



## Position Description

### Nursing Unit Council Adviser

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**Position Title: Advisor to Nursing Unit Council (UC)**

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**FCC Level: 3**

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**Issue Date: 06/2013; Reviewed/Updated: 10/2014**

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<b>Objective:</b>	To serve as a FCC parent advisor member of a nursing unit council (UC), offering the patient family perspective to UC discussions related to patient care and staff practices on that unit.
<b>Hours:</b>	Meeting dates and times vary by unit. Generally the UC meets monthly for one to one and a half hours.
<b>Qualifications:</b>	<ul style="list-style-type: none"><li>• Trained FCC advisor; Level 3 FCC assignment.</li><li>• Must present themselves in a professional, well-groomed manner</li><li>• Must be able to communicate effectively</li></ul>
<b>Training:</b>	<ul style="list-style-type: none"><li>• Successful completion of Volunteer Services and FCC orientations and other onboarding activities as requested, annual volunteer and FCC training.</li><li>• Successful completion of additional training activities as indicated by the needs of the project or service</li></ul>
<b>Competencies:</b>	<ul style="list-style-type: none"><li>• Work effectively and respectfully with others and without direct supervision</li><li>• Respect and protect the confidentiality of patients, family members and employees at all times and in all circumstances</li><li>• Possess sound understanding of the core concepts of FCC</li><li>• Able to share and apply one's own experiences while also representing the global patient population at St. Jude</li></ul>
<b>Responsibilities:</b>	<ul style="list-style-type: none"><li>• Wear FCC ID badge, FCC lanyard and FCC button if on St. Jude campus</li><li>• Record volunteer hours and submit to FCC services for recording</li><li>• Demonstrate independent work initiative</li><li>• Maintain effective and appropriate communication with St. Jude staff as indicated</li><li>• Contribute to the development of UC agenda topics to best represent the needs of patient families served on that unit and to promote parent –staff collaboration. Possible agenda topics could include:<ul style="list-style-type: none"><li>• Orientation to the unit</li><li>• Performance/Quality Improvement projects</li><li>• Participation in staff development, i.e. Teach Back</li><li>• Staff and parent partnership, i.e. Bedside Report</li></ul></li><li>• Attend UC meetings regularly and complete assigned activities</li><li>• Participate in UC meetings to provide the patient and family centered care perspective to council discussions</li><li>• Promote and support the FCC program and core FCC concepts in all</li></ul>

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interactions

- Contribute to the Shared Decision Making process to assure the best staff practice and best patient care outcomes
  - Report UC outcomes to the FAC and relay information from the FAC and FCC program to the UC as indicated
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I have received a copy of my position description and have had the opportunity to ask questions. I have read and understand my role and responsibilities as a\_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date