

JOB DESCRIPTION
Band 5 Nurse

Job Title	Staff Nurse
Department	Children & Young People
Reporting to	Departmental Manager
Location	Little Havens Children's Hospice
Hours of Work	Across 24/7 period
Key Relationships:	Patients Parents & carers Staff Doctors Managers External healthcare providers Volunteers
Purpose of Role	<ul style="list-style-type: none"> To work as a member of the multidisciplinary care team, providing and managing holistic care to Children & Young People (CYP) who have life limiting conditions and /or who are terminally ill and dying. Enhance independence and quality of life and support provision of a variety of therapies, practical and emotional support to patients/children & young people and their carer's. Ensure the highest possible standards of specialist and supportive palliative nursing care are delivered to patients, responding to changing circumstances and needs.
Main Duties & Responsibilities	<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. 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><u>Provision of care</u></p> <ul style="list-style-type: none"> Responsible for assessing and managing the needs of Children & Young People; assessing, planning, implementing, and evaluating the care following clearly defined policies, protocols, procedures, or codes of conduct. Ensure nursing care is delivered to the highest standard and reflects the needs of children and young people. Ensure that, as far as possible, family and / or carers are included in guiding the care provided and can deliver care where it is safe, and they

wish to do so.

- Maintain confidentiality at all times.
- Liaise with other professionals working within primary and secondary care settings, regarding care when required.
- Accountable for adhering to medicines management policy.
- Always act as an advocate for children and young people.
- Provide support for families and other carers, prior to and following a death, involving other agencies or disciplines when appropriate.
- Assist medical staff in chaperoning patients, supporting discussions and management of their care.
- Participate in the education of other professional and non-professional staff.
- Be prepared to mentor students from educational establishments on clinical placements.
- Work as part of a team supporting the CYP Community Team at end of life when needed.

Team / Organisational Work

- Nurture a proactive team culture by actively seeking solutions to problems.
- Foster a good working relationship with all Trustees, Executive and department staff with whom the job interacts.
- Responsible for conforming to the policies and procedures as set out by the organisation, including health & safety requirements.
- Deputise for the Nurse in Charge when necessary.
- Attend staff meetings as required or instructed to do so.

Communication

- Provides and receives complex and confidential information concerning patients, requiring empathy, persuasion and reassurance.
- Communicates effectively to encourage trust and open communication with colleagues, patients, and visitors.
- Record communications and patient information succinctly and accurately in the Patient Administration System.
- Fosters positive relationships, contributing to the creation of a welcoming, caring, safe and supportive environment for patients, staff, volunteers, and visitors to Havens Hospices.
- Gives and receives mutual support from, other members of staff as needed.
- Develop and maintain effective working relationships with other statutory and voluntary agencies, ensuring continuity of patient/family support.
- Liaise with other members of the MDT and pass on information at changes of shift.
- Contribute to patient discussions and meetings.

Administration/ Management / Training

- Take responsibility, with other team members, for the smooth running of the day-to-day service.

- Make and receive phone calls and use other information-based technology to support effective administration communication.
- Maintain timely, accurate records using the patient administration systems.
- Takes personal responsibility for resources including equipment & people.
- Occasionally participate in audit, surveys research and development activities

Personal Development

- Participate in appropriate internal and external educational programmes to ensure continued professional development and accurate and up to date knowledge.
- Participate in appraisals, clinical supervision and one to one meetings with line manager.
- Take personal responsibility for completing statutory and mandatory training in a timely manner to comply with hospice policy.
- Share knowledge and skills with other members of the team and mentor others as requested.
- Always conduct yourself in a professional manner
- Abide by legal requirements and NMC statutory codes of practice.

Other

- Promote the philosophy of hospice and palliative care through demonstration of the mission and values.
- Ensure compliance with relevant health and safety and other organisational policies and procedures.
- To act in a manner that safeguards the interests of beneficiaries and upholds public trust and confidence in the hospice.
- Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency and security of information as appropriate. Take personal responsibility for all personal data within own working environment.
- Such other duties temporarily or on a continued basis, as may reasonably be required, commensurate with your grade.

This is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not possible to reach agreement we reserve the right to make reasonable changes to your job description which is commensurate with your grade after consultation with you.

Personal Specification & Skills	<p><u>Essential</u></p> <p>First Level Degree or Diploma in Nursing and Current Registration with the NMC.</p> <p>Experience of working with children or young people</p> <p>Knowledge of safeguarding</p> <p>Proficient ability to work with IT systems including Word, Teams, MS office.</p> <p>Demonstrates evidence-based practice and is willing to learn and develop new skills.</p> <p>Ability to communicate sensitively and diplomatically with a wide range of people.</p> <p>Ability to work on own initiative, manage a busy and varied workload and work effectively within a team.</p> <p>Ability to concentrate on clinical tasks, working methodically and paying attention to detail.</p> <p>Friendly, caring attitude towards people.</p> <p>Always maintains confidentiality.</p> <p>Committed to Equal Opportunities</p> <p>Enthusiasm and positive attitude towards the improvement and development of care</p> <p>Able to work flexible shift pattern which will include days/nights and weekends.</p> <p>Able to tolerate long periods of standing and physical activity for the purposes of providing care (i.e. transferring patient/clients from a bed to a chair or similar).</p> <p>Able to manipulate a range of clinical equipment to deliver patient care where there are narrow margins for error</p> <p><u>Desirable</u></p> <p>Experience of working with people who have special needs.</p> <p>Palliative Care experience</p> <p>Experience of working in the Charity sector.</p> <p>Experience of working with Volunteers.</p> <p>Car owner / driver with a valid licence or have access to own transport with business insurance and willing to travel across Essex when required</p>
	<p>Expected Behaviour (Competencies)</p>

Core Competencies	Level 1	Level 2	Level 3	Level 4	Level 5
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Working with Others			x		
Planning and Analysis			x		
Managing Change		x			
Customer Focus		x			
Communication, Drive & Impact			x		
Advantage Competencies	Level 1	Level 2	Level 3	Level 4	Level 5
Managing Ambiguity	x				
Influencing, Negotiating & Decision Making	x				
Leadership	x				
Copy of Job Description Issued to Current Job Holder					
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.					
Safeguarding statement					
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.					
Name			Date		

Last Update: March 2022