Job Description

Job Title:	**Registered Nurse**
Hours per week:	
Department:	**In Patient Unit**
Reports to:	**Team Leader**
Direct Reports:	**None**
Budgetary Control:	**None**
DBS Disclosure:	**Enhanced with Adult Barring**
Date Prepared:	**September 2021**

JOB SUMMARY/PURPOSE:

To work as part of a multi-professional team providing palliative nursing care interventions for patients and their families in the hospice setting.

KEY DUTIES & RESPONSIBILITIES:

1. Work collaboratively with other Health care professionals to provide patient care which promotes best practice and maintains the patient's optimum independence.

2. Work with patients and families to create management plans addressing their individual physical, psychosocial and spiritual needs reflecting the holistic principles of palliative care and promoting dignity at all times.

3. Develop clinical expertise in palliative care in order to provide excellent patient care and to recognise the need for, instigate and interpret clinical investigations to address reversible causes of symptoms. Develop competency in the use of E-searcher, IBIS and Somerset.

4. Develop knowledge in symptom control to ensure the patient's symptoms are adequately addressed, and to guide other members of the health care team.

5. Recognise signs of dying to enable discussion with patients and families regarding choices at end of life, to initiate anticipatory prescribing so that symptoms can be addressed.

6. Ensure syringe driver competency is maintained and yearly mandatory drug calculation test is completed.

7. Work within the boundaries of a multi-disciplinary team, contribute to multi- disciplinary discussions and refer to other members of the team to enhance patient care.

8. To demonstrate effective communication skills with patients, carers and other health care professionals both face to face and via the telephone to share and gather information, offer support and advice and, initiate conversations with patients and their families to enable them to make informed decisions about their care at 'end of life'. Initiate conversations surrounding advance care planning ensuring patients and carers are aware of choices at each stage.

9. To plan, organise and allocate staff according to competencies, workload and patient dependency to provide excellent patient care and best use of resources.

10. Undertake the role of shift co-ordinator.

11. To assist the In Patient Unit Team Leader and Nurse Manager to supervise Health Care Assistants and support them in areas in which they need development to enable the team to provide an excellent standard of care.

12. To complete the Registered Nurse competencies within an acceptable time frame, and also provide competency folder for validation when requested to do so.

13. To take part in clinical audit and undertake risk assessments in line with St Wilfrids Hospice clinical governance.

14. Represent the hospice by attending and participating in internal and external meetings providing a level of expertise that will enhance its credibility.

15. Develop presentation skills to actively contribute to education and training both internally and externally as part of sharing good practice to enhance patient care.

16. To maintain accurate records, written and computerised. To maintain minimum data requirements for accessing and recording information in accordance with St Wilfrid's documentation standard, NMC Guidelines for Records and Record Keeping (2009),NMC Code of Professional Conduct (2008) and St Wilfrid's Information Governance Policies.

17. To be flexible within the hospice and within working hours to provide appropriate delivery of service on a rolling seven day rota basis.

18. Develop and maintain practical skills such as venepuncture, management of PICC lines, male / female catheterisation.

19. To maintain active registration on the Nursing and Midwifery Council register and meet the requirements of nurse revalidation.

General Duties & Responsibilities

1. Maintain confidentiality at all times.

2. Contribute to close working relationships with all staff and to help to build an open and honest culture that facilitates learning, creativity and excellence.

3. Undertake any other duties at the request of the line manager which are commensurate with the role including project work and absence cover.

4. Comply with the policies and procedures of St Wilfrid's Hospice at all times.

5. Participate fully in the performance management process and undertake Continuing Professional Development as required.

6. Achieve and demonstrate agreed standards of personal and professional development within agreed timescales.

7. Demonstrate our values in the way you carry out your responsibilities: Professional, Respectful, Compassionate and Progressive.

St Wilfrid's Hospice is a registered charity. It relies on the local community for a major proportion of its income through fundraising. For this reason it is expected that all members of staff will endeavour to support the fundraising activities of the Hospice, taking appropriate opportunities to explain the way the Hospice operates. We want to encourage staff, when possible, to attend, in a voluntary capacity, at least two fundraising activities a year.

This job description will be reviewed as necessary and may be amended to meet the changing needs of the organisation. This job description has been agreed between the post holder and St Wilfrid's Hospice.

Employee's signature:	Manager's signature
Print name:	Print name:
Date:	Date:

PERSON SPECIFICATION

Job title: Registered Nurse

Department: Inpatient Unit

Date: September 2021

DETAIL	ESSENTIAL	DESIRABLE	EVIDENCE
EDUCATION AND QUALIFICATIONS	• Current NMC registration	• Evidence of recent CPD • Nursing degree or diploma in palliative care/oncology or working towards this • Mentorship qualification • Clinical supervision qualification	• Application Form • Interview
EXPERIENCE	• Recent experience • Evidence of good practice	• Minimum of two years recent experience in palliative care	• Application Form • Interview
SPECIFIC SKILLS & KNOWLEDGE	• Excellent communication and interpersonal skills • Understanding of current professional nursing issues relating to palliative care • Ability to use initiative • Ability to prioritise workload • Computer literate • Knowledge of Data Protection principles and Information Governance • Ability to demonstrate effective delegation skills • Ability to demonstrate leadership skills	• Experience in research audit, standard setting and/or clinical governance	• Application Form • Interview

PERSONAL QUALITIES	• Flexible • Ability to work autonomously • Awareness of the need for sensitivity and confidentiality • Empathetic • Team player		• Application Form • Interview
OTHER FACTORS	• Able to travel to sites other than the main Hospice base • Ability to work flexible shifts • Able to attend team meetings, on a regular basis which maybe outside normal working pattern		• Application Form • Interview