and support nurses undertaking extended role functions in accordance with NMC and Hospice guidelines and policies.
• Liaise with the nursing education as appropriate, contributing to the clinical content of the Hospice education programme.
• Participate in hospice teaching programme as required.
• Attend mandatory education and training updates
• Be competent in small group based teaching and use of PowerPoint.
• Take responsibility through the appraisal process for own education and professional development. This will involve a period each year on day duty, which will be negotiated and agreed with the Matron.

CLINICAL GOVERNANCE

• Continuously monitor quality and take effective action to improve services.
• Be aware of the clinical governance issues as defined by St Christopher’s ensuring knowledge of the ‘balance scorecard’.
• Participate in ward based audit and research.

HEALTH & SAFETY

• Take responsibility as the key person in the fire team and management of incidents.
• Be competent as manual handling trainer and ensure that staff have adequate supervision and coaching in their technique.
• Work closely with the night security staff ensuring the safety of the premises.
• Monitor St Christopher’s at Home staff when they are out on visits during the night following the St Christopher’s@Home Lone Worker policy.

Professional Behaviour: Code of Conduct

The post holder must comply with their relevant professional code of conduct at all times, where this exists. All roles have identified competencies to which post-holders will be regularly assessed against.
A job description does not constitute a ‘term and condition of employment’, it is provided only as a guide to assist employees in the performance of their role. St Christopher’s is a fast moving organisation and therefore changes to employees’ duties may be necessary on occasion. The job description is not intended to be an inflexible or finite list of tasks and may therefore be varied from time to time, after discussion with the post-holder.

**Safeguarding**

All staff are required to take responsibility in all areas of work for safeguarding people at risk (both adults and children) from any form of abuse or neglect. In order to achieve this, staff are required to read St. Christopher’s Safeguarding Policy, participate in regular training and incorporate preventative strategies into their work.

**General**

All employees are required to undertake the following:
- To make positive contributions to all internal and external quality and/or best practice measures/processes.
- To fully participate in the annual appraisal process, to agree formalised targets and objectives with line managers and to report on activity against agreed targets on a regular basis.
- To fully comply at all times, with St. Christopher’s policies and procedures and to take responsibility for own actions/inactions.
- To act in accordance with workplace legislation/requirements including Health and Safety, Equality and Diversity and Data Protection.
- To share St. Christopher’s values and ensure that our values feed into all systems, processes, actions and behaviours.
- To participate in all employee engagement activities including team, departmental or other staff meetings as required and to contribute to St. Christopher’s annual staff survey.
- To maintain professional registrations and keep up to date with CPD requirements and best practice within own area of specialism, in accordance with professional body recommendations (where applicable).
### PERSON SPECIFICATION: NIGHT CO-ORDINATOR

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Significant experience as an upper band 5 Staff Nurse within specialist palliative care is essential.</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Completed and passed a foundation module in specialist palliative care or an equivalent module/course</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>A degree in nursing/or a related subject or be willing to work towards a degree in palliative care</td>
<td>√</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Knowledge/Skills/Abilities</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possess clinical leadership skills</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Demonstrate practice is evidence based and up to date</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Effective people manager/leader</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Excellent communicator both verbally and in writing</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>IT competent</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Excellent communication skills</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Resilient and experienced practitioner</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Negotiation and diplomacy skills.</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Ability to implement change</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Ability to coach and assess individuals</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Teaching skills</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Positively promote equality and diversity</td>
<td>√</td>
<td></td>
</tr>
</tbody>
</table>