



Job Description: Staff Nurse – Inpatient Unit

JOB TITLE	Staff Nurse – Inpatient Unit
REPORTS TO	Ward Manager
ACCOUNTABLE TO	Director of Clinical Services
SALARY	Band F/5
KEY RELATIONSHIPS	Senior Management Team, staff and volunteers, GPs, Budget Holders, External Partners, Community Organisations, Local Businesses, Volunteers, Commissioners, regulators, Patients, Carers and Relatives, Service Users, Referrers and other professionals, Community Mental Health Teams
JOB PURPOSE	
To contribute to the provision and delivery of the highest possible standard of care to patients and their families in accordance with the Hospice mission statement.	
MAIN DUTIES AND RESPONSIBILITIES	
<p>Managerial and Leadership</p> <ul style="list-style-type: none"> • To take charge of the ward in absence of sister/charge nurse. • To supervise Band 2 and 3 staff. • To demonstrate procedures and teach junior staff as appropriate. • To participate in motivating and supporting ward staff and to mentor new staff as required. • To facilitate and encourage change. <p>Clinical</p> <ul style="list-style-type: none"> • To be responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care for hospice patients. • Ensure physical, psychological, emotional and spiritual needs of the patient and their families/carers are met. • Administration of drugs in accordance with JTH policy and the NMC standards for the administration of medicines (2008). • To work as part of the multidisciplinary team. • To develop clinical expertise in palliative care and to undertake professional development. • To ensure the NMC Code - Standards of conduct, performance and ethics for nurses and midwives (2008) - is upheld at all times. • To participate in research and audit as appropriate. • To provide mentoring to student nurses and willingness to undertake mentorship training. • To attend statutory training sessions • You may also be required work in the day hospice or hospice at home team. • To participate in formal and informal hospice teaching <p>Financial</p> <ul style="list-style-type: none"> • To ensure resources are used in an efficient and cost effective manner for the good of the patients <p>Clinical Effectiveness</p> <ul style="list-style-type: none"> • Ensure effective communication with patients and their relatives and the wider multidisciplinary team. • Excellent interpersonal skills. • High standards of both written and verbal communication. 	

Health and Safety

- To participate in and contribute to the maintenance of a safe working environment in accordance with the requirements of health and safety legislation to ensure the delivery of high quality, safe, patient-centred care.

This is not an exhaustive list of duties and a regular review will take place with the post holder as part of their ongoing development and performance management.

Investing in you

The HCP is committed to supporting the development of all staff. All employees have a responsibility to maintain their professional registration participating in regular appraisal with their manager. They are expected to identify innovation, performance and development objectives for their post. The Charity has a training and development fund that is generously supported through the League of Friends and the income generation projects undertaken by staff. Everyone has equal access to this fund to support external training and development. It also helps to fund statutory and mandatory training which is run internally. Where staff are accredited or trained in their own right to deliver in-house training this is an opportunity afforded to them. Learning is one of our company strategic objectives and is supported through our experts by experience programme, volunteer training and staff development.

Health and safety

Attention is drawn to the responsibility of all employees to take reasonable care for the health and safety of themselves and other people who may be affected by their actions at work. We have dedicated leads to review and audit health and safety: keeping safe is everyone's business.

Equal opportunities

John Taylor Hospice was founded in 1910 for the community from within the community and on whom we rely for support. In end of life care everyone in our community needs to feel welcome, and so we look for new and innovative ways to celebrate diversity as well as, respecting individual choices. This means we are highly committed to Equal Opportunities in employment and work actively to eliminate unlawful racial, sexual or disability discrimination in all its forms. We celebrate equality of opportunity and good relations between people of different backgrounds.

Criminal records and safeguarding

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission to be made to the General Data Protection Regulation (GDPR) to check for any previous criminal convictions. All staff have a responsibility to disclose any conviction past or current. Everyone in our company has an equal responsibility to ensure the safeguarding of children and adults and to report concerns immediately.

Infection prevention and control

Infection prevention and control is one of our strategic objectives. Everyone has a personal responsibility to minimise the risk of spreading infection. This includes "herd immunity" standards for immunisation and excellent standards of personal hygiene. Everyone will receive regular training to understand best practice and expectations at work. Everyone must abide by Infection Prevention and Control policies relevant to their area of work, and undertake the necessary level of training. This will be part of your annual innovation performance and development plan.

Smoking

Public health legislation outlaws smoking in public places in England. As a community interest Charity our premises are governed by the legislation. Our buildings are smoke free and we actively

encourage people to consider the health benefits for themselves and others of adopting a smoke free lifestyle.

Confidentiality

Everyone has a duty to respect the confidentiality of personal information and health records. Our Charity upholds and is governed by the GDPR. Confidentiality is integral to our care of the people who come to us for help and our staff and volunteers. The unauthorised use or disclosure of patient or other personal information is regarded as gross misconduct and is subject to the JTH Disciplinary Procedure possibly resulting in prosecution. Action for civil damages under the GDPR.

Job description

This job description will be subject to discussion and review on an annual basis.

PERSON SPECIFICATION: Staff Nurse – In-Patient Unit

Requirements	Essential	Desirable	How identified
Education and Qualifications	1st level registered nurse (adult) Evidence of professional updating Mentoring and teaching in the clinical setting Educated to degree level		AF
Knowledge and Experience	Acute nursing care/ Palliative care Ability to identify deteriorating patients Palliative Care Emergencies Evidence of continuous professional development		AF
Personal skills and attributes	Excellent standard of nursing care and clinical knowledge. Excellent interpersonal skills. High standards of documentation. Ability to work as part of a multi-disciplinary team. Planning and managing care for patients and families at the Hospice. Adaptable and able to use initiative. Interest in effective assessment and psychosocial care of patients with complex needs. Time Management skills. Basic IT competency with email, internet and Word. Positive and enthusiastic.		A, I AF,I AF,I AF,I AF,I AF,I AF,I AF,I AF,I I
Communication	Helpful and welcoming Ability to articulate patients needs on their behalf Record of excellent time keeping and attention to detail Computer literacy and good keyboard skills		AF,I I I
Specific requirements	Internal rotation shift pattern Ability to work flexible hours to meet service requirements		I I

AF = Application form

I=Interview

T=Test

C=Certificate