

## SAINT FRANCIS HOSPICE

### JOB DESCRIPTION



<b>JOB TITLE</b>	Bank Staff Nurse
<b>GRADE</b>	Band 5a
<b>HOURS OF DUTY</b>	As required
<b>REPORTS TO</b>	Ward Sister/Charge Nurse
<b>KEY RELATIONSHIPS</b>	People in our care and their loved ones, Internal and External Care Providers and Volunteers
<b>RESPONSIBLE FOR</b>	Delivering high quality specialist individual care.

#### JOB SUMMARY

**To work within the Team Nursing structure, ensuring that holistic quality individual care is maintained.**

#### MAIN DUTIES AND RESPONSIBILITIES

##### LEADERSHIP AND TEAM WORKING

1. To participate in organising the individual nursing team in the absence of the Band 5B and/or Ward Sister/Charge Nurse.
2. To co-ordinate the Ward in the absence of a band 5B and or Ward Sister/Charge Nurse.
3. To participate in ensuring adequate staffing of the Ward.
4. To participate in change and development of practice
5. Have an understanding of the importance of multi-professional team working that are vital to effective team working and practice them at all times
6. Maintain effective communication networks with all departments within the hospice to maintain a seamless delivery of specialist palliative care services.

##### CLINICAL PRACTICE

1. Provide appropriate physical, emotional and spiritual care in agreement with the person or individual in our care and their loved ones.
2. Consult and liaise with both the nursing and multidisciplinary teams to ensure continuity of holistic care.

3. Use evidence-based practice when planning care.
4. To participate in the hospice quality assurance programme.
5. Communicate effectively and appropriately with people in our care and their loved ones, and liaise with other professionals involved in their care.
6. Recognise and report changes in the individual's condition and respond appropriately to maintain effective symptom control.
7. To implement nursing procedures correctly and ensure that the documentation relating to the person in our care reflects a holistic account of interventions.
8. Maintain all clinical records and associated documentation – written and electronic – in accordance with Saint Francis Hospice policies.
9. Accurately document care given within NMC guidelines.
10. Participate in the annual hospice UK and clinical audit programmes to evaluate areas of clinical practice as requested.
11. To be a reflective practitioner
12. To have an identified area of special interest of clinical practice.

#### COMMUNICATION

1. Ensure effective communication with people in our care, their loved ones and other visitors.
2. Participate in discussion and ensure effective communication with the clinical team when planning and evaluating care needs.
3. Participate in multidisciplinary team meetings to ensure high quality holistic care for people in our care and their loved ones.
4. To effectively use IT systems to ensure individuals records are kept updated; ICARE & CMC records.

#### EDUCATION OF SELF AND OTHERS

1. Maintain an awareness of professional developments in nursing and palliative care.
2. Be a mentor of students and new staff as required.
3. Actively participate in the Saint Francis Hospice reflective practice programme and meet mandatory attendance requirements.

#### PROFESSIONAL RESPONSIBILITIES

1. To take responsibility for own professional development, which will be monitored as part of the annual appraisal review.
2. To maintain current registration with the NMC at all times and adhere to the NMC Code of Conduct

## **ADDITIONAL REQUIREMENTS OF POSTHOLDER**

**SENSITIVITY AND PROFESSIONALISM:** As an employee of Saint Francis Hospice you should expect that it is likely that you will come into contact with individuals and their loved ones and members of the public who are at the end of life or recently bereaved. All employees are expected to respond to people recounting and expressing their emotions about such events with sensitivity and understanding, and to know enough about the services that the Hospice provides to be able to signpost people who may benefit from our services to the relevant contacts.

**CONFIDENTIALITY:** The post holder must maintain confidentiality, security and integrity of information relating to individuals and their loved ones, staff and other hospice matter during the course of duty. Any breach of Confidentiality may become a disciplinary issue.

**DATA PROTECTION:** It is the responsibility of all staff to be aware of their obligations in respect of the Data Protection Act 2018.

**EQUAL OPPORTUNITIES:** The hospice is committed to the development of positive policies to promote equal opportunity in employment and has a clear commitment to equal opportunities. All employees have a responsibility to ensure that they understand the standards expected and that they promote and adhere to the equal opportunity measures adopted by the hospice.

**HEALTH AND SAFETY:** All staff must be familiar with section 2 of the Health & Safety Policy, Organisation of Health and Safety. This documents sets out the responsibilities of all staff for health and safety, whether in a supervisory capacity or not. Policy section 3 (arrangements for Health and Safety) provides an overview of training for competence in Health and Safety matters.

**HOSPICE IDENTITY BADGES:** Hospice ID badges must be worn at all times whilst on duty.

**SMOKING:** The hospice acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. Smoking is therefore not permitted at any point whilst on duty, in accordance with the guidelines set down within the Hospice No Smoking Policy.

### **REGISTRATION COMPLIANCE/CODE OF CONDUCT:**

All employees who are required to register with a professional body to enable them to practice within their profession are required to comply with their code of conduct and requirements of their professional registration.

**WORKING TIME REGULATIONS:** The 'Working Time Regulations 1998' require that you should not work more than an average of 48 hours in each week. For example, in a 26 week period you should work no more than 1248 hours.

*Please note that this job description is not definitive or restrictive in any way. It is a guide to the responsibilities of the role. It may be reviewed, in consultation with the post holder, in light of changing circumstances and the changing needs of the Hospice.*

*The post holder will be expected to perform any other such duties as might reasonably be required by the Director and will work in accordance with all Hospice Policies and Procedures.*

*In an emergency, all staff may be required to work different hours or carry out different tasks to those set out in their contracts of employment. This will be done in consultation with individuals and taking into account any special circumstances that may exist.*

**PERSON SPECIFICATION****BANK STAFF NURSE**

E = ESSENTIAL	D = DESIRABLE
<b>Demonstrating the Hospice Values – Collaborative, Compassionate, Creative</b>	
<p><b>Collaborative</b> – We value working in partnership across our communities and are proactive about nurturing relationships with our stakeholders.</p> <p><b>Compassionate</b> - The ability to be kind and treat everyone we meet with care and compassion. The ability to be friendly and put people at the heart of our actions and words, supporting people's choices and decisions, helping them to feel safe, secure and valued.</p> <p><b>Creative</b> - We are forward-thinking, adaptable in our changing world and embrace change and innovative ways of working.</p>	E
<b>Qualifications &amp; Training</b>	
<input type="checkbox"/> Registered Nurse – Level 1	E
<input type="checkbox"/> ENB 931 or equivalent	D
<input type="checkbox"/> ENB 285 or Diploma in Palliative Care	D
<input type="checkbox"/> ENB 998 or equivalent	E
<b>Skills/Abilities/Knowledge</b>	
<input type="checkbox"/> Team player, committed to multidisciplinary working	E
<input type="checkbox"/> An understanding of the importance of multi-professional team working	E
<input type="checkbox"/> Experience of working autonomously as well as part of a multi-professional team	E
<input type="checkbox"/> Flexible approach to team working and an awareness of team dynamics	E
<input type="checkbox"/> Has the ability to organise the team in the absence of the Team Leader	D
<input type="checkbox"/> Has the ability to organise the Ward in the absence of a Senior Nurse	D
<b>Experience</b>	
<input type="checkbox"/> Previous palliative care experience	D
<input type="checkbox"/> Confident decision making skills regarding specialist palliative care symptom control decision making	D
<input type="checkbox"/> A sensitive awareness of the needs of people in our care and their loved ones	E
<input type="checkbox"/> Has an understanding of quality assurance and the processes involved	E
<input type="checkbox"/> Has awareness of current research in palliative care	E

<input type="checkbox"/>	IT skills and the ability to use a clinical database	E	
<input type="checkbox"/>	Demonstrable excellent interpersonal skills		D
<input type="checkbox"/>	Has excellent written and verbal communication skills	E	
<input type="checkbox"/>	Demonstrates effective communication skills with: - people in our care and their loved ones - colleagues	E	
<input type="checkbox"/>	Has awareness of current issues within: - The nursing profession - Palliative care	E	
<input type="checkbox"/>	Demonstrates the ability to teach others		D
<b>Other Requirements</b>			
<input type="checkbox"/>	Demonstrates insight into own stressors and coping mechanisms	E	
<input type="checkbox"/>	Ability to work flexibly and have a flexible approach to working patterns	E	
<input type="checkbox"/>	Motivated and enthusiastic	E	
<input type="checkbox"/>	Compassionate, sensitive, non-judgemental	E	

I confirm that I have read the Job Description/Person Specification and the duties contained therein and accept the conditions of this role.

**NAME:**

**SIGNATURE:**

**DATE:**