

**JOB DESCRIPTION & PERSON SPECIFICATION**

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

|  |  |
| --- | --- |
| **ROLE:** | Rotational Registered Nurse for the Integrated Palliative and End of Life Care Service |
| **REPORTS TO:** | Senior Sister / Senior Nurse/ Palliative Care Clinical Nurse Specialist (PCCNS) |
| **PAY BAND:** | Band 5 |
| **LOCATION:** | Hospice Isle of Man and Community |

**PURPOSE OF ROLE:**

To provide current, evidence-based palliative care and support for patients and those who matter to them across all clinical settings (this includes within Hospice and in the community setting; including nursing and residential homes, therefore elements of this role will include lone working)

To work with the multi-disciplinary team (MDT) and other tertiary services to provide high quality holistic care.

**KEY DUTIES – To:**

* Assess, plan, implement and evaluate the effectiveness of patient care in the Hospice and community setting.
* Develop, update and monitor individualised care plans ensuring they are patient centred and support the individual identified patient needs.
* Ensure a holistic approach that is sensitive and responsive to the patients ever changing needs.
* Maintain a respectful non-judgemental and caring attitude ensuring the Hospice Isle of Man vision and philosophy of care is integral to the care delivered and role undertaken.
* Provide support, information and advice to patients and those who matter to them
* Have knowledge of common symptoms and anticipate changes.
* Deal with difficult situations where patients and those who matter to them may be distressed.

* Communicate highly sensitive information, ensuring patients and those important to them are adequately supported.
* Ensure privacy, dignity and confidentiality for patients and those important to them in line with Hospice Isle of Man policies and procedures
* 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
* Ensure the maintenance and safety of all equipment used in clinical areas
* Ensure training and guidance has been given prior to operating a new piece of equipment
* Liaise effectively with the primary health care team and other professionals /services involved in the care of the patient and those who matter to them to facilitate continuity of care
* Deputise, in the absence of the Senior Sister or Senior staff and refer to the role and responsibilities of the nurse in charge
* Plan, organise the coordination and smooth running of a shift ensuring it is well organised and staff and patients are safe.
* Maintain effective time management to workload
* Give a verbal report on all patients to staff when handing over at shift changes using the SBAR communication tool
* Contribute to the multidisciplinary discussion in the weekly MDT meeting providing holistic information on patients and those who matter to them using the SBAR communication tool
* Manage own workload and that of junior and untrained staff to ensure the needs of the patient are always met
* Undertake transfer and discharge planning, including co-ordinating care with other services outside of the Hospice
* Keep accurate records using EMIS in relation to patient care
* To seek guidance from senior staff when necessary
* Supervise junior registered nurses, students and untrained staff, including volunteers who are providing patient care within the Hospice
* Actively contribute to the provision of a good learning environment by taking the role of mentor/assessor for student nurses and other team members
* Participate in audit and evaluation of clinical practice and make recommendations for evidence-based change to promote quality patient-centred care
* Take responsibility for own performance and behaviours, always demonstrating our Hospice values
* Recognise your personal contribution to change in the organisation
* Promote a positive and professional atmosphere to enable the seamless provision of care
* Act as a role model to all other members of staff within the clinical team

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

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

|  |  |  |
| --- | --- | --- |
| **Qualifications:** | **Is it essential or desirable** | **How we will assess** |
| First level Registered Nurse with current NMC registration | **E** | **A & D** |
| Evidence or willingness to undertake education /training in speciality | **E** | **A & I** |
| Qualification in teaching and assessing/mentoring | **D** | **A & D** |
| DipHE or equivalent work experience | **D** | **A & D** |
| **Experience:** | | |
| Special interest in Palliative and End of Life Care | **E** | **A & I** |
| Working with patients with palliative care needs | **D** | **A** |
| Experience of working in a multidisciplinary team | **E** | **A & I** |
| Experience of participating in clinical audit | **D** | **A** |
| Effective supervision of a small team | **D** | **A & I** |
| **Skills/Competencies:** | | |
| Effective verbal and written communication skills | **E** | **I** |
| IT experience and ability to input into the electronics record system following induction training. (EMIS) | **E** | **A&I** |
| Demonstrate an understanding of palliative care | **D** | **A & I** |
| Able to delegate tasks clearly and effectively | **E** | **A & I** |
| Demonstrable ability to work successfully within a team | **E** | **I** |
| Good Organisational Skills | **E** | **I** |
| Ability to motivate self and others | **E** | **I** |
| Ability to work autonomously and as part of a team | **E** | **I** |
| Up-to-date with nursing and healthcare developments | **E** | **I** |
| Willingness to take extended nursing roles | **E** | **A & I** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Personal Qualities/Behaviours:** | | | | | |
| Ability to plan and prioritise work | | | **E** | **A & I** | |
| Calm and approachable manner | | | **E** |  | |
| Ability to recognise and address own limitations | | | **E** | **A & I** | |
| Willingness to work flexibly if required in order to meet the needs of the service | | | **E** | **A & I** | |
| Evidence of continuing professional development with up-to-date portfolio and appraisal reviews | | | **E** | **A & I** | |
| Keen to work in an environment where change is part of everyday life | | | **E** | **I** | |
| **Other:** | | | | | |
| A commitment to the vision, values and objectives of Hospice Isle of Man’s Strategy. | | | **E** | **I** | |
| Punctual with good attendance record | | | **E** |  | |
| A commitment towards quality in the organisation | | | **E** | **A & I** | |
| Motivation to Learn and develop as a practitioner | | | **E** | **I** | |
| Full, clean driving licence, with access to own car | | | **D** | **A** | |
|  | | |  |  | |
| **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 |

**February 2019**