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**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:** | Senior Registered Nurse/Head of Children, Young People, In Patient Services and Therapies |
| **PAY BAND:** | Band 5 |
| **LOCATION:** | Rebecca House, community and other care settings (following the child/young person and family needs) |

**PURPOSE OF ROLE:**

You will provide up-to-date, evidence-based direct nursing care for children/young people and their families throughout their palliative care journey. You will work with the Hospice multi-disciplinary team and other services to assess, plan and deliver individualised high quality care both within Rebecca House and in the community.

**KEY DUTIES – what you will do:**

**Direct Patient Care**

1. Place the child/young person and family at the centre when planning and implementing care that is both flexible and responsive to the child/young person and family’s needs.
2. Support the management of the Rebecca House caseload. To include handling new referrals, ongoing and annual assessment, care plans and care delivery.
3. Develop and maintain excellent clinical knowledge around the care of children and young people with life limiting and life threatening conditions taking in to account physical, spiritual, psychological and emotional needs to ensure holistic delivery.
4. Report to the appropriate members of the MDT and family any significant changes in the child/young person’s condition or circumstances.
5. Ensure the child/young person and family is involved at all stages of their care, acting as their advocate.
6. Provide support, information and advice to children/young people and families.
7. Deal with difficult situations where children/young people and families may be distressed or emotional.
8. Responsible for the safe administration of medicines and the storage of medicines in accordance with the standards identified in the Hospice Drug Administration Policy, Standard Operating Procedures and Registration and Inspections Standards.
9. Undertake admission, transfer and discharge planning, including co-ordinating care with other services outside of the Hospice.
10. Ensure that clinical records are up to date; maintained and stored appropriately in line with local and national guidance.
11. 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.
12. Actively participate in both internal and external MDT meetings, case conferences, best interest and family meetings, providing holistic information on children/young people and families.
13. Work collaboratively with wider health, social and voluntary sector services to achieve coordinated & integrated care for the children/young people and families to facilitate continuity of care.
14. 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. Undertake rotation to wider Hospice Services and Nobles Hospital to maintain skills in end of life and acute paediatric care, in line with individualised rotation plans.
3. 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.
4. Report incidents/accidents/adverse events using DATIX, taking action to safely manage the event, report to senior staff as appropriate and complete Registration and Inspections Notification of Events for all patient incidents.
5. Respond to complaints according to Hospice policy and actively participate in exploration and learning from this feedback.
6. 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.
7. Ensure environmental safety for patients, self and colleagues including adherence to relevant Health & safety legislation and Infection Control policies.
8. 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.
9. Manage own workload and that of junior and non-registered staff to ensure the needs of the child/young person and family are met.
10. 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.
11. Supervise junior registered nurses, students and non-registered staff, including volunteers, who are providing patient care within the Hospice
12. Actively contribute to the provision of a good learning environment by taking the role of mentor/assessor for student nurses and supporting team members.
13. Participate in quality improvement, audit and evaluation of clinical practice and make recommendations for evidence-based change to promote quality patient-centred care.
14. Take responsibility for own performance and behaviours, always demonstrating our Hospice values.
15. Promote a positive and professional atmosphere, recognising and delivering on your personal contribution to innovation/improvement/change in the organisation.
16. Practice in accordance with the NMC Code (2015), The Children and Young Person’s Act 2001, 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.
17. 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.
18. Deliver care which supports compliance with the Isle of Man Registration and Inspection Standards for Independent Hospitals and Hospices.
19. Act as a role model to all other members of staff within the clinical team.
20. 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

**Health and Safety:**

Hospice Isle of Man is dedicated to the health safety and welfare of all its staff and volunteers. All employees will be responsible for their own health, safety and welfare, and that of others who may be affected by their actions or omissions, and for identifying and reporting any possible risks or near misses to a responsible manager. The employee will observe appropriate legislation and codes of practice in connection with their role.

**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] Registered Nurse Level 1 | | | | **E** | | **A & D** | |
| Nursing and Midwifery Council [NMC] Registered Children’s Nurse Level 1 | | | | **D** | | **A & D** | |
| Qualification at degree level (or equivalent experience) | | | | **E** | | **A & D** | |
| Willingness to work towards Palliative Care qualifications | | | | **D** | | **I** | |
| **Experience:** | | | | | | | |
| Experience of clinical work in a health care environment (including as a Student Nurse or HCA) | | | | **E** | | **A** | |
| Experience of working within a multidisciplinary team | | | | **E** | | **A & I** | |
| Experience of working in a palliative care setting | | | | **D** | | **A** | |
| Application of quality improvement, research or audit to improve clinical practice | | | | **D** | | **I** | |
| Experience of leading a clinical team and supporting others on a shift basis. | | | | **D** | | **A & I** | |
| **Skills/Competencies:** | | | | | | | |
| Excellent communication skills, both verbally and in writing | | | | **E** | | **I** | |
| Demonstrates ability to communicate complex information appropriately to children/young people and families with a varied level of understanding. | | | | **E** | | **A & 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, Emis and Datix. | | | | **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 | |