

**JOB DESCRIPTION**

**JOB INFORMATION**

**Job Title**      **Staff Nurse**  
**Department**   **Fair Havens In Patient Unit**  
**Reporting to**   **Ward Sister**  
**Location**      **Fair Havens**  
**Grade**         **Band 5**

<b>PURPOSE OF ROLE</b>
<ul style="list-style-type: none"> <li>• To work as a member of the multidisciplinary team ensuring a holistic package of care is provided to those using the In Patient Unit.</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>• To work as part of a team to support Havens Christian Hospice.</li> </ul>
<b>MAIN DUTIES AND 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. 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><u>Provision of care</u></b></p> <ul style="list-style-type: none"> <li>• To be responsible for assessing the needs of patients, implementing and evaluating the care provided.</li> <li>• To ensure that the nursing care is delivered to the highest standard and reflects the needs of the patients.</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 Chaplain/members of the Chaplaincy team supporting the spiritual care of patients.</li> <li>• To ensure complete security of drugs and administer them safely in accordance with regulations.</li> <li>• At all times to act as the advocate for the patient.</li> <li>• To provide support for families and other carers, prior to and following a death, involving other agencies or disciplines when appropriate.</li> </ul>

- Assist medical staff in chaperoning patients, supporting discussions and management of their care
- 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.
- To work as part of a team supporting community hospice services.

### **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 participate in annual appraisals
- 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.

<b>Expected Behaviour (Competencies)</b>					
<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					
<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>Name</b>			<b>Date</b>		

PERSONAL SPECIFICATION			ASSESSMENT METHOD		
Requirements	Essential	Desirable	Application	Interview	Test
<b>Qualifications and Experience</b>	1 years experience in a healthcare environment post qualification	Degree level study	X	X	
	GCSE level or equivalent in maths and English	Palliative Care experience	X	X	X
	Current NMC pin number (registered nurse)	Experience of working in the Charity sector	X	X	
		Experience of working with Volunteers	X	X	
		MIPS or equivalent qualification	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			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
<b>Attitudes and Values</b>	Ability to multi task and manage a busy and varied workload, working methodically and paying attention to detail			X	X
	Friendly, caring attitude towards people			X	
	Committed to			X	

	<p>maintaining confidentiality</p> <p>Committed to and/or respectful of Haven's Christian ethos and care philosophy</p> <p>Committed to Equal Opportunities</p> <p>Enthusiasm</p> <p>'Can do' attitude</p>			<p>X</p> <p>X</p> <p>X</p> <p>X</p>	
<b>Personal Circumstances</b>	<p>Able to work flexible shift pattern which will include days/nights and weekends</p>	<p>Car owner / driver or have access to own transport</p>	X	X	