



# Job Description

## 1. Post Title – Registered Nurse

Responsible to                    Clinical Lead IPU

Responsible for                Not applicable

Full or Part Time              Various available

### Background

Prospect Hospice provides a broad range of End of Life Care services across Swindon and North East Wiltshire. Our care is delivered in our In-Patient Unit and patients’ homes. The Hospice has an outstanding local reputation and is committed to ensuring that the patients and families we provide comfort and care for each year continue to receive an exceptional level of support towards the end of their lives as well as helping to influence and enhance best practice in End of Life Care with other providers.

## 2. Main purpose & scope

The Registered Nurse is responsible for providing planned nursing care for palliative care patients and their families, as part of the multi-disciplinary team on In-Patient Unit and out in the community.

The prime purpose is to deliver skilled and compassionate care to patients who have a life limiting condition, ensuring that care needs are met sensitively and appropriately, according to the wishes of the patient.

A key element will be to care for patients at the end of life, supporting the philosophy of hospice nursing and planning and delivering care in accordance with principles of palliative care.

Another crucial aspect will be to engage with those closest to the patient, providing emotional and psychological support and referring to other teams within the Hospice for specialist advice and expertise.

The post holder is expected to carry out nursing care without direct supervision, and to make clinical decisions to support patients with changing specialist palliative care needs.



**AUTHENTIC**

**SPECIALIST  
RESILIENT**

**PERSON CENTRED  
EXCELLENT**

**INCLUSIVE**



### 3. Key accountabilities and areas of responsibility

Responsibilities will include but will not be restricted to:

#### Clinical Practice

- To make initial and ongoing assessments of the total physical, emotional, spiritual, social and practical needs of patients and their family or those closest to them
- To implement and evaluate programmes of nursing care
- To communicate clearly with patients and those closest to them, building and maintaining trusting relationships
- To monitor symptom control issues, and support patients in developing coping strategies for living with symptoms
- To set and maintain a welcoming environment for patients, offering support and providing opportunities to explore anxieties
- To work effectively within own limitations and recognize the need for appropriate onward referral
- To give and receive reports on patients, maintain accurate written records and ensure effective communication with inter-disciplinary team
- To maintain the safe custody, accurate distribution and recording of drugs
- To follow manual handling guidelines to ensure the assessment and safe moving and handling of patients, including car transfers
- To act, when required, as a nurse escort providing clinical and practical support for patients using designated transport
- To work closely with therapists and volunteers to ensure there is an ongoing plan of recreational activities and supportive therapies available for patients
- To assess, plan and evaluate nursing care needs of patients
- To carry out relevant forms of care without direct supervision
- To act as a shift co-ordinator in the absence of the Nurse In Charge/ Senior Nurse, taking overall responsibility for the running of the shift on IPU.
- Overnight, if acting as shift co-ordinator in the absence of the NIC / Senior nurse, to take overall responsibility for the Hospice and out of hours services with direct, immediate access to support from On-call cover
- To undertake admissions and discharges, ensuring procedures and standards are applied consistently
- Liaison with the administrative team for booking of bank staff in order to ensure staffing quotas are maintained
- If co-ordinating, allocate work according to the skills, abilities, and experience of the team
- Provide advice and support to all staff and volunteers within the team
- Deployment and support of volunteers working in the clinical area
- Respond to any managerial changes or crisis quickly and to contact the Clinical Lead, Patient Services Director or on call Senior Leadership Director for confirmation of the action taken or to request further assistance
- To supervise trained and untrained staff as required
- As knowledge and experience allows, to provide general and specialist support and out of hours advice to patients, carers and healthcare professionals, referring where appropriate to the duty or on-call doctor





- To deal sensitively and effectively with suggestions or complaints from patients, relatives, staff and volunteers, in liaison with the IPU Clinical Lead
- To establish and maintain effective communication and working relationships with the multi-disciplinary team within Prospect Hospice, local hospitals and Primary Health Care Teams.

### **Governance**

- To actively contribute to the Patient Services clinical governance framework through participation in education, development, research and audit initiatives.
- To identify and plan to meet own learning needs in relation to revalidation.
- To formally and informally reflect on practice and performance within allocated supervision sessions.
- To attend mandatory training as required, and complete online training as allocated.

### **Professional**

- To maintain professional standards and remain aware of changing patterns of care.
- To understand the importance of professional accountability and need for professional self development.
- To attend and contribute to multi-professional meetings as appropriate.
- To adhere to the Operational and Clinical Policies, Procedures and Guidelines of Prospect Hospice.
- To remain aware of the Nursing and Midwifery Council Statutory Requirements for Practice, Guidelines and Codes of Practice.

## **4. Key Contacts**

- Directors of Patient services
- Clinical Lead and Team Leaders
- Patients and families
- Medical Team
- Multi-disciplinary team members



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# Person Specification

## 5. Skills, Knowledge & Experience

### Essential

- Registered General Nurse
- Understanding of reflective practice
- Experience of working within more than one health care field
- Good communication skills, including listening, negotiating skills, communication of ideas and ability to provide advice to other health professionals at all levels
- Excellent interpersonal skills, including ability to provide non-judgmental and empathic emotional support to patients whilst maintaining safe and appropriate boundaries
- Effective problem solving skills and judgment to know which decisions need to be referred on to a senior colleague or nurse on call
- Emotionally able to work within the field of palliative care
- Able to recognize own limitations and initiate appropriate onward referral.
- Ability to manage time effectively
- Understanding of clinical governance and its requirements, including clinical audit.
- Understanding of hospice nursing philosophy
- Demonstrate an understanding of patient confidentiality and data protection principles
- Flexible approach to working
- Understanding and experience of multi-disciplinary working
- Able to demonstrate an understanding of the importance of developing ways to sustain coping, including use of support and supervision
- Basic IT skills

### Desirable

- General palliative care experience
- Diploma in Palliative Care
- Good knowledge of palliative care or relevant specialist field
- Care of the Dying Person Module (Level 2), and commitment to progressing relevant level 2 or 3 study
- Evidence of continuing professional development within specialist palliative care.
- Experience within a relevant specialist field.
- Specialist palliative care experience.
- Higher level IT skills
- Audit and quality improvement abilities





### **Personal Attributes**

- Commitment to and ability to demonstrate Prospect Hospice values and behaviours at all times
- Able to maintain the highest professional standards at all times, and act as a true ambassador for the Hospice.
- To be authentic, open honest and transparent
- Have a track record of working inclusively and a genuine appreciation of the value of diversity

### **IMPORTANT ADDITIONAL INFORMATION**

The line manager will discuss all elements of the job description with the postholder on an annual basis during appraisal, recognising that some elements may be developed.



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