

JOB DESCRIPTION

Job Title:	Band 6 Registered Nurse – Inpatient Unit
Reports to:	Ward Manager
Location:	Tapping House, Wheatfields, Hillington PE31 6BH
Hours of work:	Days and Night Shifts

JOB PURPOSE

The post holder will be responsible for delivering the highest standard of palliative care to patients and their families under the care of Tapping House. Care is provided within the hospice inpatient unit 24 hours a day, seven days a week and aims to support patient choice and access to excellent end of life care and support.

As a core member of the care team and a member of the wider multidisciplinary team, the successful candidate will be involved in assessing and developing appropriate plans of intervention and support for patients and their families, providing advice and signposting to other services as required as well as ensuring effective, timely communication.

As a Band 6, there is an expectation of experience of leadership of shifts, with the support of the Ward Manager, ANPs, Hospice Doctors and our Associate Director of Care – Quality to ensure effective flow of patients across the services, as well as providing mentoring and role modelling for less experienced colleagues. You will be involved in helping to facilitate the education and support of qualified and unqualified staff and to participate in the development of nursing practice across the hospice.

Care provision shall reflect evidence based practice, in line with legal requirements, statutory rules and Hospice policies relating to practice, and the NMC Code of Conduct.

MAIN DUTIES

Clinical

- Assess, plan, implement and evaluate care for patients in a way that reflects the Hospice philosophy.
- To provide hands-on nursing care to all patients respecting their wishes and maintaining their dignity.
- Ensure the cultural and spiritual needs of patients are recognised and accommodated within resources available.
- Support Pre-admission reviews and monitoring of referrals received.
- Manage discharge planning where appropriate
- Promote a multi-disciplinary approach to care by ensuring effective communication is maintained between all staff, volunteers, patients and their families and attend weekly MDT's where appropriate
- Be proactively involved with incident and risk reviews, cascading learning from events.
- Promote the Hospice Record Keeping policy ensuring all care plans and patient documentation are completed appropriately
- Mentor and support new staff
- Become a Professional role model
- Participate in ward rounds when appropriate
- Develop knowledge in pain and symptom control and maintain personal, professional and clinical skills.
- Ensure safe running of controlled drugs ensuring safe record keeping and adequate supplies.
- To be responsible, in conjunction with the Nurse in charge, for maintaining a safe environment for patients and their families within the hospice.
- To be a 'link professional or 'champion' with agreed responsibilities for the organisation (e.g. Infection Control, Continence, Tissue Viability), providing regular feedback through meetings / notice board presentations.
- Contribute to teaching programmes.
- To assist trained staff in dealing with patients/relatives/visitors who are distressed or anxious, and report to nurse in charge.

Managerial

- Co-ordinate the care for a given shift in the absence of the Nurse in charge.
- Provide designated fire officer coverage for wards and Hospice in absence of Senior Staff (e.g. over-night).
- In conjunction with other team members monitor levels of stock and medication.
- Ensure, by close liaison with Nurse in charge, that staffing for all subsequent shifts within the working week have sufficient staff at the appropriate skill mix. Highlight any staff sickness or gaps in duty rosters to Nurse in charge, ensuring HR aware of any staff absences.
- Carry out return to work absence meetings and appraisals of a 2-3 Palliative Nursing Assistants (B3).

Educational

- Act as a mentor for, trainees and a preceptor for junior staff.
- Contribute to the Hospice education programme, and foster an environment of continual learning and development.
- Ensure patients' and families' educational and information needs are met.
- Maintain own educational and professional portfolio in line with own professional requirements; and to work towards Professional Competency Standards of a Band 6 Hospice Practitioner.
- Participate in clinical audit programmes or research projects where appropriate
- To attend clinical supervision within the organisation; and to monitor professional and personal development through the Hospice appraisal system.

Professional

- Ensure continued, effective professional registration and revalidation.
- Be aware of the relevant Code of Professional Conduct and be accountable for own practice.
- Be aware of the relevant Scope of Professional Practice and ensure competency to undertake duties allocated.

- Ensure professional portfolio is kept and updated in accordance with professional registration recommendations.
- To assist trained staff in dealing with patients/relatives/visitors who are distressed or anxious, and report to nurse in charge.
- To deal with initial complaints and conflict (if approached directly by a patient/relative/visitor) as required, in a polite, calm manner and report to the nurse in charge.
- Complete the palliative care competencies for the hospice within a designated time frame.

Any other duties as may be required.

General

- To uphold the Hospice's vision and values at all times



Tapping House...

C A R E S
Compassion Accessibility Respect Excellence Spark

Our Vision
Every person affected by a life-limiting condition will be offered choice and access to excellent **rest-of-life** care and bereavement support.

Our Strategy

- > Ensure patients and their families remain at the **heart** of our service
- > **Grow** our sustainable income to cover annual costs and **build** reserves
- > Recruit and retain the **highest calibre** staff to enable the delivery of **excellent care**
- > Identify and embed a programme of continuous **quality** improvement
- > **Empower** staff, volunteers and communities through development and provision of **innovative** education programmes

Tapping House
Living well, dying well, never alone

- Carry out all duties in accordance with the Hospice's policies and procedures including but not limited to health & safety, code of behaviour, confidentiality and equality, diversity & inclusion.
- Promote awareness of the Hospice, its services and its strategy.
- Work collaboratively and respectfully with all staff, volunteers and supporters of the Hospice.
- Promote and support the safeguarding of vulnerable adults, young people and children, observing and adhering the Hospice's policies on safeguarding.
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.

- This post is subject to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, and such will be necessary for a submission for disclosure to be made to the Disclosure and Barring Service to check for any previous criminal convictions.

This job description is not intended to be exhaustive and will be reviewed periodically to ensure that the needs of the service are being met.

PERSON SPECIFICATION
Inpatient Unit Registered Nurse - Band 6

	ESSENTIAL	DESIRABLE
KNOWLEDGE & EXPERIENCE	<p>Awareness of professional responsibilities.</p> <p>Knowledge of current palliative care issues</p> <p>Palliative care experience.</p> <p>Evidence of excellent inter-personal skills</p> <p>Medicines administration + Competent with syringe driver use</p>	
QUALIFICATIONS	Registered Health Practitioner e.g. NMC	Palliative Care qualification
SKILLS APTITUDE & ABILITIES	<p>Ability to prioritise work and to co-ordinate workload.</p> <p>Ability to assess, plan and evaluate patient care needs according to individual needs.</p> <p>Has good verbal and written communication ability.</p> <p>Computer literate</p> <p>Driver</p>	<p>Organisational and managerial skills</p> <p>Teaching skills</p>
DISPOSITION / ATTITUDE / MOTIVATION	<p>Flexibility in shift/ working patterns to meet the needs of the service</p> <p>Is able to participate as a team member</p>	