

**JOB DESCRIPTION & PERSON SPECIFICATION**

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| **Clinical Staff** |  | **Non-Clinical Staff** |  | **Volunteers** |  | **Flexi-Bank Staff** |  |

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| **ROLE:** | **Registered Nurse** |
| **REPORTS TO:** | **Sister / Charge Nurse** |
| **PAY BAND:** | **Band 5** |
| **LOCATION:** | **Hospice HQ and community (following the patient’s needs)** |

**PURPOSE OF ROLE:**

You will provide up-to-date, evidence-based direct nursing care for patients with specialist palliative and end of life care needs. You will work with the multi-disciplinary team and other services to provide high quality holistic care both within Hospice and in the community.

**KEY DUTIES – what you will do:**

**Direct Patient Care**

1. Responsible for the assessment of patient care needs, creating the plan of care, completion of prescribed care, collection of OACC data and evaluation of the effectiveness of care without direct supervision.
2. Develop and maintain excellent clinical knowledge around pain management, tissue viability, nutrition, hydration and the maintenance of patient self-care as well as how to meet spiritual, psychological and emotional patient needs to ensure holistic delivery.
3. Report to the appropriate members of the MDT any significant changes in the patient’s condition or circumstances.
4. Ensure the patient is involved at all stages of their care, acting as their advocate.
5. Provide support, information and advice to patients and those who matter to them.
6. Deal with difficult situations where patients and those who matter to them may be distressed or emotional.
7. Responsible for the safe administration of medicines and the storage of medicines in accordance with the standards identified in the Hospice Drug Administration Policy and Standard Operating Procedures. This includes Single Nurse Drug Administration.
8. Undertake transfer and discharge planning, including co-ordinating care with other services outside of the Hospice.
9. Ensure that clinical records are up to date and maintained and stored appropriately in line with local and national guidance.
10. Work collaboratively with key HIOM staff including nursing colleagues, Advanced Nurse Practitioners, Nurse Consultant, therapy, social work and medical staff to achieve coordinated & patient centred care.
11. Actively participate in the MDT meetings, providing holistic information on patients and those who matter to them.
12. Work collaboratively with wider health, social and voluntary sector services to achieve coordinated & integrated care for the patient and those who matter to them to facilitate continuity of care.
13. Undertake verification of death.
14. Participate in case conferences, best interest and family meetings as requested.
15. Ensure the maintenance and safety of all equipment used in clinical areas

**Safety, Quality & Culture**

1. Ensure that own education and training is up to date and relevant for post. This includes ensuring mandatory training and role based competencies are achieved and maintained.
2. Ensure that care is delivered in accordance with relevant local and national guidelines and all relevant Hospice policies, including the use of data and Information Technology.
3. Report incidents/accidents/adverse events using DATIX, taking action to safely manage the event and report to senior staff as appropriate.
4. Respond to complaints according to Hospice policy and actively participate in exploration and learning from this feedback.
5. Highlight any risks and act according to Hospice policy, taking action to safely manage the risk and report to senior staff as appropriate. Actively participate in exploration and learning from this assessment.
6. Ensure environmental safety for patients, self and colleagues including adherence to relevant Health & safety legislation and Infection Control policies.
7. Contribute to the system which ensures appropriate equipment and stock are available to deliver a safe service. This includes appropriate level of stock, safe storage, maintenance and use.
8. Manage own workload and that of junior and non-registered staff to ensure the needs of the patient are met.
9. Plan, organise and co-ordinate activities on a shift basis such as ensuring safe staffing levels, staff breaks and moving staff to best met patient needs where appropriate.
10. Supervise junior registered nurses, students and non-registered staff, including volunteers, who are providing patient care within the Hospice
11. Actively contribute to the provision of a good learning environment by taking the role of mentor/assessor for student nurses and supporting team members.
12. Participate in quality improvement, audit and evaluation of clinical practice and make recommendations for evidence-based change to promote quality patient-centred care.
13. Take responsibility for own performance and behaviours, always demonstrating our Hospice values.
14. Promote a positive and professional atmosphere, recognising and delivering on your personal contribution to innovation/improvement/change in the organisation.
15. Practice in accordance with the NMC Code (2015), Mental Capacity Act (2005), Isle of Man Mental Health Act (1998), Isle of Man Safeguarding Act (2018), Deprivation of Liberty Safeguards (2015) and other relevant professional and legislative guidance.
16. Be fully aware of and comply with the Isle of Man Data Protection Act (2018) and Caldicott principles in relation to protecting the confidentiality of patient and service-user information and enabling appropriate information-sharing.
17. Deliver care which supports compliance with the Isle of Man Registration and Inspection Standards for Independent Hospitals and Hospices.
18. Act as a role model to all other members of staff within the clinical team.
19. Maintain professional registration in line with NMC guidance, including re-validation.

This job description is not meant to be exhaustive and you may be asked to carry out other reasonable duties

**Most challenging part of the job:**

Having the resilience to effectively manage a range of potentially emotional situations; affecting patients, families and staff. Understanding your personal and professional limitations and knowing when to seek help in order to support continuous quality improvement, self-awareness and professional development.

**What We Need You to Have: our Person Specification**

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| **Qualifications:** | | | | **Is it essential or desirable** | | **How we will assess** | |
| Nursing and Midwifery Council [NMC] Registrant Adult Level 1 | | | | **E** | | **A & D** | |
| Qualification at degree level (or equivalent experience) | | | | **E** | | **A & D** | |
| Willingness to work towards Palliative Care qualifications | | | | **E** | | **I** | |
| **Experience:** | | | | | | | |
| Experience of clinical work in a health care environment (including as a Student Nurse or HCA) | | | | **E** | | **A** | |
| Evidence of working within a multidisciplinary team | | | | **E** | | **A & I** | |
| Evidence of working with patients in a palliative care setting or in an Oncology Unit | | | | **D** | | **A** | |
| Application of quality improvement, research or audit to improve clinical practice | | | | **D** | | **I** | |
| Experience of leading a shift clinical team and supporting others | | | | **D** | | **A & I** | |
| **Skills/Competencies:** | | | | | | | |
| Communication skills appropriate for palliative and end of life patients and those who matter to them | | | | **E** | | **I** | |
| Able to delegate tasks safely, clearly and effectively | | | | **E** | | **I** | |
| Experience in making judgements whilst being aware of own limitations | | | | **E** | | **I** | |
| Effectively prioritising a competing & demanding workload | | | | **E** | | **I** | |
| Demonstrates the ability to utilise information technology: Word, PowerPoint, Zoom and Emis | | | | **E** | | **A & T** | |
| **Personal Qualities/Behaviours:** | | | | | | | |
| Evidence of continuing professional development with up-to-date portfolio and appraisal reviews | | | | **E** | | **A & D** | |
| Keen to work in an environment where change and innovation is part of everyday life | | | | **E** | | **I** | |
| **Other:** | | | | | | | |
| Full clean driving licence with access to own vehicle | | | | **E** | | **A & D** | |
| Punctual with good attendance record | | | | **E** | | **D** | |
| **How we will assess you** | | | | | |
| **A** Application & CV | **I** During your interview | **D** When you produce  your documents | | **T** Test to assess your  practical competence | |