



# Nottinghamshire Hospice

adding life to days

## JOB DESCRIPTION

### SECTION IDENTIFICATION

Job Title:	<b>HIYH Registered Nurse (contracted)</b>
Responsible to:	HIYH Registered Nurse Lead
Grade:	Nottinghamshire Hospice Band 5
Hours:	Full/Part time across a 7-day / 3-shift roster. Monday to Sunday 7.00am-4.00pm, 4.00pm-1.00am and 10.00pm-7.00am.
Contract Type:	Permanent
Team:	Hospice In Your Home (HIYH) Team
Location/Base:	Nottinghamshire Hospice, Nottinghamshire

### SECTION 1 – JOB SUMMARY

As part of the Hospice in Your Home Team (HIYH) the post holder will work as a Registered Nurse (contracted) to support palliative and end of life care patients within their own home. This may include help with personal care, assistance with moving and handling and emotional support symptom management. The HIYH Team provides Hospice at Home and Hospice Night Support services over 24 hours, 7 days per week, including Bank Holidays and shifts are allocated on a roster basis. You will therefore be required to work in both:

- a 1:1 capacity for a full support shift in a patient's home in a lone worker capacity
- and in a pair, to provide a responsive, mobile service undertaking shorter visits to several patients across the shift.

You will provide high quality clinically based palliative and end of life nursing care, for patients who wish to be cared for at home. This includes supporting families and carers with helping patients to remain in their preferred place of care whilst working collaboratively with Community Nursing and Social Care Teams. The role requires travel within the geographical boundaries of Nottinghamshire Hospice's referral criteria.

The post holder will work alongside the HIYH Registered Nurse Leads and will act as the RN Shift Lead as required. You will be required to undertake line management responsibility for an allocated group of Palliative Care Assistants (contracted) and Health Care Assistants (Bank).

## **SECTION 2 - ORGANISATION CHART/ ACCOUNTABILITY**



## **SECTION 3 - MAIN DUTIES AND RESPONSIBILITIES OF THE POST**

Ensure Nottinghamshire Hospice's commitment to equality, diversity and inclusion is embedded in all areas of practice within HIYH.

Act as a champion for equality, diversity and inclusion, challenging poor or inappropriate practice in all areas of Nottinghamshire Hospice's delivery of service. This is not restricted to the HIYH team.

### **Clinical:**

- Compassionately care for palliative & end of life care patients and those important to them.
- Be able to work autonomously and as part of a cohesive team.
- Take responsibility for organising own time and workload, and where required, act as the RN Shift Leader, managing the shift, prioritising care and appropriate allocation of resource.
- Be responsible for lone workers reporting as required.
- Make accurate observations of the complex physical, mental and social condition of the patient, appropriately liaising with wider Community care services.
- Report back to the HIYH RN Lead on all clinical matters and provide timely & accurate handovers to the HIYH Administrators as required.
- 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.
- Be involved in assessing patients and undertake dynamic environmental risk assessments.
- Function autonomously and in accordance with own scope of clinical practice & competence.
- Have the ability to challenge decisions made by others if they are against policy or not in the best interest of the patient.
- Engage in sensitive and complex communication with patients, relatives and carers.
- Provide support, empathy and reassurance in the delivery of patient care.
- Be able to communicate at all levels throughout the organisation and wider healthcare system, in a mature, professional, kind and reasoned manner.
- Communicate with and care for distressed, anxious and worried patients/relatives.
- Take responsibility to ensure adherence to Hospice policies and procedures.
- Demonstrate good team working skills and commitment to working effectively within the HIYH Service.

### **Management:**

- Ensure that manual handling guidelines are adhered to rigorously.

- Report accidents, incidents, concerns and complaints relating to patients or their relatives via Vantage and as per Hospice policy and procedures.
- Undertake line management responsibility for an allocated group of Palliative Care Assistants (contracted) / Health Care Assistants (Bank).

#### **Legal & Ethical:**

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

#### **Administrative:**

- Maintain accurate record keeping using SystmOne and paper documentation where appropriate.
- Complete all appropriate forms/documentation within the given time span and submit to the Hospice as required.
- Provide an accurate handover to the HIYH Administrators as required ensuring any concerns are escalated in a timely manner.

#### **Health & Safety/Risk:**

- Take reasonable precaution to ensure that the patient and the patient's property is safeguarded and to report if deemed necessary.
- Undertake dynamic Risk Assessments as required.
- Work within all Hospice Health & Safety policies.
- Assess patients and environmental risks and follow all Hospice policies and procedures.

#### **Safe use of a range of equipment including:**

- Hoists
- Slide sheets
- Wheelchairs
- Electric or patient's own bed
- Oxygen concentrators
- Feed pumps (within scope of competence)

#### **Education and Training:**

- Undertake additional training and development in order to develop the skills required to provide quality palliative care for patients, in line with personal development plans.
- Ensure that Revalidation is completed in an accurate and timely manner.
- Undertake the Hospice Appraisal process with HIYH Palliative Care Assistants.
- Support and guide HIYH PCAs, HCA (Bank) and new members of staff during induction.

## **SECTION 4 - THE PERSON SPECIFICATION**

### **ESSENTIAL**

- Registered Nurse (Level One)
- Post registration experience of working in the acute or community setting.
- Evidence of working with patients with palliative care needs.
- Excellent interpersonal and communication skills.
- Sound understanding of palliative care philosophy.
- Good listening skills.
- Ability to use initiative and to work autonomously.
- Demonstrable team working skills and commitment to working effectively within the HIYH 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 line manage others.
- Ability to solve problems.
- Willingness to participate in training and updates.
- Computer literacy.
- Access to a car for work, including 'Business Use' car insurance at your own expense.
- Possession of a full UK driving licence.
- Ability to drive Hospice vehicles in addition to own vehicle.
- Understanding of Data protection and confidentiality.
- Ability to deal with distressing situations and emotive circumstances.

#### **DESIRABLE**

- Community experience would be an advantage
- Use of SystmOne
- Leadership experience
- Degree level education
- Audit experience
- Previous NHS experience.

#### **SECTION 5 - WORKING CONDITIONS / EFFORT**

- Liaise effectively with all levels of staff.
- Sitting in same position for periods of time.
- Working at a VDU / on IT devices for part of the role.
- Based in historic building therefore lift not available.
- Caring for patients within their own home or community setting as required.
- The role requires travel within the geographical boundaries of Nottinghamshire Hospice's referral criteria.
- All shifts are waking shifts. Staff are expected to be awake for the whole shift and deliver care / be ready to deliver care for the whole shift).
- Dealing with situations that arise for which the post holder has limited experience or knowledge.
- Have 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 ( - for example, oxygen concentrators, feed pumps, syringe pumps, tracheostomy tubes within scope of professional practice and competence).
- Monitoring of changes to patient's condition and symptoms with appropriate reporting.
- Support relationships with other members of the multi-agency / multi-disciplinary team.
- Contribute to the agreed interventions and input required to deliver appropriate packages of care.
- Empathise with patients, carers and colleagues and make effective judgments regarding when to provide an appropriate level of psychological support.
- Demonstrate the ability to form positive relationships with patients and carers in a professional, courteous, kind and sensitive manner.

## **SECTION 6 - 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.

### **INFECTION 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 which may put patients and other staff at risk.

### **NO-SMOKING POLICY**

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

### **EQUALITY, DIVERSITY & INCLUSION**

Nottinghamshire Hospice is fully committed to supporting and promoting equality, diversity and inclusion best practice within our workforce, as well as with our patients and supporters. We are on a journey to be an inclusive hospice where a culture to celebrate equality, diversity and inclusion is embedded and discrimination challenged together at every level. We warmly welcome those from all backgrounds - this diversity is important for our journey and values and enriches the services we offer. We particularly welcome applicants from minoritised ethnic communities, applicants with disabilities, and male applicants, as they are currently under-represented within our workforce. Copies of the Equality and Diversity Policy are available on the Hospice's website / About Us / Governance / HR Policies and Procedures. This policy applies to all Nottinghamshire Hospice staff and relies on all staff to embed it into their day-to-day work, treat all people with respect and in line with the policy, and report any observed discrimination or mistreatment based on protected characteristics.

### **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 7 - 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 8 - JOB DESCRIPTION AGREEMENT**

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.