

## JOB DESCRIPTION

'Happy to talk about Flexible Working'

<b>Job Title:</b>	Staff Nurse
<b>Department:</b>	Inpatient Unit – Erdington
<b>Hospice Band:</b>	A4C/Clinical Band 5
<b>Reports to:</b>	Ward Manager
<b>Responsible for:</b>	Band 2 and Band 3 staff
<b>DBS Required</b>	Enhanced

### Job Purpose

To assist in the provision and delivery of the highest possible standard of care to patients and their families in accordance with the Hospice vision and values.

### Main Duties and Responsibilities

#### Managerial and leadership

- To take charge of the ward as required.
- To supervise Band 2 and 3 staff.
- To demonstrate procedures and teach junior staff as appropriate.
- To participate in motivating and supporting ward staff and to mentor new staff as required.
- To facilitate and support change.

#### Clinical

- To be responsible for the assessment of care needs and the development, implementation, and evaluation of programmes of care for hospice patients.
- Ensure physical, psychological, emotional, and spiritual needs of the patient and their families/carers are met.
- Ensure that care is always patient centred.
- To administer drugs in accordance with Birmingham Hospice policy and the NMC standards of proficiency for registered nurses (2018).
- To work as part of the multidisciplinary team and take an active part in both ward rounds and Multidisciplinary Team meetings.
- To develop clinical expertise in palliative care and to undertake professional development.

- To ensure the NMC Code – Professional standards of practice and behaviour for nurses, midwives, and nursing associates (2018) is always upheld.
- To participate in research and audit as appropriate.
- To support student nurses in their placements.
- To ensure that all mandatory training is up to date in line with Hospice policy.

#### **Communication**

- Ensure effective communication with patients and their relatives and the wider multidisciplinary team.
- Exhibit excellent advanced communication skills.
- Ensure high standards of both written and verbal communication at all times.

#### **Financial**

- To ensure that resources are used in an efficient and cost-effective manner for the good of the patients.

#### **Health and Safety**

- To participate in and contribute to the maintenance of a safe working environment in accordance with the requirements of health and safety legislation to ensure the delivery of high quality, safe, patient-centred care.

### **General Duties**

#### **Confidentiality**

- All employees are required to uphold the confidentiality of all information records in whatever format, encountered in the course of employment and after it.
- All employees are bound by the requirements of the General Data Protection Regulations when, in the course of their employment, they deal with information records relating to individuals

#### **Equality and Diversity**

- The Hospice is committed to promoting an environment that values diversity. All staff are responsible for ensuring that they treat individuals equally and fairly and do not discriminate on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex and sexual orientation. The Hospice expects all staff to behave in a way which recognises and respects diversity in line with the appropriate standards.

#### **Health and Safety**

- All employees have a responsibility under the terms of the Health and Safety at Work Act 1974 to protect and promote their own health and that of others in the workplace
- All employees must comply with all Hospice Health and Safety Procedures

#### **Infection Control**

- The prevention and control of infection is the responsibility of everyone who is employed by the Hospice. Employees must be aware of infection control policies, procedures and the importance of protecting themselves and their clients in maintaining a clean and healthy environment.

#### **Information Governance**



- All employees are responsible for ensuring they undertake any training relating to information governance, read the Hospice's policies, procedures and guidance documents relating to information governance, and understanding how this affects them in their role.

#### **Professional Development**

- All employees must participate in an annual appraisal and develop a personal development plan with their Line Manager
- All employees are responsible for maintaining their statutory and mandatory training.

#### **Safeguarding Children, Young People and Vulnerable Adults**

- The Hospice is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All employees and volunteers are therefore expected to behave in such a way that supports this commitment.

**The job description is not exhaustive and may be amended following appropriate consultation in the light of business needs**



## PERSON SPECIFICATION

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<b>Hospice Band:</b>	A4c/Clinical Band 5

Requirements	Essential	Desirable	How identified
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>1<sup>st</sup> level registered nurse</li> </ul>	<ul style="list-style-type: none"> <li>Practice supervisor and assessor training</li> </ul>	A, C
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>Evidence of continuous professional development</li> </ul>		A, I
<b>Personal skills and attributes</b>	<ul style="list-style-type: none"> <li>Excellent standard of nursing care and clinical knowledge</li> <li>Excellent interpersonal skills</li> <li>High standards of documentation</li> <li>Ability to work as part of a multi-disciplinary team</li> <li>Adaptable and able to use initiative</li> <li>Interest in effective assessment and psychosocial care of patients with complex needs</li> <li>Time Management skills</li> <li>Competent with use of email, internet and Word</li> </ul>		A, I



	<ul style="list-style-type: none"><li>• Positive and enthusiastic</li></ul>		
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**A= Application form**

**I=Interview**

**T=Test**

**C=Certificate**

