



JOB DESCRIPTION

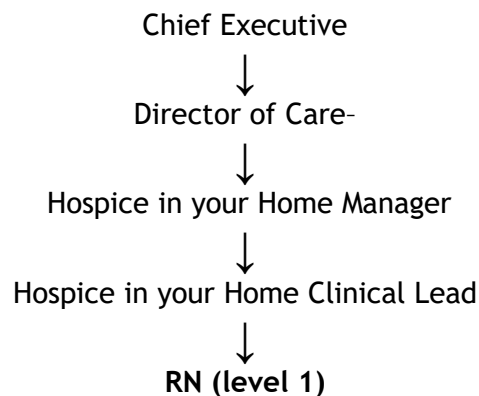
SECTION IDENTIFICATION

Job Title:	Bank Registered Nurse (RN - Nights)- Hospice in your Home
Responsible to:	Hospice in your Home Manager
Grade / Salary:	Nottinghamshire Hospice Band 5 (Day Rate £14.64 & Night Rate £19.47)
Department:	Care Services - Hospice in your Home
Location/Base:	Nottinghamshire Hospice, Nottinghamshire

SECTION 1 - JOB SUMMARY

- The post holder will work as part of the Hospice in your Home Nursing Team under the indirect supervision of the Hospice in your Home Manager and Hospice in your Home Clinical Lead.
- The RN (Level 1) will provide high quality clinically based palliative nursing for patients and families with end of life care needs who wish to be cared for at home.
- Liaise with a variety of Healthcare Professionals on clinical issues that may arise in the provision of Hospice at Home Service.
- The role necessitates an understanding of palliative care philosophy, along with the knowledge and skills to deliver palliative nursing care in the community.

SECTION 2 - ORGANISATION CHART/ ACCOUNTABILITY



SECTION 3 - KNOWLEDGE, TRAINING, AND EXPERIENCE REQUIRED

- Registered Nurse (Level One)
- Post registration experience of working in the community setting.
- Excellent verbal and written communication skills.
- Good understanding of palliative care philosophy.
- Computer literacy.
- Previous NHS experience.
- Access to a car for work is essential, as is a full driving licence.

SECTION 4 - SKILLS REQUIRED

- Excellent interpersonal and communication skills.
- The ability to build relationships with key personnel within other organisations.
- Good listening skills
- Ability to use initiative and work autonomously.
- Good team working skills and commitment to working effectively within the Hospice at Home Service.
- Literacy and numeracy skills.
- Understanding of Data protection and confidentiality.
- Ability to deal with distressing situations and emotive circumstances.

SECTION 5 - MAIN DUTIES AND RESPONSIBILITIES OF THE POST

Communication:

- To ensure the delivery of high quality, palliative nursing care in the patient's home or other appropriate settings e.g. the community, at all times.
- To care for dying patients and their families, carers or relatives.
- To work mainly unsupervised to provide holistic care in accordance with the care plan laid down by the patient's community Primary Care Team.
- To be responsible for organising own time and workload.
- To make accurate observations of the complex physical, mental and social condition of the patient, communicating these findings to the Primary Care Team.
- To report back to the Clinical Services Manager on all clinical matters.
- To take reasonable precaution to ensure that the patient and the patient's property is safeguarded and to work in accordance with Hospice Health & Safety policies and procedures.
- To be involved in assessing patients and environmental risks.
- To function autonomously in clinical practice.
- To have the ability to challenge decisions made by others if they are against policy or not in the best interest of the patient.
- To engage in sensitive and complex communication with patients, relatives and carers.
- To provide support, empathy and reassurance in the delivery of patient care.
- To be able to communicate at all levels throughout the organisation in a mature and reasoned manner.
- To communicate with and care for distressed, anxious and worried patients/relatives.
- To take the responsibility to ensure that colleagues are adhering to the above Hospice policies and procedures.

Management:

- To inform the Care Service Coordinators regarding shifts and availability to work.
- To ensure that manual handling guidelines are adhered to rigorously.

- To report untoward clinical incidents to the Clinical Services Manager completing the appropriate Hospice documentation.

Legal & Ethical:

- To practice within the legal and ethical framework as established by the Nursing Midwifery Council and national legislation to ensure the patients interests and well-being are met.

Administrative:

- To report any changes in the patient's condition or circumstances to the co-ordinating team promptly.
- To complete all other appropriate timesheets/expense claim forms/documentation each month as requested and submit them to the Care Service Co-ordination team based at the Hospice.

Education and Training:

- To undertake additional training and development in order to develop the skills required to provide quality palliative care for patients, in line with personal development plan.
- To attend a minimum of 4 supervision meetings and 4 update meetings per year.

Summary of Other Responsibilities & Duties:

- To actively follow the organisation's policies and procedures, particularly in relation to Health and Safety and Equal Opportunities.

SECTION 6 - THE PERSON SPECIFICATION

Essential

- Extensive post registration experience.
- Evidence of working with patients with palliative care needs.
- Excellent interpersonal and communication skills.
- Good understanding of palliative care philosophy required.
- Good listening skills.
- Ability to use initiative and to work autonomously.
- Good team working skills and commitment to working effectively within the Hospice at Home Service.
- Calm and reassuring manner.
- Able to take instruction and document events during shift.
- Ability to react sensitively and professionally to unforeseen clinical and non-clinical situations.
- Ability to supervise others.
- Ability to solve problems.
- Willingness to participate in training and updates.

Desirable

- Community experience would be an advantage

COMMUNICATION & RELATIONSHIPS

- Engages in sensitive communication with patients and their relatives.
- The post holder will be working in a lone capacity whilst under the Community Lead
- Shifts are organised in conjunction with the Care Services Coordinators.

SECTION 7 - WORKING CONDITIONS / EFFORT

- To ensure Nottinghamshire Hospices commitment to equality, diversity and inclusion is embedded in all areas of Care Services practice.
- To act as a champion for equality, diversity and inclusion, challenging poor or inappropriate practice in all areas of Nottinghamshire Hospice delivery of service. This is not restricted to Care Services
- Caring for patients within their own home or community setting as required.
- Dealing with situations that arise for which the post holder has limited experience or knowledge.
- Having the ability and experience to challenge decisions made by health and social care professionals with regards to the best interests of the patient.
- Physical skills required include a range of dexterity and sensory skills necessary for patient care and well-being, e.g:-
 - Moving and handling of patients and equipment in a safe manner.
 - Effective operation and monitoring of equipment (oxygen concentrators, feed pumps, etc.).
 - Monitoring of changes to patient's condition and symptoms and reporting same.
- Support relationships with other members of the multi-agency / multi-disciplinary team.
- Ability to contribute to the agreed interventions and input required to deliver appropriate packages of care.
- The ability to empathise with patients, carers and colleagues and to make effective judgments regarding when to provide an appropriate level of psychological support.
- The ability to form positive relationships with patients and carers in a professional courteous and sensitive manner.

SECTION 8 - COMMITMENT TO HEALTH AND SAFETY, CONFIDENTIALITY AND EQUAL OPPORTUNITIES

HEALTH AND SAFETY / SECURITY

It is the duty of every employee to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

INFORMATION GOVERNANCE

Nottinghamshire Hospice is required to maintain compliance with the NHS Information Governance Toolkit. All staff must ensure compliance with the requirements for information management and security. Should a breach occur all staff are required to report it immediately to their Line Manager and the Data Protection Legislative Controller.

INFECTIOUS CONTROL

Nottinghamshire Hospice has its own policy for Infection Control. All staff must keep up to date with the new policies and subsequent implementation in practice. All staff must contact their Line Manager if they are suffering from any form of infection with may put patients and other staff at risk.

NO-SMOKING POLICY

Nottinghamshire Hospice has its own smoking policy which details the Hospice is a non-smoking organisation. The policy applies to all staff at all times.

EQUAL OPPORTUNITIES

Nottinghamshire Hospice has given its full commitment to the adoption and promotion of the key principles of equal opportunities contained within current legislation and Equal Opportunities Policy.

All staff hold personal responsibility for the application of this policy on a day-to-day basis and should not undertake any acts of discriminatory practice during the course of their employment. Similarly all staff have a responsibility to highlight any potentially discriminatory practice to their Line Manager, trade union/professional associations.

Copies of the Equal Opportunities Policy are available in the Personnel Policies and Procedures file.

PERFORMANCE REVIEWS

The Hospice is committed to regular performance appraisal (including setting objectives for review annually) and agreement of personal development plans for all staff to enhance their ability to fulfil the requirements of their post

SECTION 9 - CONFIDENTIALITY AND FREEDOM OF INFORMATION

Information relating to patients records, diagnosis and/or treatment of patients, staff records, or information concerning contracts, tenders and other commercially sensitive matters etc. are considered to be confidential and must not be divulged without prior authority other than in accordance with the provisions of the Policy on raising concerns about Health Care Services as may be amended from time to time. All information held by Nottinghamshire Hospice is subject to the general Data Protection Regulations 2018. You will be required to observe Nottinghamshire Hospice policy on the data Protection applicable to your role, functions and wider organisation requirements. Breaches of the regulations or any aspect of confidentiality will result in disciplinary action, and may result in dismissal. Managers are also required as a condition of this Contract to represent the views of the Hospice in any dealing they may have with employees, their representatives, the media, general public or other organisations in which he/she may come into contact. In addition to the above confidentiality requirements you must also comply with all aspects of the law concerned with information handling. For this purpose, the relevant legislation is the Freedom of Information Act 2000. This Act places a legal duty on all staff to comply with the rights of the public to access information. Any altering, destroying or concealing of information held by the Hospice with the intention of preventing the legitimate disclosure of all or part of that information will result in disciplinary action, and may result in dismissal.

SECTION 10 - JOB DESCRIPTION AGREEMENT

Completed by: Jo Polkey, Director of Care Services

Authorised by: Date: June 2021

This job description is a guide to the duties you will be expected to perform immediately on your appointment. It is not an exhaustive list, and such duties may well be altered from time to time to meet changes in the Hospice's requirements. Any such changes will be commensurate with the grade of the post and will be discussed with the post holder prior to the changes being made.