

PART 1: AGREED JOB DESCRIPTION

JOB TITLE	Band 5 Registered Nurse
REPORTS TO	In-Patient Unit Manager
PROFESSIONALLY ACCOUNTABLE TO	Director of Patient Services
HOURS	Bank Basis

JOB PURPOSE

The post holder will plan and carry out nursing care to palliative patients within Weston Hospicecare without direct supervision. The post holder will act as a professional role model, setting high standards of practice; promoting clinical effectiveness and opportunities for teaching and supervision of Nursing Auxiliaries and Volunteers.

Clinical Responsibilities:

- Initial and ongoing assessments of the total physical, emotional, spiritual, social and practical needs of patients and their families/carers; including implementation and evaluation of nursing care.
- Achieve a relaxed and informal situation in which to enable the patient and their family/carers adequate time to discuss anxieties and problems.
- Offer advice and support to meet the physical, emotional, spiritual, social and practical needs of patients and their families/carers in the specialist palliative care setting.
- Provide support for colleagues as required.
- Advise patients and their families/carers on aspects of care and the safe management of all medication in use.
- Communicate effectively with all members of the Weston Hospicecare multi-disciplinary team, the Primary Care Team, hospital staff, Social Services, and others involved in the care of the patient.
- Safe administration of the prescribed drugs as per drug policies.
- Adhere to Health and Safety policies and report any accidents, incidents and complaints.
- Provide accurate and timely records of patient care.
- Ensure safe handling of patient's property, valuables and cash as required.
- Utilise equipment/aids provided, ensuring they are cleaned and maintained in good working order and report any defects.
- Support bereaved relatives
- Deliver meals and provide drinks to patients, assisting with feeding and monitoring dietary intake.
- Work within policies and procedures and own professional boundaries; undertake appropriate aspects of nursing care required including specific relevant clinical skills gained following appropriate training and instruction, maintaining the highest possible standards.
- Responsibility for contributing to keeping infections to an absolute minimum.
- Promote patients and carers equality and diversity rights.

Educational Responsibilities:

- Take responsibility for own professional development and keep up to date with changing practices.
- Undertake training to extend and maintain current skills and expand the scope of professional practice for the patient group.
- Undertake Health Education with patients and their family/carers.
- Participate in teaching programmes.
- Participate in Clinical Supervision.
- Take an active part in supervision of Student Nurses.

Research and Development

- Assist in maintaining and improving patient care by taking an active part in audit, monitoring and research programmes as required.
- Undertake a link nurse role and share knowledge within the team.
- Undertake audits as necessary.

Professional Responsibilities:

- Respond promptly and positively to resolve problems/issues for patients/carers utilising the complaints procedure.
- To be a safe practitioner and work within the Nursing & Midwifery Council code of professional conduct.
- Maintain and develop own knowledge and skills, ensuring compliance with the Post Registration Education and Practice (PREP) requirements.
- Maintain continued membership of a professional body indemnity scheme.
- Comply with the policies and procedures of Weston Hospicecare
- Attend all statutory and mandatory training.
- Participate in the Performance Review process.
- Deal with sensitive and confidential information according to policy.
- Maintain a smart, professional appearance at all times in line with Hospice policy.
- Participate regularly in Hospice meetings and help promote new ideas to benefit patient care.

Additional Job Facts:

- Advise other professionals, patients and carers as required via the 24-hour advice line on specialist palliative care issues.
- Maintain a responsible attitude towards economy and care of equipment and other resources.
- The In-Patient Unit operates a 24-hour shift pattern and the post holder will be expected to participate in all shifts.
- Weston Hospicecare operates a NO SMOKING policy for staff

Data Protection:

You are required to obtain, process and/or use information held on computer. This must be undertaken in a lawful way. Data held might not be disclosed in a way that is incompatible with such a purpose. Breaches of confidentiality in relation to data will result in disciplinary action, which may involve dismissal.

Health & Safety:

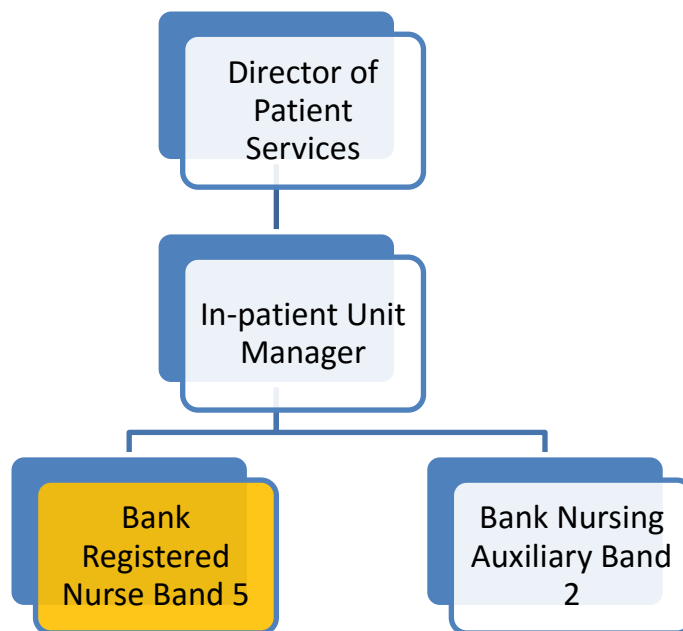
Under the provisions of the Health & Safety at Work Act 1974, it is the duty of every employee:

- It is the responsibility of all employees to see the requirements of the Health and Safety at Work Act are complied with, safe working practices are adhered to and that hazards are observed and reported to the appropriate officer immediately.
- To take reasonable care of themselves and others at work
- To co-operate with the hospice as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for health and safety or welfare at work

Scope of Job Description:

This job description reflects the immediate requirements and objectives of the post. It is not an exhaustive list of the duties but gives a general indication of work undertaken which may vary in detail in the light of changing demands and priorities. Substantive changes will be carried out in consultation with the post holder.

ORGANISATIONAL CHART



PART 2: PERSON SPECIFICATION

Skills and Experience	E = Essential Criteria D = Desirable Criteria	How Assessed
Education and Qualifications	<ul style="list-style-type: none"> ▪ Relevant Palliative Care /Oncology qualifications or a willingness to work towards (E) ▪ Current NMC Registration (E) ▪ Teaching experience/qualification (D) 	Application
Experience	<ul style="list-style-type: none"> ▪ Minimum 1 years recent experience in an acute clinical environment (E) ▪ Evidence of personal development and updating (E) ▪ An interest in palliative Care (E) ▪ Previous palliative care/oncology experience (D) 	Application / Interview
Communication and people skills	<ul style="list-style-type: none"> ▪ Effective communication skills both written & verbal (E) ▪ Able to complete accurate and legible patient records via electronic patient record system (E) ▪ Good interpersonal skills (E) ▪ Ability to teach others (E) ▪ Experience of dealing with distressed patients /carers (D) 	Application / Interview
Organisational skills	<ul style="list-style-type: none"> ▪ Ability to manage own time and that of others in an unpredictable environment where there are competing demands (E) ▪ Ability to work without direct supervision (E) ▪ Ability to take the lead, initiate and ensure appropriate action in response to deteriorating patient (E) 	Interview
Special knowledge	<ul style="list-style-type: none"> ▪ Manual handling (E) ▪ Management of sub-cutaneous/IV therapy (E) ▪ IT Skills (E) ▪ Venepuncture (E) ▪ Catheterisation (E) ▪ Symptom management in specialist palliative care (D) ▪ Cannulation skills (D) 	Application / Interview
Aptitudes	<ul style="list-style-type: none"> ▪ Ability to work 24 hour shift pattern (E) ▪ Flexible (E) ▪ Reliable (E) ▪ Physically and mentally resilient to deal the demands of the role (E) ▪ Self motivated (E) ▪ Reflective Practitioner (E) ▪ Team Player (E) 	Interview