Job Description/ Person Specification

Job Title:	Registered Nurse
Department:	Inpatient Unit
Reports to:	Inpatient Unit Manager
Location:	Garden House Hospice Care, Gillison Close, Letchworth, SG6 1QU
Hours Per Week:	37.5
Band:	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 the families, carers and those close to them.

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

Main Duties and Responsibilities

Clinical Responsibilities

- To offer specialist knowledge and skills in caring for patients with life limiting illness and their carers.
- To assess, plan, implement and evaluate care from the point of admission through to discharge or death.
- 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 patients have the opportunity for personalised care and support planning that includes advance care planning, ReSPECT and treatment escalation planning.
- To have knowledge of and providing care to patients and families of different cultural, religious and ethnic backgrounds.
- Participate in the hospice MDT, patient planning meetings, discharge planning and bereavement meetings as necessary.
- 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 promote a calm, dignified and informal atmosphere in the Hospice whilst maintaining a professional, safe environment for patients and staff.
- To deliver high standards of care directly, and indirectly by guiding and overseeing the staff nurses and unregistered workforce on a daily shift by shift basis.
- 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.

Professional Responsibilities

- To actively promote and lead through the NMC Code of Conduct and Hospice Values
- Stay up to date with professional and clinical developments
- To implement Hospice policies and procedures and contribute to regular reviews and audits.
- Demonstrate a commitment to research-based practice and clinical excellence.
- Maintain and improve own competence and skills by attending Hospice education programmes or external courses as appropriate and as agreed with line manager.
- Attend and take part in reflective supervision sessions.

Management Responsibilities

- To have an active role and responsibility in meeting and maintaining the necessary standards set by the Care Quality Commission.
- To attend regular clinical supervision as part of a personal development process.
- To adhere to the NMC Code of Professional Conduct including issues of confidentiality, Data Protection and Information Governance.
- To develop and maintain effective relationships with all members of the multidisciplinary team to ensure collaborative working for the benefit of patient care.
- 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 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 lead on identified areas of responsibility 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 assist in promoting a healthy and safe working environment by ensuring compliance with all health and safety regulations and assisting in development and implementation of any policies to meet these standards.
- Contribute to development and delivery of Hospice strategies.

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 Unit working alongside the IPU Manager.
- To participate in audit projects to improve on existing standards under the supervision of the IPU manager

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	Degree/Diploma in Adult Nursing NMC Registration	Recognised History Taking and Physical Assessment Training or willingness to undertake. Advanced communication skills and ReSPECT training Mentorship qualification or Practice Assessor and Practice supervisor training Leadership course/experience
Experience	A minimum of 2 years experience of life limiting disease management or palliative and end of life care Experience of team and ward management Experience of personalised care and support planning that includes advance care planning, ReSPECT and treatment escalation planning Experience of multidisciplinary team working	Experience of undertaking service evaluation
Knowledge/	Able to demonstrate knowledge of research based clinical experience Able to demonstrate knowledge of the needs of patients living with life limiting illness Able to demonstrate the needs of the families, carers and those close to patients living with life limiting illness Able to demonstrate the governance needed to ensure safe delivery of care	Extended clinical knowledge and skills Evidence of further study relating to frailty, palliative care or end of life care Evidence of service development Non-medical prescribing Understanding of relevant national policy and practice initiatives
Skills & Abilities	Understands a high standard of patient care and works in accordance with the NMC Code of Conduct and Practice Ability to assess complex needs of patients and plan, implement and evaluate appropriate nursing interventions	To be able to support colleagues in stressful and emotional situations To be able to solve complex issues To be able to balance conflicting priorities and manage a challenging workload in a calm and professional manner

	Ability to lead team by acting as nurse in charge for shifts Ability to motivate nursing team and take initiative when appropriate Excellent verbal, non-verbal and written communication skills Time management skills Teaching skills, able to teach students, junior staff other health care professionals Computer skills with the ability to use electronic patient record systems	Experience of the use of audit to support quality improvement Understanding of the process of introducing change and innovation into nursing practice.