Job Description/ Person Specification

Job Title:	Registered Nurse – Hospice at Home
Department:	Hospice at Home
Reports to:	Community Services Manager
Location:	Garden House Hospice Care, Gillison Close, Letchworth, SG6 1QU & Patients' Homes
Hours Per Week:	15
Band:	5

Job Summary

Work closely with the wider MDT and Community Team to provide a high standard of individualised patient centred care to patients with a life limiting illness and to provide care and support for relatives and carers in Patients' homes.

To assist in the management and organisation of the nursing service including the teaching of junior staff and students.

Main Duties and Responsibilities

Clinical Responsibilities

- To provide knowledge and skills in caring for patients with life limiting illness/ Advancing illness.
- To assess, plan, implement and evaluate care in a patient led manner and work with the patient, their carers/relatives and the MDT to ensure the plan is understood and acceptable to the patient and their carers/relatives.
- To develop and maintain effective relationships with all members of the multidisciplinary team to ensure collaborative working for the benefit of patient care.
- To support the development and implementation of care pathways and of patient information.
- 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 liaise effectively with external agencies as appropriate.
- To attend and participate in meetings as appropriate.
- Ensure the continuity of care through comprehensive, accurate and timely recording and handover to other team members and the MDT as appropriate
- To provide a high standard of personalised and on-going after care for bereaved families and friends.
- Offer telephone advice to professional, patients and families and act as a resource for community healthcare professionals.
- To support work colleagues whilst working in an emotionally stressful environment.
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Professional Responsibilities
• To act as a role model and promote excellence in nursing practice. • To act in accordance with the NMC Code of Professional Conduct. • 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. • To provide mentorship and preceptorship to new starters, newly qualified staff and students and to encourage an effective learning environment. • To be responsible for junior members of staff. • To stay abreast of professional and clinical developments. • To demonstrate a commitment to research based practice and clinical excellence. • To undertake Personal Development Review (PDR) and to critically reflect on own performance through clinical supervision and mentoring. • To seek advice and support from Line Manager when necessary
Management Responsibilities
• To communicate with Line Manager in order to participate in the smooth running and organisation of the Unit. • To ensure nursing cover is provided to support the continuity of patient care. • To supervise and co-ordinate the running of the Hospice at Home service, in the absence of senior staff. • To support junior and senior colleagues in their roles. • To mentor, support and teach students on placement. • To take responsibility for specific administrative tasks delegated by Line Manager. • To ensure the cost-effective use of all resources. • To assist in monitoring maintenance and repair programmes for clinical equipment. • To record and monitor all accidents and untoward incidents and report them to Line Manager. • To manage verbal complaints and escalate to Line Manager when necessary.
Education and Audit
• To take responsibility for own continuing professional development and performance, including identifying own development needs. • To attend all statutory and mandatory training and ensure records of such training are kept up to date. • To ensure compliance with clinical competency assessments. • To contribute to the development of the Hospice at Home service, working alongside the Line Manager. • To participate in regular reviews and audit projects under the supervision of the Line Manager. • To participate in the induction of new staff to the Hospice at Home service

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
Qualification	Current NMC Registration RN educated to Diploma or Degree level Evidence of updated professional development	Palliative care qualification Mentorship qualification/ Practice Assessor and Practice Supervisor
Experience	Relevant clinical experience, including working in the community 1-2 years of relevant experience working both as part of a team and self-directed.	Placement or post qualification experience in a palliative care setting
Knowledge	Able to demonstrate sound clinical knowledge with an ability to link this to the specialty of palliative care. Able to demonstrate professional awareness and knowledge.	Extended clinical knowledge and skills
Skills & Abilities	Demonstrates a high standard of patient care and works in accordance with the Nursing and Midwifery Council Code of Conduct and Practice Excellent written and verbal communication skills Excellent problem-solving skills and ability to work with others to produce workable solutions Ability to balance conflicting priorities and manage a challenging workload in a calm and professional manner Good interpersonal skills and the ability to manage demanding and sensitive situations. A full UK driving licence and a car with insurance cover for business use	Advanced IT skills Evidence of introducing change and innovation into nursing practice. Day to Day Team Management, including taking charge of shifts when required