

## JOB DESCRIPTION

**'Happy to talk about Flexible Working'**

|                         |                                                                    |
|-------------------------|--------------------------------------------------------------------|
| <b>Job Title:</b>       | Staff Nurse                                                        |
| <b>Department:</b>      | Inpatient Unit (IPU)                                               |
| <b>Hospice Band:</b>    | Clinical Band 5                                                    |
| <b>Reports to:</b>      | Lead Nurse – IPU                                                   |
| <b>Responsible for:</b> | Supervision of Band 2, Student nurses and other Clinical Trainees. |
| <b>DBS Required</b>     | Enhanced                                                           |

### Job Purpose

To deliver the highest possible standard of palliative and end of life care to patients and their families in accordance with the hospice values.

### Main Duties and Responsibilities

#### Managerial and Leadership

- To take charge of the ward when required.
- To supervise Band 2, Student nurses and other Clinical Trainees.
- To support and mentor ward colleagues in clinical procedures.
- To facilitate and support change.
- To attend and participate in MDT meetings and ward rounds.

#### Clinical

- To ensure that care is person centred and that the holistic assessment, development and evaluation of individual nursing care plans involving patients, families, and carers is appropriate.
- To give encouragement, support, time, reassurance, and advice to patients with palliative care needs, their families, and carers to promote informed choice.
- To administer drugs in accordance with Hospice policy and the Professional guidance on the safe and secure handling of medicines (2018)
- To work as an effective member of the multidisciplinary team.
- 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 students in practice and undertake practice supervisor and assessor training.
- To complete clinical skills training to maintain clinical competency.
- To participate in teaching and link nurse roles.
- To engage with clinical supervision.
- To work flexibly across all clinical areas in the hospice if required.

### **Communication**

- Ensure effective communication with patients and their relatives and the wider multidisciplinary team.
- To develop confidence and competence in undertaking difficult conversations including advanced care planning and conflict resolution.
- Demonstrate high standards of both written and verbal communication.

### **Health and Safety**

- To participate and support in 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.

### **Financial**

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

## **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 that 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 expected to behave in such a way that supports this commitment Pandemic or major incident
- In the event of a pandemic or major incident, the post holder may be asked to undertake other duties not necessarily commensurate to the banding of this role. This could include duties in any part of the Hospice. Prior to undertaking any duties, the member of staff will have full training and induction. We won't ask any member of staff to undertake duties for which they are not competent or where they feel unsafe in their environment or could put patients or themselves at risk.

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

## PERSON SPECIFICATION

|                      |                 |
|----------------------|-----------------|
| <b>Job Title:</b>    | Staff Nurse     |
| <b>Department:</b>   | IPU Selly Park  |
| <b>Hospice Band:</b> | Clinical Band 5 |

| Requirements                          | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                  | Desirable                                                                                                                                                                     | How identified                      |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| <b>Education and Qualifications</b>   | <ul style="list-style-type: none"> <li>NMC Adult Registered Nurse</li> </ul>                                                                                                                                                                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>Practice supervisor and assessor training</li> <li>Post registration education in palliative/end of life care or equivalent</li> </ul> | <p>A,C</p> <p>A,C</p> <p>A,C, I</p> |
| <b>Knowledge and Experience</b>       | <ul style="list-style-type: none"> <li>Demonstrates a clear interest in palliative and end of life care</li> <li>Evidence of multidisciplinary working</li> <li>Experience of co-ordinating workload of self and others</li> <li>Sound knowledge and application of up-to-date evidence-based care.</li> <li>Evidence of continuous professional development</li> <li>Excellent standard of nursing care and clinical knowledge</li> </ul> | <ul style="list-style-type: none"> <li>Palliative care experience</li> <li>Knowledge of hospice work</li> <li>Knowledge of symptom control and end of life issues</li> </ul>  | <p>A</p> <p>A, I</p> <p>A, I</p>    |
| <b>Personal skills and attributes</b> | <ul style="list-style-type: none"> <li>Ability to be flexible, reliable and responsible</li> <li>Excellent time management skills</li> </ul>                                                                                                                                                                                                                                                                                               |                                                                                                                                                                               | <p>A, I</p> <p>I</p>                |



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|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none"> <li>• Excellent communication skills, both written and verbal</li> <li>• Excellent diplomacy skills</li> <li>• Ability to communicate across diverse groups and communities and demonstrate equality in approach.</li> <li>• High standards of documentation</li> <li>• Ability to work as an integral part of the multi-disciplinary team.</li> <li>• Adaptable and able to use initiative.</li> <li>• Interest in effective assessment and psychosocial care of palliative patients with complex needs</li> <li>• Competent in IT skills including use of databases, email, internet, and Word</li> <li>• Positive and enthusiastic</li> </ul> |  | <p>A, I</p> <p>I</p> <p>I</p> <p>A, I</p> <p>I</p> <p>I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> |
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**A= Application form**

**I=Interview**

**T=Test**

**C=Certificate**

