

JOB DESCRIPTION

Job Title: Registered Nurse - Band 6 – Inpatient Unit & H@H

Reports to: IPU Clinical Manager and Hospice at Home Clinical Manager

Location: Tapping House, Hillington PE31 6BH

Hours of work: Days and Night Shifts on both IPU and Hospice at Home/Rapid Response

JOB PURPOSE

The main purpose of this role is to act as liaison between IPU and Hospice at Home by working across both services on a rotational basis. The post holder will be responsible for delivering the highest standard of palliative care to patients and their families who are under the care of Tapping House. Care is provided within the hospice inpatient unit and the community across 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 post holder is 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. The post holder will provide leadership and support to colleagues to ensure patient flow and support decision making in patient care.

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 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
- Promote the Hospice Record Keeping policy ensuring all care plans and patient documentation are completed appropriately
- Mentor and support new staff
- Act as a professional role model
- Participate in ward rounds when appropriate
- Develop knowledge in symptom management and maintain personal, professional and clinical skills.
- Ensure safe management of controlled drugs
- To be responsible, in conjunction with the nurse in charge, for maintaining a safe environment for patients and their families within the hospice, promoting these principles when supporting families in their own homes
- To work with the MDT to support patients/relatives/visitors who are distressed or anxious.

Managerial

- Co-ordinate the care for a given shift when delegated to do so by the Clinical Manager.
- When working on IPU, provide designated fire officer coverage for IPU and the Hospice environment when delegated to do so (e.g. over-night).
- In conjunction with other team members monitor levels of stock and medication and order as appropriate.
- Carry out return to work absence meetings and appraisals for PNAs as delegated by the Clinical Manager.

Educational

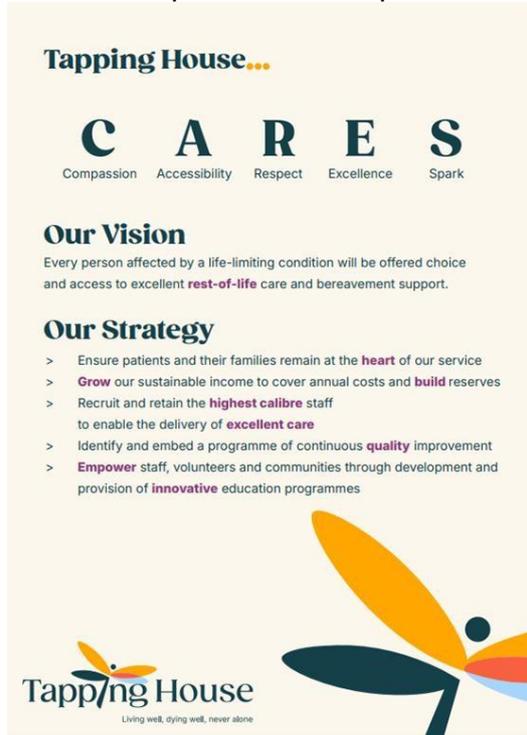
- Act as a mentor for trainees and a preceptor for junior staff.
- Contribute to the Hospice education programme, and foster an environment of continual learning and development.
- Ensure patients' and families' educational and information needs are met.
- Maintain own educational and professional portfolio 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 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 Clinical Manager or Associate Director of Care and Quality.
- Any other duties as may be required.

General

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



- 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.

Information Security, Confidentiality, and Records Management:

- The role requires adherence to organisational policies concerning information security, data privacy, and confidentiality. The employee is responsible for safeguarding sensitive information, ensuring secure handling and storage of records, and maintaining compliance with applicable data

protection regulations. This includes actively participating in Information Governance training, reporting potential security incidents, and managing records in accordance with Tapping House's Retention Archiving and Destruction of All Hospice Records Policy.

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

	ESSENTIAL	DESIRABLE
KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none"> • Awareness of professional responsibilities. • Knowledge of current palliative care issues • Palliative care experience. • Evidence of excellent interpersonal skills • Medicines administration and competent with syringe driver use 	<ul style="list-style-type: none"> • Experience of working in the community
QUALIFICATIONS	Registered Nurse	<ul style="list-style-type: none"> • Palliative Care qualification
SKILLS APTITUDE & ABILITIES	<ul style="list-style-type: none"> • Ability to prioritise work and to co-ordinate workload. • Ability to assess, plan and evaluate patient care needs according to individual needs. • Has good verbal and written 	<ul style="list-style-type: none"> • Organisational and managerial skills • Teaching skills

	<p>communication ability.</p> <ul style="list-style-type: none"> • Computer literate • Driver (manual car as hospice cars are all manual) 	
DISPOSITION / ATTITUDE / MOTIVATION	<ul style="list-style-type: none"> • Flexibility in shift/ working patterns to meet the needs of the service • Is able to participate as a team member 	
OTHER	<ul style="list-style-type: none"> • Full UK Driving Licence 	