

## JOB DESCRIPTION

### JOB INFORMATION

**Job Title**        **Staff Nurse**  
**Department**   **Fair Havens In Patient Unit**  
**Reporting to**   **Ward Sister**  
**Location**        **Fair Havens**  
**Grade**            **Band 6**

#### PURPOSE OF ROLE

- To work as a member of the multidisciplinary team ensuring a holistic package of care is provided to those using the In Patient Unit.
- Ensure that the highest possible standards of specialist and supportive palliative nursing care are delivered to patients, responding to changing circumstances and demands.
- To manage and shift lead the in-patient unit when required
- To work as part of a team to support Havens Hospices.

#### MAIN DUTIES AND 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

- To be responsible for assessing the needs of patients, implementing and evaluating the care provided.
- Would manage the IPU patient caseload during a shift, including the management and support of the nursing team.
- Plan and review care provided to patients on a patient needs basis.
- Contribute to the planning, delivery and evaluation of interventions and treatments with IPU Advanced nurse practitioner sister and hospice consultant.
- Has an in-depth knowledge of symptoms and anticipates changes in patients' condition and reacts accordingly?
- To ensure that, as far as possible, family and / or carers are included in the care provided.
- To ensure that the nursing care is delivered to the highest standard and reflects the needs of the patients.
- To provide support for families and other carers, prior to and following a death, involving other agencies or disciplines when appropriate.
- At all times to act as the advocate for the patient.

- To ensure complete security of drugs and administer them safely in accordance with regulations.
- To 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
- To liaise with other professionals working within the primary and secondary care settings, regarding patient care when required.
- Liaise with Havens Chaplain/members of the Chaplaincy team supporting the spiritual care of patients.
- Act as a role model and mentor for nursing staff working in the IPU, specifically supporting band 5 staff nurses and Nursing assistants to develop their knowledge within palliative care and their nursing skills.
- Responsibility for carrying out regular 121 meetings with allocated IPU nursing staff.
- 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.

### **Team / Organisational Work**

- To foster a 'can do' culture by actively seeking solutions to problems
- 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

### **Administration**

- To take responsibility, with other team members, for the smooth running of the In-Patient Unit.
- To maintain accurate records
- To take part in any audit of care services.

### **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 In-Patient Unit at the daily referrals / admissions meeting when requested.
- Take part in daily patient discussion meetings.

### **Personal Development**

- 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.

**Expected Behaviour (Competencies)**

<b>Core Competencies</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>
Working With Others			X		
Planning and Analysis			X		
Managing Change			X		
Customer Focus			X		
Communication, Drive & Impact			X		
<b>Advantage Competencies</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>
Managing Ambiguity					
Influencing, Negotiating & Decision Making					
Leadership					

**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.

<b>Name</b>	<b>Date</b>
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PERSONAL SPECIFICATION			ASSESSMENT METHOD		
Requirements	Essential	Desirable	Application	Interview	Test
<b>Qualifications and Experience</b>	At least 2 years Palliative Care experience in hospital or community setting	Experience of working in the Charity sector	X	X	
	Degree level study	Experience of working with Volunteers	X	X	X
	MIPS or equivalent qualification	Management/leadership qualification	X	X	
	Current NMC pin number (registered nurse)		X	X	
<b>Skills and Abilities</b>	Intermediate keyboard and IT skills, working with Word, Excel and outlook, powerpoint	Phlebotomy and Cannulation skills	X	X	X
	Numeracy skills	Non-medical prescriber qualification		X	
	Excellent customer service		X	X	X
	Willingness to learn and develop new skills			X	
	Ability to communicate sensitively and diplomatically with a wide range of people		X	X	X
	Ability to work on own initiative and work effectively within a team			X	X
	Ability to multi task and manage a busy and varied workload, working methodically and paying attention to detail			X	X

<b>Attitudes and Values</b>	Friendly, caring attitude towards people  Committed to maintaining confidentiality  Committed to Equal Opportunities  Enthusiasm  'Can do' attitude			X  X  X  X  X  X	
<b>Personal Circumstances</b>	Able to work flexible shift pattern which will include days/nights and weekends	Car owner / driver or have access to own transport	X	X	