

## JOB DESCRIPTION

<b>Job Title:</b>	Registered Nurse, Palliative Care
<b>Department:</b>	Inpatient Unit
<b>Band:</b>	5
<b>Location:</b>	Garden House Hospice Care, Letchworth
<b>Responsible to:</b>	Inpatient Unit Manager
<b>Hours:</b>	Full Time 37.5 hours per week, Part Time available

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### Overall Aim

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 on the Inpatient Unit.

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

### Clinical Responsibilities

- To assess, plan, implement and evaluate care from the point of admission through to discharge or death.
- To provide specialist knowledge and skills in caring for patients with life limiting illness.
- To ensure that high standards of nursing care are maintained and to act when these are not being met.
- 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 develop and maintain effective relationships with all members of the multidisciplinary team to ensure collaborative working for the benefit of patient care.
- To liaise effectively with external agencies as appropriate.
- To attend and participate in meetings as appropriate.
- To maintain accurate and up to date patient care records.
- To have a willingness to take on extended roles and act as a Link Nurse within a defined area of interest/speciality.
- To promote a calm, dignified and informal atmosphere in the Hospice whilst maintaining a professional, safe environment for patients and staff.
- To provide a high standard of personalised and on-going after care for bereaved families and friends.
- To support work colleagues whilst working in an emotionally stressful environment.

## **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.
- To be aware of the principles of infection control in line with Hospice and Trust Policy ensuring high standards of practice in self and others to promote a safe environment for patients, staff and visitors.

## **Management Responsibilities**

- To communicate with the 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 Unit in the absence of senior staff.
- To support junior and senior colleagues in their roles.
- To mentor, support and teach students on placement in the Hospice.
- 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 promote a healthy and safe working environment by ensuring compliance with all health and safety regulations and to assist in the development and implementation of any policies to meet these standards.
- 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 Unit working alongside the Line Manager.
- 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 regular reviews and audit projects under the supervision of the Line Manager.

## **Key Working Relationships**

### ***Internal***

Multidisciplinary Team to include:

Medical Team  
Rehab and Wellbeing Team  
Family Support Team  
Hospice Community Team (CHC/H@H team)  
Chaplaincy Team  
Medical and Clinical Administration teams  
Volunteers  
Housekeeping  
Education Team  
Director of Patient Services  
Deputy Director of Patient Services  
Medical Director  
Chief Executive  
Senior Management Team/Executive Team  
Fundraising Team  
Marketing and Communications Team  
Finance team

### ***External***

Primary Health Care Team  
Frailty Teams  
Community District Nursing Leads  
Community Specialist Palliative Care Nurses  
Continuing Care Teams  
Social Services  
Intermediate Care Teams  
Voluntary Sector Groups  
Transport Services  
Hospitals and Hospices  
Nursing and Residential Homes

## **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, information with regard to and agreements with suppliers, and information gained about other employees and consultants.

## **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 and visitors.

## **General**

This job description is not an exhaustive list of duties but it is intended to give a general identification of the range of work undertaken and will vary in detail in the light of changing demands and priorities within the Department. Substantive changes in the range of work undertaken will be carried out in consultation with the job holder.

## **Core Values**

### **Caring and compassion**

We will care with compassion, communicate with honesty and sensitivity, facilitate understanding and choice and ensure both respect and dignity.

### **Accountability**

We will dedicate ourselves to safeguard and support our patients, their families, our volunteers and our staff by working to the highest professional and ethical standards.

### **Respect**

We will respect all regardless of their ability, age, gender, race or sexual orientation and we will not tolerate prejudice of any kind.

### **Excellence**

We will remain committed to continual learning and development to ensure we deliver excellence in all that we do.

## **Health and Safety**

- Ensure familiarity with procedures for dealing with incidents such as accidents or fire
- Attend fire lectures annually and take part in maintaining fire safety within the building
- Attend moving and handling training bi-annually and infection control training annually
- To ensure that all events are appropriately risk assessed for the safety of participants, staff, volunteers and the general public
- Ensure risk assessments are completed efficiently for all activities related to this role.

## **Additional responsibilities**

- There is a requirement to comply with all the Hospice policies, procedures and guidelines, including those relating to Health & Safety, confidentiality and the Data Protection Act, as required by Information Governance
- Each member of the hospice team has a responsibility to contribute to the clinical governance programme
- Each team member to take appropriate action to maintain the highest level of infection prevention and control.

## **Purpose and 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 duties**

- To comply at all times with the requirements of the Health & Safety regulations under the Health & Safety at Work Act (1974) and to take responsibility for the health and safety and welfare of others in the working environment ensuring that agreed safety procedures are carried out to maintain a safe environment
- To comply at all times with the Hospice Information security policy. Also to respect confidentiality of information about staff, patients and health service business 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
- The Hospice operates a no-smoking policy
- The role description gives a general outline of the duties of the post and is not intended to be an inflexible or finite list of tasks. It may be varied, from time to time, after consultation with the post holder
- All appointments are subject to pre-employment health screening
- It is the responsibility of all employees to ensure that they comply with the Hospice Infection control practises, 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
- All staff are required to implement infection control policies and practices, including hand hygiene, waste disposal, staff uniform and occupational health responsibilities, as detailed in the Hospice Policies
- It is the responsibility of all staff to ensure that they have evidence of annual/or otherwise infection control training as appropriate.

NB. The role description is a reflection of the current position and may change emphasis or detail in the light of subsequent developments, in consultation with the post holder.

**"team" refers to all members of staff including volunteers**

**Garden House Hospice Care is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**

## PERSON SPECIFICATION

Criteria	Essential	Desirable
<b>Qualification</b>	<p>Current NMC Registration</p> <p>RN educated to Diploma or Degree level</p> <p>Evidence of recent professional updating and relevant personal development</p>	<p>Palliative care qualification</p> <p>Mentorship qualification/ Practice Assessor and Practice Supervisor</p>
<b>Experience</b>	<p>Relevant clinical experience</p> <p>Relevant experience of working as part of a team and self-directed.</p> <p>Demonstrates professional awareness and knowledge.</p>	<p>Placement or post qualification experience in a palliative care setting</p>
<b>Knowledge</b>	<p>Able to demonstrate sound clinical knowledge with an ability to link this to the specialty of palliative care.</p> <p>Able to demonstrate professional awareness and knowledge.</p>	<p>Extended clinical knowledge and skills</p>
<b>Skills and abilities</b>	<p>Demonstrates a high standard of patient care and works in accordance with the Nursing and Midwifery Council Code of Conduct and Practice</p> <p>Excellent written and verbal communication skills</p> <p>Excellent problem solving skills and ability to work with others to produce workable solutions</p> <p>Ability to balance conflicting priorities and manage a challenging workload in a calm and professional manner</p> <p>Good interpersonal skills and the ability to manage demanding and sensitive situations.</p>	<p>Advanced IT skills</p> <p>Evidence of introducing change and innovation into nursing practice.</p>