

## JOB DESCRIPTION

<b>Job Title (incl. Adult or child).</b>	<b>Hospice at Home Night Nurse</b>
<b>Department</b>	<b>Hospice at Home Service</b>
<b>Reporting to</b>	<b>Hospice at Home Senior Nurse</b>
<b>Location</b>	<b>Little Havens</b>
<b>Hours and Days of work</b>	<b>Full Time 37.5hrs p/week</b>
<b>Salary</b>	<b>Band 6</b>
<b>Purpose of Role</b>	<ul style="list-style-type: none"> <li>To work as a member of the Community team ensuring a holistic package of care is provided to patients and families within their own home</li> <li>Enhance independence and quality of life and support provision of a variety of therapies, practical and emotional support to patients and their carers</li> <li>Ensure that the highest possible standards of specialist and supportive palliative nursing care are delivered to patients, responding to changing circumstances and demands.</li> <li>Establish effective working relationships with primary health care teams and other care providers</li> </ul>
<b>Main Duties &amp; Responsibilities</b>	<p>The following list is not exhaustive and is intended only to indicate the range of activities that the post holder will be required to undertake.</p> <p>Further duties and responsibilities may be added as identified from time to time and it is expected that the post-holder will accept all reasonable requirements and developments of the job.</p> <p><b>Provision of Care</b></p> <ul style="list-style-type: none"> <li>Competent to work alone or as part of the team with patients and their families in the home environment, under the guidance of the community sister.</li> <li>Willingness to work days, evenings, weekends to provide adequate cover for the patients and families. (Possibility of working some nights)</li> <li>Manage Community Nurses and Community Carers during shift to enable patients care needs are met.</li> <li>To be responsible for assessing the needs of patients, implementing and evaluating the care provided. Plan and review care provided to patients on a daily basis.</li> <li>Demonstrates a good understanding of NHS continuing health care assessments and supports the Havens Hospices Managed care service with assessments, reviews, attendance at MDT meetings to continue to develop the service.</li> <li>Contribute to the planning, delivery and evaluation of interventions and treatments with Community sister and palliative care nurses/consultant</li> <li>Has an in-depth knowledge of symptoms and anticipates changes</li> <li>To ensure that, as far as possible, family and / or carers are included in the care provided.</li> <li>To liaise with other professionals working within the primary and secondary care settings, regarding patient care when required.</li> <li>Uphold confidentiality at all times.</li> <li>Liaise with Havens Hospices Wellbeing Team</li> </ul>

- To ensure complete security of drugs and administer them safely in accordance with regulations.
- At all times to act as the advocate for the patient.
- To provide support for families and other carers, prior to and following a death, involving other agencies or disciplines when appropriate.
- Participate in the education of other professional and non professional staff in conjunction with the education department.
- Be prepared to mentor students from educational establishments on clinical placements in conjunction with the education department.

#### **Staff Responsibility**

- To assist the Community Sister in leading and developing the staff in the community team, encouraging effective communication, setting objectives and helping to foster a positive team spirit through regular team meetings.
- In the absence of the Community Sister to ensure that the caseload is adequately staffed at all times, including days off, and holidays in order to maintain levels of service and ensure cover for own holiday periods.
- In association with the Community Sister and Head of Community services, recruit, train, support and coordinate the work of the staff in accordance with Havens Hospices policies and procedures
- Conduct appraisals and performance reviews as and when required
- To be responsible for the day to day health & safety and welfare of staff, patients and families.
- To ensure that staff are adequately trained to enable them to fulfil their duties effectively

#### **Administration**

- To take responsibility, with other team members, for the smooth running of the community team
- To maintain accurate records on SystemOne and records in the patients home
- To take part in any audit of care services.

#### **Team / Organisational Work**

- To foster a 'can do' culture by actively seeking solutions to problems and being reactive to provide a responsive service to patients and families
- To foster a good working relationship with all Trustees, Executive and department staff with whom the job interacts
- To be responsible for conforming to the policies and procedures as set out in the staff handbook, including health & safety requirements and attending courses as directed
- To attend staff meetings as required

#### **Communication**

- To foster good relationships between all Fair Havens departments and with professional and lay people having contact with the organisation.
- To give to other members of staff, as well as receive from them, mutual support as needed.
- To communicate in a positive and effective way with other professionals in order to implement and evaluate care plans.
- Develop and maintain close working relationships with other statutory and voluntary agencies, ensuring continuity of patient/family support.
- To represent the community team at the daily referrals, MDT, managed care MDT when requested.

#### **Personal Development**

- To participate in annual appraisals
- Adhere to the NMC Code of Professional Conduct
- To identify own on-going educational needs and discuss with your line manager to achieve those development needs
- To be prepared to develop skills and competencies that are required to meet the demands of the role as it evolves over time period
- To always conduct yourself in a professional manner
- To carry out all aspects of your role positively and with enthusiasm

**Summary of Other Responsibilities & Duties**

- To actively follow the organisation’s policies and procedures, particularly in relation to Health and Safety, Equal Opportunities and Finance.
- To attend staff meetings and training as required.
- To be prepared to develop skills and competencies to meet the demands of the role as it naturally evolves over time.

**Personal Specification & Skills**

**Essential:-**

- GCSE level or equivalent in maths and English
- Current NMC pin number (registered nurse)
- Relevant post registration experience at Band 5 or above in Palliative Care, cancer care and/or within the community
- Intermediate keyboard and IT skills, working with Word, Excel and Outlook, Powerpoint
- Numeracy skills
- Excellent customer service
- Willingness to learn and develop new skills
- Ability to communicate sensitively and diplomatically with a wide range of people
- Ability to work on own initiative and work effectively within a team
- Ability to multi task and manage a busy and varied workload, working methodically and paying attention to detail
- Excellent judgement and good decision making skills
- Friendly, caring attitude towards people
- Committed to maintaining confidentiality
- Committed to Equal Opportunities
- Enthusiasm
- ‘Can do’ attitude
- Able to work flexible shift pattern which will include days/nights and weekends
- Car owner / driver or have access to own transport

**Desirable: -**

- Degree level study
- Experience of working in the charity sector
- Experience of working with volunteers
- MIPS or equivalent qualification
- Advanced communication skills training
- Phlebotomy and Cannulation skills

Expected Behaviour (Competencies)					
Core Competencies	Level 1	Level 2	Level 3	Level 4	Level 5
Working with Others			X		
Planning and Analysis			X		
Managing Change			X		

Customer Focus			X		
Communication, Drive & Impact			x		
<b>Copy of Job Description Issued to Current Job Holder</b>					
I have received a copy of the above job description and agree that this gives an accurate overview of the main duties and activities of my job role. I understand that the Company will review job descriptions on a regular basis and that my job role may change or be amended in order to meet the needs of the business.					
<b>FREDIE commitment</b>					
As an employer Havens Hospices is committed to the principles of FREDIE - Fairness, Respect, Equality, Diversity, Inclusion and Engagement. It is at the heart of everything we do as a care provider, an employer and a place to volunteer. As an organisation, we're committed to having an inclusive working environment that respects and welcomes people from all backgrounds and abilities, to remain true to our Values and Vision of 'Making every day count.					
<b>Safeguarding statement</b>					
Havens Hospices is committed to safeguarding and promoting the welfare of children, young people and adults at risk. Havens expects all staff and post holders to share this commitment. References: A minimum of two referees must be obtained, one of which should be the current or most recent employer and both should be able to testify to the suitability for the role and whether there is any known reason why any candidate should not work with vulnerable groups. The charity will request a check via The Disclosure and Barring Service (DBS) for roles that require contact with children, young people and vulnerable adults and these must be obtained prior to commencing employment with the charity.					
<b>Name</b>			<b>Date</b>		

Last Update: December 2021