

JOB DESCRIPTION

Staff Nurse – Little Havens IPU

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HAVENS HOSPICES

CONTROLS ASSURANCE STATEMENT

The purpose of this job description is to outline the level of responsibility and accountability of this post. This will ensure that all work undertaken by our staff is identified and lines of accountability made clear.

POST TITLE: Staff Nurse - Little Havens IPU

ACCOUNTABLE TO: Head of Children & Young Person's Services

RESPONSIBLE TO: Ward Manager

LOCATION: Little Havens IPU

Our Vision

'Making every day count'.

Our Mission

"To offer the best possible palliative and supportive care, free from fear and barriers, where the patient and those important to them are always put first".

Our Values

Care and Compassion, Commitment, Community, Courage, Integrity

MAIN PURPOSE OF JOB - SUMMARY

To work as a member of the multidisciplinary care team, providing and managing 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.

KEY DUTIES AND RESPONSIBILITIES

MAIN DUTIES

1. Responsible for assessing and managing the needs of patients in the Little Havens Inpatient Unit/CYP: assessing, planning, implementing, and evaluating the care, following clearly defined policies, protocols, procedures, or codes of conduct.
2. Ensure nursing care is delivered to the highest standard and reflects the needs of the patient/CYP.
3. 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.
4. Always maintain confidentiality.
5. Liaise with other professionals working within primary and secondary care settings, regarding care when require.
6. Accountable for adhering to medicines management policy.
7. Always act as an advocate for the patients/CYP.
8. Provide support for families and other carers, prior to and following a death, involving other agencies or disciplines when appropriate.
9. Assist medical staff in chaperoning patients, supporting discussions and management of their care.
10. Participate in the education of other professional and non-professional staff.
11. Be prepared to mentor students from educational establishments on clinical placements.
12. Work as part of a team supporting community hospice services.
13. To participate in the moving and handling of vulnerable patients, often involving specialist lifting and handling equipment.
14. Risk of exposure to bodily substances defined as hazardous.
15. Rigorous adherence to organisational infection prevention policies and procedures including the use of personal protective equipment.
16. Nurture a proactive team culture by actively seeking solutions to problems.
17. Foster a good working relationship with all Trustees, Executive and department staff with whom the job interacts.
18. Responsible for conforming to the policies and procedures as set out by the organisation, including health & safety requirements.
19. Deputise for the Nurse in Charge when necessary.
20. Attend staff meetings as required or instructed to do so.
21. Provides and receives complex and confidential information concerning patients, requiring empathy, persuasion, and reassurance, often in distressing situations.
22. Communicates effectively to encourage trust and open communication with colleagues, patients, and visitors.
23. Record communications and patient information succinctly and accurately in the patient record.
24. Fosters positive relationships, contributing to the creation of a welcoming, caring, safe and supportive environment for patients, staff, volunteers, and visitors to Havens Hospices.
25. Gives and receives mutual support from, other members of staff as needed.

26. Develop and maintain effective working relationships with other statutory and voluntary agencies, ensuring continuity of patient/family support.
27. Liaise with other members of the MDT and pass on information at changes of shift.
28. Contribute to patient discussions and meetings.
29. Take responsibility, with other team members, for the smooth running of the day-to-day service.
30. Make and receive phone calls and use other information-based technology to support effective administration communication.
31. Maintain timely, accurate records using the patient administration system
32. Takes personal responsibility for resources including equipment & people.
33. Occasionally participate in audit, surveys research and development activities
34. Abide by legal requirements and NMC statutory codes of practice.

GENERAL

1. The post holder must acquire and maintain an up to date working knowledge of all Charity Strategies, Policies & Procedures.
2. The post holder will assist in ensuring the economical use and ordering of materials and equipment, maintaining an awareness of the need for good housekeeping, and helping to ensure expenditure is within budgetary limits.
3. The post holder will maintain strict confidentiality within the Hospice and ensure that all staff and volunteers under their management adhere to the Charity's confidentiality guidelines.
4. The post holder will undertake any other duties which are consistent and relevant to the post.
5. The post holder will liaise with other services to ensure continuity of care, and to improve palliative care for patients in the community.
6. This job description is not an exhaustive list of duties and responsibilities. The post holder will be expected to undertake other duties temporarily or on a continued basis, as may be reasonably required, commensurate with the grade associated with this post.
7. You must be sympathetic to and able to project the philosophy and concept of the Charity.
8. You will potentially have access to confidential data on staff and/or patients and/or services within the Hospice. Failure to maintain confidentiality and comply with the Data Protection Act 2018 and UK GDPR principles may lead to disciplinary action which could ultimately lead to dismissal.
9. You will be expected to produce work to a high standard and to always promote quality in all areas.
10. The managerial and clinical philosophy of the Charity is based on a multidisciplinary approach. Staff regardless of grade or discipline are required to participate in this concept.
11. You are responsible for familiarising yourself with matters relating to Health & Safety management as they affect you personally, your department and/or the Charity.
12. You will be expected to participate in regular 121/supervision meetings, and annual appraisals, for yourself and/or the staff you manage.
13. The post holder will be expected to abide by all legal requirements required for this post, including adhering to any relevant Codes of Conduct and principals, and being registered with any governing body required to legally practice.

SMOKING POLICY

Havens Hospices is committed to a policy which actively discourages smoking and adheres to current legislation while allowing for patient choice. Please refer to the Charity's Smoking Policy.

EQUAL OPPORTUNITIES

Havens Hospices operates an Equality, Diversity and Inclusion Policy and expects staff to have a commitment to these in relation to employment and service delivery. Staff are expected to take personal responsibility for these principals and requirements.

Havens Hospices promotes diversity through achieving genuine equality of opportunity. The organisation aims to recognise and value differences between individuals, such as age, disability, sex/ gender, race, religion or belief, marital status or civil partnership, gender reassignment, pregnancy / maternity and sexual orientation. Only by embracing people with different backgrounds can we fulfil our Vision and Mission.

Havens Hospices is committed to defining each person's responsibilities in support of this policy, ensuring that our policies and procedures are fair and equitable; raising awareness of the needs of traditionally disadvantaged groups; and eliminating discrimination, bullying and harassment within the Charity by making unlawful discrimination a disciplinary offence. This policy applies to recruitment, selection, and vacancy advertising.

SAFEGUARDING STATEMENT

Havens Hospices is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Charity recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults, and families in their care. Staff are required to comply with all Charity policies and guidelines relating to Safeguarding.

CHANGES TO THIS JOB DESCRIPTION

You have the responsibility to discuss any job changes with your Line Manager at the time the change occurs and agree any permanent substantial change.

SIGNATURE: (Employee)

DATE:

SIGNATURE: (Line Manager)

DATE:

**HAVENS HOSPICES
PERSON SPECIFICATION
Staff Nurse - Little Havens IPU**

REQUIREMENTS	ESSENTIAL	DESIRABLE
Qualifications	• First level Degree or Diploma in Nursing • Current registration with the NMC • Completed UK nursing preceptorship. • Registered Children's Nurse	
General Experience	• Knowledge of safeguarding practices and procedures. • Ability 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. • Intermediate IT skills and proficient with systems including Word, Teams, Outlook, Excel, and Teams. • Ability to communicate sensitively and diplomatically with a wide range of people. • Demonstrates a good standard of evidence based practice and is willing to learn and develop new skills. • 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).	• Experience of working in the charity sector • Experience of working with volunteers • Palliative care experience. • Experience of working with people who have special needs.
Job Related Skills	• An understanding of confidentiality and data protection issues • Excellent written and verbal communication skills • Ability to use Microsoft Office (including Word, Excel, PowerPoint, Outlook, Teams), databases, other relevant software and systems, and the internet to an intermediate level. • Ability to update and maintain records, databases, and other systems accurately and efficiently.	

	• Ability 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. • 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.	
Personal Skills	• Ability to prioritise and plan own workload to meet deadlines. • Ability to be proactive, use initiative, and resolve problems to ensure service delivery. • Ability to build and maintain good working relationships with stakeholders and manage expectations around what can be delivered within clear professional boundaries. • Meticulous in terms of attention to detail, able to deliver with speed whilst working within tight timescales and under pressure. • Ability to manage competing demands whilst maintaining resilience and a positive outlook in challenging circumstances to deliver calm, measured, and professional service.	• Driven by charitable mission
Other Requirements	• Willing to undertake courses appropriate to personal development within role. • Willing to commit to industry professional standards, codes of practice and legislation. • Empathy with the Charity's mission, vision, and values. • Committed to safeguarding and promoting the welfare of children, young people, and adults at risk. • Committed to equal opportunities and inclusion. • Understanding and commitment to safeguarding principals & requirements. • Full UK Driving Licence and access to own vehicle.	