

## Job Description

<b>Position:</b>	Staff Nurse
<b>Responsible to:</b>	In Patient Ward Manager
<b>Hours:</b>	Full Time (37.5 hours per week)
<b>Salary:</b>	£22,128 - £28,746
<b>Role Summary:</b>	To be responsible for the care, assessment and support of patients and their families with life limiting illnesses who are attending for end of life care or symptom control.

### Role

To assess, plan, implement and evaluate patient care within sphere of responsibility.

To assist in the management and organisation of work in the clinical area.

To always act in a manner consistent with the NMC Code of Professional Conduct carrying out his/her duties in accordance with Hospice policies and procedures.

### Clinical Responsibilities

Actively promote best practice, ensuring all care is evidence based.

Assess, plan, implement and evaluate clinical care of patients. Pass on information to multi-disciplinary team. To act as a named nurse for a group of patients within your team.

Professionally responsible for adherence to Hospice policies and procedures.

Participate in audits of practice and clinical effectiveness and practice developments.

Medicines Management – assist in maintaining custody of controlled drugs, checking and witnessing of administration of drugs according to Hospice Policy and in line with the NMC Standards for the Administration of Medicine.

Carry out nursing procedures and treatments in accordance with approved guidelines, which are research and evidence based.

Maintain accurate records and ensure records are clear, concise and legible, and are in accordance with the NMC Standards for Record and Record Keeping.

Actively manage risk within the clinical area.

Responsible for the safe handling and storage of patients' valuables.

Ensure admission and discharge policies adhere to Hospice policies.

Support clinical governance systems and ensure care is delivered appropriately.

Provide support for new members of staff as part of their induction.

Ordering of supplies when necessary, promoting cost effectiveness and efficiency.

Responsive to patients needs including those with special needs and/or learning disabilities.

Use own professional judgement when assessing patient needs and involving more senior colleagues when appropriate.

Organise own time effectively and that of junior staff and learners.

To provide cover for colleagues as directed by your manager.

Demonstrate a willingness to work in all areas, night duty, day duty as required.

### **Management Responsibilities**

Participate in the teaching and supervising of Student Nurses and Support Workers under the direction of the Sister/Charge Nurse.

Take charge of a shift if required and allocation of work appropriately within the team.

To have a link role responsibility and ensure information gained from this is disseminated to the teams.

### **Education**

To maintain personal, professional, development, update and share knowledge and skills with team members.

Maintain an up to date portfolio for revalidation.

Act as a mentor to enable and support the personal and professional development of your team.

To be actively involved in audit, and report to the relevant committee.

Ensure your mandatory training is up to date

Participate in education, both internally and externally.

Support a positive learning environment for students including mentorship of students.

### **Health & Safety**

To co-operate actively in achieving the aims of the Hospice's Health & Safety Policy and to ensure the observance of all Health & Safety Rules and Procedures.

**Additional Notes**

- a) This document is a guideline to the general scope of duties involved and will be reviewed at regular intervals. It is not intended as a rigid inflexible specification.
- b) The employer shares with the employee the dual responsibility for suggestions to alter the scope and content of this document in order to improve the working situation.
- c) There is a duty to be aware and adhere to all professional governing body rules and any particular 'Acts' or statutory requirements, which may vary from time to time.
- d) Willow Wood Hospice operates a no smoking policy.
- e) This post requires a satisfactory standard disclosure from the Disclosure and Barring Service (DBS).

Willow Wood Hospice is a registered charity, not part of the NHS and it costs over £2 million to run the Hospice every year. We rely on support from the community of Tameside and Glossop, both through volunteering time and donating money to enable us to continue our existing services.

For this reason it is expected that all members of staff will also support the fundraising activities of the Hospice. We encourage every staff member to help at, participate in, or support at least two fundraising activities every year. Opportunities to support fundraising activities vary and could include helping at fundraising and shop events, taking part in an event and raising sponsorship or attending cheque presentations. Staff members will be asked as part of their annual appraisal which events they have supported.

**PERSON SPECIFICATION**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW TO ASSESS</b>
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<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Minimum of 1 years general nurse experience</li> <li>• Excellent communication skills both written and verbal.</li> <li>• Ability to assess and deliver care to meet complex needs</li> <li>• Positive attitude to change</li> <li>• Good time management skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to audit</li> </ul>	Application form Interview
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Has a high level of understanding of patients needs</li> <li>• Understands the complexity of caring for patients with life limiting illnesses</li> <li>• Has some knowledge and skills of palliative care</li> <li>• Has knowledge of the latest initiatives in end of life care</li> </ul>	<ul style="list-style-type: none"> <li>• Advance care planning knowledge</li> <li>• Been involved in palliative care developments</li> </ul>	Application form Interview
<b>Qualifications /education/ training</b>	<ul style="list-style-type: none"> <li>• RGN level 1 trained nurse</li> <li>• Palliative care study days/courses</li> <li>• Up to date NMC registration</li> </ul>	<ul style="list-style-type: none"> <li>• bereavement/counselling course</li> <li>• Relevant palliative care course</li> </ul>	Application form Interview Certificates NMC verification
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in caring for patients with life limiting illnesses</li> <li>• Experience of collaborative working</li> <li>• Experienced in evidence based practice working</li> </ul>	<ul style="list-style-type: none"> <li>• Previous management of change experience</li> </ul>	Application form Interview
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• committed to continual professional development</li> <li>• a flexible approach to working patterns</li> <li>• good attendance and punctuality record</li> </ul>		