

## Job Description



<b>Job Title:</b>	Registered Nurse
<b>Reports to:</b>	Inpatient Unit Nursing Team
<b>Location:</b>	Bury Hospice
<b>Purpose of Role:</b>	<p>To provide professional patient centred palliative and end of life care, ensuring the highest possible standards of care are received by patients and their significant others.</p> <p>To continually develop clinical expertise and act as a positive role model promoting a high standard of care within the Hospice.</p> <p>To act in accordance with the Nursing Midwifery Council (NMC) code of professional conduct and Bury Hospice code, policies and procedures.</p>
<b>Hours:</b>	Full Time – 37.5hrs per week - Flexible to cover 7 day service, including rotation onto nights.
<b>Salary:</b>	Band 5 -£29,970 - £36,483 per annum (AFC 2024/2025)
<b>Closing Date:</b>	

### MAIN DUTIES & RESPONSIBILITIES

- Using a patient-centred approach and evidenced based practice, assess, plan, implement and evaluate patient care in accordance with patient and family needs.
- Ensure care is co-ordinated from admission to discharge including the continuing healthcare process, to ensure smooth and timely transition between care settings, helping to avoid unnecessary delay to patients' discharge.
- Negotiate appropriate referral to other hospice services, in accordance with patients and significant others' needs
- Ensure that patients and carers receive accurate current information relevant to their need and that this is done regularly as appropriate

- Liaise with the multi-disciplinary team regularly to ensure timely delivery of care and multi-professional collaboration. E.g. participation in the hospice/community weekly MDT meetings and daily hospice admission meetings.
- Administer medication and treatment as prescribed in accordance with the NMC's code and Bury Hospice policies and guidelines and the RPC 10 Rights of Safe Medication Administration.
- Use appropriate communication skills with patients, carers and relatives, including those with language and cultural differences, facilitating informed consideration that enables choice to be made concerning treatments and future care.
- Maintain contemporaneous patient records, utilising electronic and written records as appropriate.
- Be aware of the nature of the palliative care environment and end of life care, recognising the needs of patients and carers, by providing emotional, psychological and spiritual support, ensuring appropriate signposting to other specialist services when required.
- Act as patient advocate in the face of difficult conversations or situations, acting in the best interests of patients and carers and in accordance with the Mental Capacity Act (2005).
- Support Consultant / Doctor ward rounds within the department ensuring the effective and timely dissemination and communication of patient information to relevant parties and the maintenance of contemporaneous nursing records following the ward round.
- To act as a clinical role model for Junior Staff and Students and; ensuring evidence based practice is followed, support the continuous improvement of care and development of the team.
- Manage own time effectively in order to maintain high standards of nursing care and professional efficiency, be flexible to meet service need.
- In the absence of the ward Clinical Lead/Team Leader; allocate work with due regard to continuity, multi-professional action plans, up to date assessment of patients need and staff expertise.
- Contribute to the annual performance appraisal by supporting the IPU Lead in conducting appraisals for some of the team where appropriate.
- Help maintain a pleasant and safe environment for patients, staff, volunteers, visitors and staff.
- Utilise the electronic rota system (StaffCare) to view the rota and request leave.
- Ensure NMC registration status is in date and Revalidation completed in a timely manner.
- Involvement in audits and continuous improvement projects

## **ORGANISATIONAL RESPONSIBILITIES**

- To adhere to all Bury Hospice standards, policies and procedures.
- To take responsibility for own personal learning and development, and to support the learning and development of others and the organisation as a whole; a commitment to completing all training required and refreshing training as appropriate.
- To conduct all work in a manner reflective of the organisational values and behaviours.
- To comply with General Data Protection Regulation (GDPR); and Duty of Candour where applicable. An understanding of and commitment to the appropriate handling of all confidential data.

- To raise and escalate any safeguarding concerns appropriately and in accordance with Bury Hospice's Safeguarding Policy.
- To implement Bury Hospice's Health & Safety policy, ensuring all duties are carried out using safe and appropriate working practices in adherence with statutory regulations and guidelines.
- To promote awareness of, and respect for, equality and diversity in accordance with Bury Hospice policies and procedures.
- To follow Hospice processes in relation to incident reporting with the understanding that this enables continual learning and improvement across all operations.
- To protect service users, visitors, employees and volunteers by observing Infection Prevention and Control policies and procedures.
- To embrace the organisational culture of volunteering and to understand the responsibilities of all employees in relation to role managing volunteers.
- To organise your own work and to ensure that it is accurate, meeting all quality targets and required deadlines.
- To actively engage in fundraising within the Hospice and for the hospice. Abide by the Hospice Code of Conduct

This job description is not exhaustive and serves only to highlight the main requirements of the role. The line manager may stipulate other reasonable requirements; the job description will be reviewed regularly and may be subject to change.



## Person Specification



**Role: Registered Nurse (Band 5) - IPU**

It will be determined whether an applicant meets all of the required criteria from a combination of information provided during the initial application and interview process.

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>EDUCATION &amp; QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>● NMC Registration Level 1.</li> <li>● Evidence of ongoing professional development</li> </ul>	<ul style="list-style-type: none"> <li>● Diploma in Palliative Care/recognised post registration palliative care qualification.</li> </ul>
<b>SKILLS, KNOWLEDGE &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>● 1 years' post registration experience, preferably within Palliative Care, Oncology and/or End of Life Care</li> <li>● Knowledge of Safeguarding</li> <li>● Demonstrate evidence-based practice and a willingness to learn and develop new skills</li> <li>● Excellent communication skills.</li> <li>● Ability to be flexible and respond to change in a positive manner.</li> <li>● Excellent patient record keeping skills.</li> <li>● Ability to manage risk effectively</li> <li>● Ability to prioritise workload.</li> <li>● Experience of working within an MDT</li> <li>● Knowledge of IT &amp; ability to use IT appropriately in the workplace</li> </ul>	<ul style="list-style-type: none"> <li>● Experience and evidence of mentoring students</li> <li>● Evidence of audit and research experience.</li> <li>● Ability to demonstrate competency in the use of McKinley syringe drivers and medicines administration.</li> <li>● Evidence of understanding and insight into current issues in nursing within a hospice environment.</li> <li>● Awareness of current legislation and policy relevant to end of life.</li> <li>● Understanding &amp; Knowledge of Advance Care Planning, Gold Standard Framework &amp; Karnofsky</li> <li>●</li> </ul>

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>PERSONAL ATTRIBUTES &amp; QUALITIES</b>	<ul style="list-style-type: none"> <li>● Flexible approach to working patterns and the changing needs of healthcare</li> <li>● Commitment to quality and professional standards.</li> <li>● Ability to use a diplomatic and logical approach.</li> <li>● Ability to work autonomously or as part of a team.</li> <li>● Ability to act as an advocate for patients and their families.</li> <li>● Represent the Hospices' work and values.</li> <li>● Attend training/events as required.</li>   <li>● Have a passion for palliative care and a desire to learn</li> <li>● You are able to collaborate with colleagues across different departments, engaging in projects or working groups within the Hospice.</li> <li>●</li> </ul>	<ul style="list-style-type: none"> <li>● Awareness of the Hospices charitable status and its reliance upon charitable donations which are influenced by clinical care delivery and the professionalism of hospice personnel.</li> </ul>
<b>ANY OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>● All employees have a duty and responsibility to protect and safeguard children and vulnerable Adults. They must therefore be aware of child protection procedure and who to contact within the Trust for further help and guidance.</li> <li>● Appointments require appropriate DBS clearance.</li> <li>● Full clean and current driving licence required.</li> </ul>	

## **PRE-EMPLOYMENT CHECK**

Upon offer of employment this post will be subject to satisfactory references and an enhanced check with the Disclosure and Barring Service.

*COVID-19 vaccination remains the best way to protect yourself, your family, your colleagues and of course our patients from the virus when working in healthcare settings. Whilst COVID-19 vaccination is not a condition of employment at this time, we do encourage our staff to get vaccinated. We will request the vaccination status of new starters so that we can continue to manage individual and environmental risks, and so that we can offer support to those who may be undecided about vaccination.*