

Job Description

Job Title	IPU Registered Nurse
Department	Inpatient Unit
Hours	Various available, working across days and nights.
Responsible to	IPU Team Leader
Responsible for	Not applicable

About Us

Since 1980, Prospect Hospice has provided dedicated end-of-life care service for people living in Swindon, Marlborough and north east Wiltshire. We bring care, comfort and confidence, around the clock, every day of the year.

Our aim is to provide excellent, personalised and compassionate care for everyone in our community who is affected by a life-limiting illness. We work in close partnership with other organisations – specifically with local health and social care professionals – as well as local people. Working within our community allows us to lead, provide and influence care so that anyone affected by a life-limiting illness has access to the best possible support when and wherever they need it.

Our Vision, Mission, Strategic Priorities and Values

Our vision is a community where death is no longer a taboo and everyone lives and dies well.

Our mission is that we will work with and through others using our skills and expertise so that people have choice and support at the end of their life.

In order to make these a reality we have developed four strategic priorities which give direction to all that we do. Our values, guiding the work of the hospice focus on six areas. These apply to all who work on behalf of Prospect Hospice, including trustees.

- ✓ Secure the continuity of Prospect Hospice charity for our community for generations to come
- ✓ Take pride in being a great place to work and thrive
- ✓ Deliver bespoke specialist care that supports dignity and choice
- ✓ Use our expertise to educate and influence the delivery of excellence in end of life care



- ★ Authentic
- ★ Specialist
- ★ Person centred
- ★ Inclusive
- ★ Resilient
- ★ Excellent

Our Team

Prospect Hospice's Inpatient Unit in Wroughton provides skilled and compassionate specialist care to patients with any life limiting illness. People come to the Inpatient Unit for a variety of reasons. This may be to control difficult symptoms such as pain or breathlessness, for emotional and family support or for end of life care.

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.

Key Accountabilities and areas of responsibility

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
- Administer medicines as prescribed with adherence to Guidelines for Medicines Administration (NMC2002).
- 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 coordinate and supervise a shift, communicating effectively with members of a multidisciplinary team to deliver high quality, evidence-led care to patients and taking overall responsibility for the running of the shift on the inpatient unit.

- 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 team leader, nurse on call (if overnight), 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 team leader
- To establish and maintain effective communication and working relationships with the multi-disciplinary team within Prospect Hospice, local hospitals and primary health care teams.
- To be aware of the emotional demands that come with treating palliative care patients and their families.
- To ensure holistic care for the dying patient and their relatives, working closely with doctors and the family support team while giving support to more junior members of staff.

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 assume personal accountability for nursing care delivered to a patients in accordance with the nursing and midwifery council (NMC) code of conduct.

Key Contacts

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

Equality, Diversity and Inclusion

We are committed to creating a truly equal and inclusive workplace, and we value diversity of thought, ability and individuality. Ours is a learning culture. We know that we can only retain our position at the forefront of excellence in end of life care by learning, reflecting and innovating, and we expect all our people to pursue continuous professional development.

This applies to both service delivery and to our own people practices. You will be willing and able to demonstrate commitment to our equality, diversity and inclusion policy and practices at all times.

Safeguarding

It is the responsibility of the post holder to ensure up-to-date knowledge of and to follow the legislation and guidance regarding Safeguarding Adults and Children as stated in the Hospice Safeguarding Policy. This applies to all staff and all staff should ensure that they are aware of their responsibilities and attend the mandatory training as required.

Health and Safety

Under the provisions of the Health and Safety at Work Act 1974, it is the duty of every employee to:

- To take reasonable care of themselves and others at work
- To co-operate with the Prospect as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided, including personal protective equipment, for health and safety or welfare at work.

Infection Prevention and Control

All staff must fully comply with all infection prevention and control policies as relevant to their role. All managers must ensure that staff are aware of and have access to this guidance.

Special Conditions

- Appointment is subject to an enhanced disclosure and barring service check including barred lists
- Post holder to be (or willing to be) immunised for hepatitis B, MMR, Tuberculosis and Chickenpox.
- Post holder must maintain an active professional portfolio on order to be able to revalidate every 3 years in accordance with the current NMC guidelines
- Must attend all Prospect Hospice mandatory training as required for role

Person Specification

Criteria Category	Requirements	Essential (E) Desirable (D)
Education and Qualifications	NMC Registered General Nurse	E
	Diploma in palliative care	D
	Care of the Dying Person Module (Level 2), and commitment to progressing relevant level 2 or 3 study	D
	Evidence of continuing professional development within specialist palliative care.	D

Criteria Category	Requirements	Essential (E) Desirable (D)
Experience and Knowledge	General/specialist palliative care experience	D
	Good knowledge of palliative care or relevant specialist field	D
	Understanding of reflective practice	E
	Experience within a relevant specialist field of nursing	D
	Experience of working within more than one health care field	E
	Understanding of clinical governance and its requirements, including clinical audit.	E
	Understanding of hospice nursing philosophy	E
	Demonstrate an understanding of patient confidentiality and data protection principles	E
	Understanding and experience of multi-disciplinary working	E
	Able to demonstrate an understanding of the importance of developing ways to sustain coping, including use of support and supervision	E

Criteria Category	Requirements	Essential (E) Desirable (D)
Skills	Good communication skills, including listening, negotiating skills, communication of ideas and ability to provide advice to other health professionals at all levels	E
	Excellent interpersonal skills, including ability to provide non-judgmental and empathic emotional support to patients whilst maintaining safe and appropriate boundaries	E

	Effective problem solving skills and judgment to know which decisions need to be referred on to a senior colleague or nurse on call	E
	Able to recognise own limitations and initiate appropriate onward referral.	E
	Ability to manage time effectively	E
	Audit and quality improvement abilities	D
	Good IT skills	E

Criteria Category	Requirements	Essential (E) Desirable (D)
Personal Qualities	Emotionally able to work within the field of palliative care	D
	Flexible approach to working	D
	Commitment to and ability to demonstrate Prospect Hospice values and behaviours at all times	E
	Have a track record of working inclusively and a genuine appreciation of the value of diversity	E
	Able to maintain the highest professional standards at all times, and act as a true ambassador for the Hospice and encourage others to do the same	E
	To be authentic, open honest and transparent	E

Scope of Job Description

This job description is a guide to the work you will be required to undertake. It is not an exhaustive list of the duties but gives a general indication of work undertaken which may vary in detail in the light of changing demands and priorities. Substantive changes will be carried out in consultation with the post holder.

This job description does not form part of your Contract of Employment