



## Job Description

<b>Job Title</b>	<b>Grade/Salary</b>
Registered Nurse	£27,850-£34,125
<b>Accountable to</b>	<b>Responsible for</b>
Director of Nursing & Quality	N/A

### Job Purpose and Role

The Registered Nurse is responsible for assisting, planning, implementing, and evaluating patient care under minimum supervision. This includes supervision of both qualified and support staff, and of student nurses during their allocation. As IPU provides twenty-four hour care a willingness to work days and nights is preferred.

The Registered Nurse will work within the framework of the Multidisciplinary team providing a high standard of care for the patients and support for their relatives and to assist in the nursing team development by keeping abreast of change, involving evidence base and directives from government/organisational policies.

The post holder is required to have first level registration. Previous Palliative Care experience would be an advantage.

### Main Duties and key result areas

Clinical Responsibilities	<ul style="list-style-type: none"> <li>• To be a competent practitioner and work within the NMC code of professional conduct, also ensuring that all staff within the sphere of responsibilities follow the code.</li> <li>• To maintain professional registration and ensure that you meet all the requirements for revalidation.</li> <li>• To ensure the safe administration and storage of all medications.</li> <li>• To ensure the maintenance of confidentiality including accurate and timely records.</li> <li>• To use evidence to underpin practice and the development of specialist palliative care.</li> <li>• To assess, plan, implement and evaluate care within the nursing team and ensure its documentation.</li> <li>• To liaise with and provide relevant information to other members of the multidisciplinary team, both internally and externally.</li> <li>• To adhere to Teesside Hospice policies, procedures, guidelines and standards at all times and to promote these to others.</li> <li>• Attend and participate in an annual appraisal and regular reviews of performance and objectives, identifying gaps in knowledge/skills and developing a plan to enhance service and self-development.</li> </ul>
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	<ul style="list-style-type: none"> <li>• To encourage and promote the philosophy of Teesside Hospice and present a good public image, to co-operate with all staff in maintaining good relationships with outside agencies in order to uphold the charity's image and to win increased support for its work.</li> <li>• To be able to communicate effectively with all members of the team and to develop excellent relationships with community teams.</li> <li>• To participate in mandatory Clinical supervision as directed by the clinical leader and take responsibility for the supervision of the support workers within the team.</li> <li>• To undertake risk assessment and management to ensure that staff, families and visitors are safe.</li> <li>• To be aware of the adult and child protection procedures and policy within Teesside Hospice, to attend all safeguarding training and to adhere to the Local Safeguarding Procedures at all times.</li> <li>• To be able to carry out effective complaint, accident and incident reporting.</li> <li>• To play an active part in the Clinical Governance framework within the hospice.</li> <li>• To be aware of the Infection Prevention and Control policies and work in accordance with IPC procedures at all times.</li> <li>• To be able to support the patient and the family at the time of death, respecting an individual's beliefs, community, culture and religion.</li> <li>• To be aware of, and responsive to, the changing nature of the Hospice and adopt a flexible and pro-active approach to work.</li> <li>• To undertake administration changes in accordance with hospice policy.</li> <li>• To participate in clinical audit and risk management in order to improve practice.</li> <li>• To demonstrate reflective thinking / action to develop your practice and standards on the unit.</li> <li>• Prescribe medication in accordance with Teesside Hospice Policy and procedures working within your sphere of expertise and competence if you are a registered nurse prescriber.</li> </ul>
<p>Management Responsibilities</p>	<ul style="list-style-type: none"> <li>• To adhere to all medication policy and standard operating procedures at all times.</li> <li>• To help maintain positive working relationships with each part of the integrated services within the Hospice.</li> <li>• To liaise with all services ensuring safe Hospice discharges, and to facilitate the continuing care of patients in their own home.</li> <li>• To ensure the promotion of safety, well-being and interests of patients, staff and visitors.</li> <li>• To be familiar with Hospice policies and procedures, and know where they are kept in order to allow access to self or other staff if the need arises.</li> <li>• To monitor the nursing teams performance and to support Volunteers working in the clinical area.</li> </ul>
<p>Educational and Personal Responsibilities</p>	<ul style="list-style-type: none"> <li>• To be responsible for maintaining a personal awareness of professional developments in nursing and particularly in palliative care.</li> <li>• To undertake appropriate further education that will meet both own needs and the organisation needs.</li> <li>• To maintain professional practice in line with NMC Revalidation.</li> <li>• To attend and contribute to the group and/or individual clinical supervision.</li> </ul>

## Delivering to our Values

### Accountable

- Able to justify actions or decisions
- Takes personal responsibility for their actions
- Able to describe the impact of their work in a way others understand
- Welcomes feedback as an opportunity to grow and develop

### Trustworthy

- Working collaboratively with beneficiaries, colleagues, partners and supporters
- Being authentic and transparent
- Trusted to respond to needs and deliver what is expected of us
- Projecting a professional image that engenders trust

### Principled

- To adhere to professional and clinical standards
- Maintain appropriate boundaries and relationships which are built on trust and honesty
- Avoid and speak out against any actions, or behaviours, that conflict with our values or could cause harm to any stakeholders
- Demonstrate strong moral principles which embody Teesside Hospice's vision and bring our values to life
- Do the right thing even in difficult situations, and always endeavour to work effectively and efficiently to maximise results and service

### Skilled

- Having and showing the knowledge, ability or training to work well
  - Seeking opportunities to learn from a wide range of sources
  - Contributing to the provision of excellent, safe and effective care no matter what your role is in the organisation
- Ensuring that the treatment, support and services we offer are effective

### Compassionate

- *Feeling or showing kindness and concern for others*
- *Able to empathise with people who dealing with a terminal illness*
- *Being kind in use of language and behaviour*
- *Caring for others who need our support and help*

## All employees are expected to:

- Live the Hospice's values so that the highest standards of patient and customer care can be achieved.
- Be committed to diversity and inclusion of all, promote and improve service standards, so that excellence in all that we do is perused through continuous improvement.
- Contribute to development of and strive to meet departmental, team and individual targets
- Participate in the staff appraisal and development scheme, one to one performance discussions and attend identified training to ensure continuous learning and improvement
- Comply fully with the Code of Conduct, health and safety requirements, legislation, regulations, policies and procedures
- Attend meetings or provide services outside of the usual working hours where reasonably requested to do so
- Have an overall understanding of the risks and implications associated with the requirements of the role and takes appropriate action to mitigate any potential consequences.
- Embrace digital ways of working to help improve efficiency and save costs to the Charity.
- Respect privacy and dignity at all times.

The duties outlined in within this document are not exhaustive and other duties may be expected in line with the level of the role at the discretion of the Head of Service. Teesside Hospice reserves the right to amend the job description at any time.

I have read and understand the duties required for the role.

Signed .....

Date .....

Print name .....

## Person Specification

Attribute	Detail	Essential or Desirable
<b>Skills &amp; Abilities</b>	Excellent written and verbal communication skills are essential	<b>E</b>
	Excellent IT Skills, specifically Microsoft Word, Excel	<b>E</b>
	Excellent people skills and the ability to form and maintain professional relationships	<b>E</b>
	Excellent administration and organisational skills	<b>E</b>
	Ability to work to tight deadlines, under pressure and in a busy environment	<b>E</b>
	Core essential clinical skills	<b>E</b>
	Act in a professional manner and able to deal with people at all levels within the organisation.	<b>E</b>
<b>Knowledge &amp; Experience</b>	Understanding of the principles of palliative care	<b>E</b>
	Basic counselling skills	<b>D</b>
	Experience of working with palliative care patients	<b>E</b>
	Experience of caring for patients with life limiting illness – cancer and non-cancer diagnosis	<b>D</b>
<b>Education &amp; Qualifications</b>	RGN	<b>E</b>
	6 months post experience	<b>D</b>
	Palliative care course	<b>D</b>
<b>Personal Attributes/ Key skills</b>	Ability to work in a multidisciplinary team	<b>E</b>
	Ability to remain calm and professional during difficult situations.	<b>E</b>
	The ability to multi-task and prioritise whilst working to tight deadlines	<b>E</b>
	Excellent communication skills both written and verbal	<b>E</b>
	Ability to work with minimal supervision, taking responsibility for your own work	<b>E</b>
<b>Other</b>	A commitment to patient focused holistic care and willingness to advance practice	<b>E</b>
	A commitment to developing personal professional development and lifelong learning	<b>E</b>
	To undertake a degree level module in cancer and palliative care	<b>D</b>
	An understanding of, and empathy for, the work of Teesside Hospice	<b>D</b>