

## Job Description/ Person Specification

<b>Job Title:</b>	IPU Team Leader
<b>Department:</b>	Inpatient Unit
<b>Reports to:</b>	Inpatient Unit Manager
<b>Location:</b>	Garden House Hospice Care, Gillison Close, Letchworth, SG6 1QU
<b>Hours Per Week:</b>	37.5
<b>Band:</b>	6

### Job Summary

To provide a high-quality specialist palliative care service to patients with a life limiting illness and to provide care and support for relatives and carers on the Inpatient Unit.

To support the IPU Manager in team leadership, ensuring optimum care standards for patients and families.

To support and lead the ward team under IPU Manager guidance, ensuring and practising under the NMC Code of Conduct and Hospice Values.

To support and oversee staff nurses, AP's, NA's and HCAs as well as student nurses to deliver direct and indirect care.

### Main Duties and Responsibilities

#### Clinical Responsibilities

- To deliver high standards of care directly, and indirectly by guiding and overseeing the staff nurses and unregistered workforce.
- Utilise your experience and specialist knowledge of palliative care to deliver appropriate symptom control, care and medication within agreed Hospice Guidelines, and support team members to develop these skills in practice.
- To be skilled in specialist communication, e.g., delivering significant news about disease progression, prognosis and dying and be skilled at supporting patients and families through this, as well as coaching other team members.
- To ensure that the dignity, safety and confidentiality of all patients is respected at all times and that all patients receive the highest possible standards of physical, psychological and spiritual care.
- To assess, plan, implement and evaluate care from the point of admission through to discharge or death.
- To ensure patients have the opportunity for personalised care and support planning that includes advance care planning, ReSPECT and treatment escalation planning.
- Participate in the hospice MDT, patient planning meetings, discharge planning and bereavement meetings as necessary.

- To promote a calm, dignified and informal atmosphere in the Hospice whilst maintaining a professional, safe environment for patients and staff.
- To be responsible for the accuracy and legibility of patient care records.
- To support and care for work colleagues whilst working in an emotionally stressful environment.
- To liaise with external agencies contributing to improving patient care.
- To provide a high standard of personalised and on-going after care for bereaved families and friends.
- To be responsible for the appropriate nutritional needs of individual patients.
- To maintain custody and storage of controlled and other drugs, checking and witnessing administration procedures as per the Hospice Drugs Policy.
- To develop and maintain effective relationships with all members of the multidisciplinary team to ensure collaborative working for the benefit of patient care.
- Uphold Practice standards according to Hospice Polices, raising concerns and reporting incidents appropriately.
- The Post Holder may be required to work across other hospice clinical services dependent on service need.

### **Professional Responsibilities**

- To act in accordance with the NMC Code of Conduct
- To act as a role model and promote excellence in nursing practice
- To work in accordance with Hospice policies and procedures and with national clinical guidelines.
- To be flexible in working pattern to meet the needs of the service including day, weekend and night shift working.
- Actively stay up to date with professional and clinical developments and ensure this is led through practice, after approval at relevant meetings.
- To implement Hospice policies and procedures and contribute to regular reviews and audits.
- Demonstrate a commitment to research-based practice and clinical excellence.

### **Management Responsibilities**

- To have an active role and responsibility in meeting and maintaining the necessary standards set by the Care Quality Commission
- To actively promote and lead on the NMC Code of Professional Conduct (2008) including issues of confidentiality, Data Protection and Information Governance.
- To record and monitor all accidents and untoward incidents and report them to the IPU Manager.
- To supervise and co-ordinate the running of the Hospice IPU in the absence of more senior staff.
- To support and oversee Student Nurses, new and Bank Nurses and Health Care Assistants to deliver care on a daily basis.
- To mentor, support and teach students on placement in the Hospice.
- To orientate, teach and support new and junior members of staff.
- To be responsible for ensuring Nursing cover to provide continuity of patient care, by assisting with an effective rota.
- To ensure effective communication is maintained within the team through formal and informal routes.
- To accept responsibility for specific administrative tasks as delegated by the IPU Manger
- To assist in setting up and monitoring of systems for the ordering of clinical stores.
- To assist in monitoring maintenance and repair programmes for all clinical equipment.
- To be a member of the clinical on call rota
- To ensure the cost-effective use of medical equipment and clinical stores.

### **Education and Audit**

- Maintain up to date professional development.
- To assist in the design and application of patient and carer satisfaction surveys to seek methods to constantly improve on existing standards.
- To participate in audit projects under the supervision of the IPU manager.
- To take responsibility for attending statutory and mandatory training and ensuring records of such training are kept up to date.

### **Confidentiality**

- The contractual relationship between the Hospice and its employees is founded on trust.
- Employees will treat as confidential all information regarding the business of the Hospice, suppliers, employees, consultants, patients, families and volunteers.

### **Health & Safety**

- Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees, patients, visitors, volunteers and the general public.
- All employees are required to adhere to the Fire Safety Policies and Procedures.
- Employees must ensure relevant risk assessments are completed as and when required.
- It is the responsibility of all employees to ensure that they comply with the Hospice Infection control practices, as outlined in the Health Act 2008 and staff must be familiar with the policies in the Organisation's infection control manual. This includes Infection Prevention and Control, Adult Hospice Policies and Safe Practice Guidance.
- The Hospice operates a no-smoking policy.

### **Purpose & Core Values**

- All Hospice staff are expected to work in line with Garden House Hospice Care Purpose and Core Values as these act as a value base which directly influences how all work activities are undertaken.
- The ethos of the Hospice should be apparent in the behaviours and attitudes of all employees as the work they undertake, whether it is direct or indirect care, is ultimately for the benefit of patients.
- The Purpose and Core Values are an integral part of all job descriptions, recruitment, the probationary period and performance and development reviews.

### **General**

- To always comply with the Hospice Information security policy and in particular, the confidentiality of electronically stored personal data in line with the Data Protection Act.
- It is the responsibility of all Hospice employees to fully comply with the safeguarding policies and procedures of the Hospice. As a Garden House Hospice Care employee, you must ensure that you

understand your role in protecting adults and children that may be at risk of abuse. Individuals must ensure compliance with their safeguarding training.

- The Hospice is committed to a policy of equal opportunities. A copy of our policy is available from the Human Resources department.
- All appointments are subject to pre-employment health screening, DBS and Right to Work checks.
- All employees are expected to comply with Garden House Hospice Care’s systems, guidelines, policies and procedures.

### Person Specification

Criteria	Essential	Desirable
<b>Qualification</b>	<p>Current NMC Registration</p> <p>RN educated to Diploma or Degree level</p>	<p>Recognised History Taking and Physical Assessment Training or willingness to undertake.</p> <p>Advanced communication skills and ReSPECT training</p> <p>Mentorship qualification or Practice Assessor and Practice supervisor training</p> <p>Leadership course/experience</p>
<b>Experience</b>	<p>A minimum of 2 years experience of life limiting disease management or palliative and end of life care</p> <p>Experience of team and ward management</p> <p>Experience of personalised care and support planning that includes advance care planning, ReSPECT and treatment escalation planning</p> <p>Experience of multidisciplinary team working</p>	<p>Experience of undertaking service evaluation</p>
<b>Knowledge</b>	<p>Able to demonstrate knowledge of research based clinical experience</p> <p>Ability to demonstrate knowledge of the needs of patients living with life limiting illness</p> <p>Able to demonstrate the governance needed to ensure safe delivery of care</p>	<p>Extended clinical knowledge and skills</p> <p>Evidence of further study relating to frailty, palliative care or end of life care</p> <p>Evidence of service development</p> <p>Non medical prescribing</p> <p>Understanding of relevant national policy and practice initiatives</p>

<p><b>Skills &amp; Abilities</b></p>	<p>Understands a high standard of patient care and works in accordance with the Nursing and Midwifery Council Code of Conduct and Practice</p> <p>Ability to assess complex needs of patients and plan, implement and evaluate appropriate nursing interventions</p> <p>Ability to lead team by acting as nurse in charge for shifts</p> <p>Ability to motivate nursing team and take initiative when appropriate</p> <p>Excellent interpersonal and written communication skills</p> <p>Time management skills</p> <p>Teaching skills, able to teach students, junior staff and other health care professionals</p> <p>IT skills with the ability to use electronic patient record systems</p> <p>Registered car driver with a UK licence.</p>	<p>To be able to support colleagues in stressful and emotional situations</p> <p>To be able to solve complex issues</p> <p>To be able to balance conflicting priorities and manage a challenging workload in a calm and professional manner</p> <p>Experience of the use of audit to support quality improvement</p> <p>Understanding of the process of introducing change and innovation into nursing practice.</p>
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