

JOB DESCRIPTION

Job Title: Band 6 Nurse

Department: In Patient Unit

Hours of Work: Across the 24-Hour period

Location: Fair Havens

Responsible to: Pamela Houghton-Clarke

Responsible for: In patient Care

Key Relationships:

- Staff
- Managers
- Patients
- External healthcare practitioners
- Volunteers

Job Purpose:

To regularly co-ordinate the a shift of nurses and Healthcare Assistants to ensure the safe and effective running of the team, providing holistic care to people who have life limiting conditions and /or who are terminally ill and dying. Enhancing independence, quality of life and the support provision of a variety of therapies, offering practical and emotional support to all patients and their carers, whilst ensuring the highest possible standards of specialist and supportive palliative nursing care is delivered, responding to changing circumstances and needs.

Principal Responsibilities:

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.

Provision of care

- Regularly takes responsibility for being the nurse in charge, managing frequent changes and leading the shift.
- Responsible for delegating workload to staff, ensure nursing care is delivered to the highest standard and reflects the needs of the patient
- 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 patient
- 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.

Team / Organisational Work

- Clearly make and effectively communicate decisions to staff, patients and colleagues including volunteers
- Assist the departmental manager with 1 to 1's and generic staff support
- Nurture a proactive team culture by actively seeking solutions to problems.
- Responsible for conforming to the policies and procedures as set out by the organisation, including health & safety requirements.
- 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

- Act as a link nurse/trainer for a specialist areas of practice i.e infection control, students, tissue viability
- Take responsibility, with other team members, for the smooth running of the day-to-day service.
- Maintain timely, accurate records using the patient administration systems.
- Takes personal responsibility for resources including equipment & people.
- Undertakes surveys and audit as necessary.

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.
- Participate in appropriate internal and external educational programmes to ensure continued professional development and accurate and up to date knowledge.
- Participate in annual clinical supervision and appraisal.
- 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.

June 2022

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
<p>EDUCATION AND QUALIFICATIONS</p> <ul style="list-style-type: none"> • First level Degree or Diploma in Nursing • Current registration with the NMC • Post registration education and training up to Post Graduate Diploma level or equivalent i.e management, palliative care 	<ul style="list-style-type: none"> • Leadership qualifications & course attendance
<p>KNOWLEDGE AND EXPERIENCE</p> <ul style="list-style-type: none"> • Knowledge of safeguarding • Demonstrable experience of managing a nursing shift and teams of staff 	<ul style="list-style-type: none"> • Experience of working in the charity sector • Experience of working with volunteers • Palliative care experience • Experience of working with people who have special needs
<p>KEY SKILLS</p> <ul style="list-style-type: none"> • Able to manipulate a range of clinical equipment to deliver patient care where there are narrow margins for error • Ability to concentrate on clinical tasks, working methodically and paying attention to detail. • Proficient ability to work with IT systems including Word, Teams and MS Office • Ability to communicate sensitively and diplomatically with a wide range of people • Demonstrates evidence-based practice and is willing to learn and develop new skills 	

<p>PERSONAL QUALITIES</p> <ul style="list-style-type: none"> • Self-motivated • Flexible and adaptable in approach • Able to work as part of a team • Able to plan and manage busy and competing workloads • Problem solver/Creative thinker • Strong communicator and negotiator • Attention to detail • Friendly, caring attitude towards people 	<ul style="list-style-type: none"> • Driven by a charitable mission
<p>OTHER</p> <ul style="list-style-type: none"> • Understanding of the requirement to work over and above working hours as needed. • 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). • Committed to safeguarding and promoting the welfare of children, young people and adults at risk. • Committed to Health and safety • Committed to equal opportunities and inclusion • Committed to continued professional development • Compliance to Data Protection Act 2018 and GDPR principles/requirements 	<ul style="list-style-type: none"> • Full UK driving license • Full covid vaccination

MONTH 2022