

EAST LANCASHIRE HOSPICE

Registered Charity No: 1075653

Job Title	Staff Nurse IPU
Accountable to	Head of Department

KEY PERFORMANCE AREAS

- Work effectively as a team member to provide excellent standards of patient care within the Inpatient Unit
- Be responsible for the assessment planning and evaluation of effective programmes of care for patients seeking support were needed
- Be responsible for delivery of care to individual patients within their team, ensuring compliance with legislation and best practice
- Be responsible for evaluating that care is planned and delivered in accordance with care plans and making relevant changes as necessary
- Prioritise own workload and direct as appropriate the work load of others based upon patient need
- Ensure that patients and their carers receive the highest standards of care at all times
- Take responsibility for a shift as delegated
- Hold the keys to the Controlled Drug Cupboard when in charge being accountable for access to the Controlled Drug Cupboard
- Take responsibility for the 24hour health professional advice line working within established protocols as delegated
- Maintain clear, accurate documentation in accordance with NMC guidelines
- Attend multi-disciplinary meetings as appropriate within the unit/hospice
- Contribute to the discussions regarding patients they are caring for including liaising with healthcare professionals
- Provide opportunities to patients and relatives to discuss care and raise issues
- Responsible for complying with health and safety procedures
- Work as an effective team member offering support to colleagues as required
- Ensure confidentiality is maintained at all times and information relating to patients and personnel is only used in connection with authorised duties

PROFESSIONAL RESPONSIBILITIES

- Maintain appropriate and respectful professional relationships with colleagues and other staff
- Exercise good personal time management, punctuality, appearance and consistent reliable attendance
- Act as an ambassador for the East Lancashire Hospice promoting at all times the hospice mission, values, and acting in a way to uphold public confidence
- Conduct duties with regard to the hospice's stated values that:
 - Patients are individuals and have a right to respect, privacy, dignity and choice
 - Staff are vital to the hospice's success, and it is their contribution which provides the hospice with its quality service and reputation
 - Our services should be focused on meeting our patients' requirements
 - Value for money is achieved making the most effective use of available resources
- Ensure that personal actions and conduct apply with hospice policies and procedures
- Ensure effective use of hospice resources.

PERSONAL DEVELOPMENT

- Access mandatory training appropriate to the role
- Participate in the hospice appraisal system and access training opportunities to improve own knowledge and skills
- Participate in the education and training of others as appropriate to the role.

MANAGING SERVICES

- Ensure a safe environment by ensuring the reporting of hazards and incidents, completion of relevant risk assessments, investigation of incidents and implementation of risk reduction measures
- Ensure effective use of all resources within allocated budget
- Be involved in the ordering of all department supplies, ensuring that required items are ordered promptly and cost implications are considered
- Respond to staffing crisis in being flexible in responding to rescheduling of days off
- Supports the systems in place to effectively manage resources
- Support investigations for incidents/complaints they are involved with
- Support the audit process
- Actively participate in change management
- Support the use of information technology taking responsibility for inputting clinical data as required on to the hospice data collection systems

MANAGING PEOPLE

- Maintain appropriate and respectful relationships with colleagues, volunteers, hospice patients and hospice visitors.
- Be driven, motivated and committed to the hospice and its core values
- Participate in the education and training of others as appropriate
- Act on any key messages, information, developments are communicated as directed
- Ensure that personal actions and conduct comply with hospice policies and procedures
- Ensure the effective use of hospice resources
- Work with other professions to support effective inter-disciplinary team working

STATUTORY DUTIES

- Ensure the security of information accessed in the course of your duties ensuring compliance with the Data Protection Act, Caldecott principles and information governance best practice guidance
- Report any hazards or incidents in accordance with the Health Safety and Risk Management Policy and procedures
- Comply with the East Lancashire Hospice 'no smoking' policy in all hospice premises and grounds
- Be responsible for maintaining own vaccinations including Hepatitis B immunity (as applicable).
- Ensure that infection control measures are followed in relation to your role
- Work at all times to safeguard the rights of individuals promoting their wellbeing and protecting those at risk from harm, acting on any concerns related to safeguarding children and adults at risk in line with policy and local guidance
- Work at all times to respect people's individuality, rights and diversity to ensure equality

WORKING HOURS

- The post holder will work their contracted hours flexibly rotating through days and nights with flexible shift patterns to meet the needs of the unit

- Rosters will provide a minimum of two days protected as days off with all other days off being able to be changed in the event of staffing issues within the organisation

NOTES

This job description reflects how the post currently meets the needs of the service. Since the Hospice is constantly developing and changing its services to ensure it meets the needs of the community it serves, the role and responsibilities of the post holder may change accordingly.

This job description will be reviewed annually at the annual PDR and may change as is deemed necessary.

ACCEPTANCE OF JOB DESCRIPTION

I confirm I accept the duties contained in the above job description.

NAME:
(PRINT)

SIGNED: **DATE:**

EAST LANCASHIRE HOSPICE
Person Specification Template – Staff Nurse

Date	Post	Recruiting manager		
		Essential	Desirable	Tested By
Experience	E1 Previous palliative care experience		√	Application/ Interview/ Reference
	E2 Be enthusiastic conscientious about nursing in a specialist palliative care environment	√		Application/ Interview/ Reference
	E3 Evidence of recent relevant study		√	Application/ Interview/
	E4 Evidence of personal development		√	Application/ Interview/
Qualifications	Q1 1st level registration with NMC	√		Application/ Interview
	Q2 Diploma in Nursing Palliative care qualification or related subject		√	Application/ Interview
	Q3 Evidence of continuing Education		√	Application/ Interview
	Q4 Act as associate mentor		√	Application/ Interview
Knowledge	K1 Awareness of current legislation within the independent care sector		√	Application/ Interview
	K2 Awareness of and committed to meeting the needs of the Care Quality Commission		√	Application/ Interview
	K3 Awareness of current issues in Specialist palliative care		√	Application/ Interview
Skills	S1 Able to plan, implement and evaluate care	√		Application/Interview
	S2 Basic communication skills	√		Application/Interview
	S3 Clear and accurate written and verbal communication skills	√		Interview/Reference
	S4 Able to manage priorities under Pressure	√		Application/Interview
	S5 Ability to participate in change at clinical level	√		Application/Interview
	S6 Able to communicate effectively with patients, visitors and colleagues	√		Application/Interview
Personal Attributes	PA1 High level of self-motivation	√		Interview/Reference
	PA2 Flexible not only in working hours but in supporting all areas within the hospice	√		Interview/Reference
	PA3 Ability to work as part of a team	√		Interview/Reference