

## Job Description and Person Specification

|                                       |                              |
|---------------------------------------|------------------------------|
| <b>Job Title:</b>                     | Registered Nurse             |
| <b>Line Manager:</b>                  | In-patient Unit Manager      |
| <b>Professionally Accountable to:</b> | Director of Patient Services |

### JOB SUMMARY

The post holder will plan and carry out nursing care to Palliative patients within the In-Patient Unit, Community Team and Day Hospice without direct supervision. The post holder will take charge regularly in the absence of the Senior Nurse, liaising closely with the Multi-disciplinary team.

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 Auxiliary's and Volunteers

### CLINICAL RESPONSIBILITIES

- Will make initial and ongoing assessments of the total physical, emotional, spiritual, social and practical needs of patients and their family/carers, including implementation and evaluation of nursing care.
- To 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 and social 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 Weston Hospice care multidisciplinary team, the primary care team, Hospital staff, social services and others involved in the care of the patient.
- Safe administration of prescribed drugs as per Drug Policy
- Ensure adequate stock levels of medication and other supplies in conjunction with the In-Patient Unit Manager
- Adhere to Health and Safety Policies are adhered to and report any accidents, incidents and complaints
- Provide accurate and timely records of patient care
- Ensure safe handling of patient's property and valuables, and cash, as required.
- Utilise equipment / aids provided & ensure these are cleaned & maintained on good working order & report any defects
- To support bereaved relatives
- Delivering meals and providing drinks to patients, assisting with feeding and monitoring dietary intake

- Work within the WHC nursing policies and procedures and own professional boundaries, undertake appropriate aspects of nursing care required including specific relevant clinical skills gained following appropriate training, instruction, maintaining the highest possible standards
- Have a responsibility for contributing to keeping infections to an absolute minimum
- Promote patients and carers equality, diversity and 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/carer
- Participate in teaching programmes
- Participate in clinical supervision

### **PROFESSIONAL RESPONSIBILITIES**

- Respond Promptly and positively to resolve problems/issues for patients/carers utilizing the complaints procedure
- To be a safe practitioner & work within the Nursing, Midwifery Council Code of Professional Conduct (NMC)
- Maintain & develop own knowledge & skills ensuring compliance with the Post Registration Education & Practice (PREP) requirements
- Maintain continued membership of a professional body indemnity scheme
- Comply with the policies & procedures of WHC
- Keep up to date with statutory & mandatory training
- Participate in the Performance Review Process
- Will, at times, receive confidential and sensitive information and will deal with it according to policy
- Maintain a smart, professional appearance at all times in line with hospice policy
- Participate in Unit meetings and help promote new ideas to benefit patient care

### **RESEARCH & DEVELOPMENT**

- Assist in maintaining and improving patient care by taking an active part in audit, monitoring and research programmes as required

### **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

### **HEALTH AND SAFETY**

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

- 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
- Weston Hospicecare operates an In-house **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 must 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 result in dismissal.

**SCOPE OF JOB DESCRIPTION**

This job description reflects the immediate requirements and objectives of this 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.

This job description is subject to periodic review and amendment

**PERSON SPECIFICATION – REGISTERED NURSE**

| <b>Criteria</b>   | <b>Essential/<br/>Desirable</b>                                | <b>How<br/>Evidenced<br/>&amp; Assessed</b>                                |
|---|--|--|
| <b>Qualifications and Training</b>  |  |  |
| <ul style="list-style-type: none"> <li>▪ RGN</li> <li>▪ Relevant palliative care/oncology qualifications or willingness to work towards</li> <li>▪ Current NMC registration</li> <li>▪ Teaching qualification – communication skills module</li> </ul>  | <p>E</p> <p>E</p> <p>E</p> <p>D</p>                            | <p>A</p> <p>A/C</p> <p>A/C</p> <p>A/C</p>                                  |
| <b>Experience</b>   |  |  |
| <ul style="list-style-type: none"> <li>▪ At least 3 years experience with recent experience in an acute clinical environment</li> <li>▪ Evidence of personal development and updating</li> <li>▪ An interest in palliative care</li> <li>▪ Experience in palliative care/oncology</li> </ul>  | <p>E</p> <p>E</p> <p>E</p> <p>D</p>                            | <p>A</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>                                  |
| <b>Communication and people skills</b>  |  |  |
| <ul style="list-style-type: none"> <li>▪ Effective communication skills both written &amp; verbal with all members of the multi disciplinary team including out of hours advice line</li> <li>▪ Able to complete accurate and legible patient records</li> <li>▪ Good interpersonal skills</li> <li>▪ Ability to train others</li> <li>▪ Experience of dealing with distressed patients/carers</li> </ul> | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>                   | <p>A/I</p> <p>A</p> <p>I</p> <p>A/I</p> <p>A/I</p>                         |
| <b>Organisational Skills</b>  |  |  |
| <ul style="list-style-type: none"> <li>▪ Ability to manage own time &amp; that of others (Nursing Auxiliaries) in an unpredictable environment where there are competing demands</li> <li>▪ Ability to work without direct supervision</li> <li>▪ Ability to take the lead, initiate and ensure appropriate action in response to a deteriorating patient</li> </ul>                                      | <p>E</p> <p>E</p> <p>E</p>                                     | <p>A/I</p> <p>A/I</p> <p>I</p>   |
| <b>Special Knowledge</b>  |  |  |
| <ul style="list-style-type: none"> <li>▪ Manual Handling</li> <li>▪ Management of sub-cutaneous therapy</li> <li>▪ IT Skills</li> <li>▪ Venepuncture</li> <li>▪ Catheterisation</li> <li>▪ Symptom management in specialist palliative care</li> <li>▪ Management of intravenous therapy</li> </ul>   | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> | <p>A</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> |
| <b>Other Requirements</b>   |  |  |
| <ul style="list-style-type: none"> <li>▪ Reflective practitioner</li> <li>▪ Self motivated</li> <li>▪ Flexible</li> <li>▪ Reliable</li> <li>▪ Physically and mentally fit</li> <li>▪ Team player</li> <li>▪ Able to work 24 hour shift pattern</li> </ul>   | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> | <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>             |

**Key: E = Essential D = Desirable A= Application I = Interview C = Certificate**