

Lawrence Nurses Nurse Coordinator Job Description

Job Title: Nurse Coordinator

In this role you will bring your enthusiasm for delivering high standards of care, supporting our committed nursing team to coordinate nursing care to patients in their own home.

You will work with the Registered Nurses providing advice, psychological support and symptom control for patients with a life limiting or palliative condition and their families in their own home.

You will assess patients physical, psychological, spiritual and information needs to plan, implement and evaluate care and provide symptom control, advice and support.

The post holder will also be expected to show autonomous and multi-disciplinary team working.

A full driving licence and car ownership is essential, as is the ability to work across the GP practice areas covering Chipping Norton, Bloxham, Hook Norton, Charlbury, Deddington and The Wychwoods.

Hours of Work:

About Us:

Founded in 1999 in memory of the late Dr Martin Lawrence, Lawrence Nurses provide excellent holistic care for patients who have palliative conditions and who wish to remain within their home environment. Based in Chipping Norton, the service is provided in the local area by a team of dedicated nurses who work in partnership with the patient, their family, carers and the Community nursing Service.

Working in LHNT means working in a passionate, supportive team environment with care at the heart of all that we do. We are a service providing holistic nursing care for palliative and end of life patients in their own home over a 24 hour period.

The service received an overall rating of Good by the CQC in 2023 of which we are very proud. We receive many accolades from families and friends regarding the care and

support we deliver and have a very active Fundraising team who promote our service in the local community.

Purpose of the Job:

To provide nursing care to patients in their own home.

Status:

The Nurse coordinator will report directly to the Registered Nurse Manager.

Key Responsibilities:

Main Functions

- Participating in the on-call rota as per the shift pattern and contactable when Registered nurses are with patients.
- Act in accordance with Lawrence Nurses guidelines and policies.
- To undertake assessments including planning, implementation, evaluation and reassessments of care plans.
- To be responsible for updating and developing knowledge and skills relating to clinical practice.
- To provide skilled clinical nursing practices.
- To assist in the support of new nurses.

Communication

- Develop and maintain effective communication networks with patients, families, other health care professionals and fundraisers.
- To ensure accurate and contemporaneous patient records and maintaining the Activity Tracker report.
- To communicate and liaise where appropriate with the DN & Community Nursing Teams to receive and provide accurate and timely reports of any changes in the condition of the patient.

Responsibility for patient care

- To action referrals according to need. To discuss with the Registered Nurse Manager and complex referrals.
- Act as advocate for patients where appropriate.
- At all times, and to all people, act as an ambassador of Lawrence Nurses upholding ethical and professional standards and not behave in a manner that is likely to bring the Charity into disrepute.

- Adhere to all health and safety and fire regulations and to co-operate with the Charity in maintaining good standards of health and safety.
- Undertaking assessments of new patients whose referral meets our criteria, deciding what nursing support to put in place and deploying individual nurses to undertake shifts.
- Supporting Lawrence nurses, where necessary at patient's home, seeking advice from the Registered Nurse Manager as needed, and giving a thorough handover to the deployed nurse and obtaining handover information at the end of nurses' shifts

Responsibility for Human Resources

- Act independently on a range of delegated tasks and to use own initiative to manage own workload.
- Participate in the appraisal process to identify personal and team development goals.
- Participate in clinical supervision.
- To participate in mandatory training requirements and keep a record of training.
- To adhere and be professionally accountable to the NMC Code of Professional Conduct and be conversant with the Scope of Professional Practice and other NMC advisory papers.
- To report directly to the Registered Nurse Manager or in her absence the Operations Manager or Clinical Director.

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the Charity at any time after discussion with the post holder.

Person Specification:

Criteria	Essential	Desirable	How Assessed
Qualifications, training and education	RN Registration Level 1 or Level 2, with relevant post –registration qualification, experience e.g. ENB 931 or Diploma in Palliative care or be prepared to undertake further study relevant to the post.	Degree in Palliative /cancer care or equivalent	Application form
Knowledge	Up to date awareness of the skills and knowledge and competencies required for patients with palliative care needs. Up to date awareness and understanding of specific needs of palliative care patients in the terminal phase.	Knowledge of the principles around Safeguarding vulnerable adults.	Application form/Interview
Skills/Attributes	Communicate with people in a diplomatic and tactful manner. Ability to work alone in a complex and stressful environment and demonstrate appropriate coping mechanisms. Ability to quickly identify and solve problems and take action to address issues. Ability to use own initiative and preparedness to seek advice when necessary.		Application form and interview

	Ability to use basic computer skills to access data from the Lawrence Nurses website and retrieve and send communication via email		
Experience	<p>An understanding of palliative care.</p> <p>Recent experience of adult general nursing.</p> <p>Recent experience of working in a team.</p>	<p>Experience of working in a community nursing setting.</p> <p>Knowledge of primary care developments</p> <p>Experience of confidentiality and data protection.</p>	Application form and interview
Other requirements	<p>Demonstrate a commitment to continual professional development.</p> <p>Hold a current and valid driving licence and have access to a vehicle.</p> <p>Willingness to work unsocial hours.</p> <p>Must be able and willing to support a flexible approach to working patterns and locations.</p>		Interview

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