

## Job Description

<b>Job Details:</b>	
<b>Job Title:</b>	Registered Nurse - In-Patient Unit (IPU)
<b>Grade:</b>	Band 5
<b>Department:</b>	In-Patient Unit (IPU)
<b>Directorate:</b>	Patient & Family Services
<b>Reporting to:</b>	Junior Sister
<b>Location</b>	Dorothy House Hospice, Winsley

### Job Summary / Main Purpose:

- To provide nursing care that is patient and family centered, acknowledging the needs of individuals and ensuring high standards of care are provided.

### Principal Duties and Responsibilities

#### Clinical

- To demonstrate clinical practice which is patient focused and has a high commitment to professional caring and partnership in care.
- To assess the needs of patients and devise a plan of nursing care based on assessment of physical, emotional, spiritual and social needs, involving patients and carers in the process.
- To implement the planned programme of nursing care and where appropriate, liaise with other members of the Caring Team who may be responsible for implementing specific aspects of nursing care
- To review and evaluate the effectiveness of nursing care provided and where appropriate initiate any action that may be required.
- To work as a member of the Nursing and Multi-disciplinary Teams.
- To ensure nursing practice is grounded in evidence-base wherever possible.
- To ensure and co-ordinate safe discharge of patients with an understanding of the needs of patients and carers in the community and the available services.
- To act at all times in accordance with the Nursing and Midwifery Council Professional Code of Conduct.
- To take responsibility for telephone enquiries from the 24 hour advice line when required, to give professional advice and support and contact the Doctor on call as required.
- To respond to enquiries regarding the Hospice at Home Service during unsociable hours and allocate staff, as required.
- To use the computer database to access and record relevant patient information.

## Managerial

- To take charge, as required, and co-ordinate the nursing care, liaising with other members of the Multi-disciplinary Team.
- To organise and manage own time according to the delegated work load.
- To supervise other members of the Nursing Team, such as Health Care Assistants and Volunteer Nurses, as required.
- To recognise own support needs and those of colleagues and how they can be met.
- To attend meetings as appropriate.
- To ensure all the Dorothy House Hospice Care policies and procedures are adhered to.
- To take responsibility for a specific area of nursing practice and act as a resource to colleagues in the In-patient Unit in order to provide good practice and patient care.
- To work within the Health and Safety Policy, identifying risks within the working environment and addressing risks accordingly.
- When on night duty, to take responsibility for the safety and welfare of patients and the building, contacting relevant services and colleagues in the event of an emergency/service breakdown.

## Education

- To take responsibility for personal development and education and identify training needs through the induction and appraisal system.
- To act as Student Nurse Mentor (on attainment of appropriate teaching qualification)
- To participate in education and training of staff in the clinical setting and more formal teaching programmes.
- To contribute to and participate in audit, quality assurance programmes and research.
- To keep professionally up-to-date and use reflection to develop nursing practice.
- To keep up to date with all statutory mandatory training requirements.
- To be involved in regular clinical supervision.

## Structure Chart



### Contacts

- Patients, families, carers and friends.
- All members of the Hospice Multi-Disciplinary Team.
- All health and social care colleagues.
- Appropriate Hospital Team colleagues.
- Dorothy House Education Team.
- Other hospices and Specialist Palliative Care Teams.

### Special Note

This job description does not form a part of the contract of employment but indicates how that contract should be performed. The job description will be subject to amendment in the light of experience and in consultation with the post holder.

### No Smoking Policy

Dorothy House operates a No Smoking Policy for all staff, volunteers and visitors in relation to promoting health. It applies to the Hospice premises and grounds at Winsley, all Dorothy House shops and when staff are on duty in patients homes.

### Confidentiality

All of the work relating to patients, carers, donors, staff and volunteers and any other information gained are of a confidential nature and must not be communicated to other persons except in the course of duty.

### **Health and Safety at Work Act**

It is the responsibility of all employees to ensure that the requirements of the Health and Safety at Work Act are complied with safe working practices are adhered to and that hazards are observed and reported to the appropriate office.

### **Safeguarding**

Dorothy House is committed to promoting the wellbeing of all adults and children who use our services, ensuring that they live a life that is free from harm, abuse and neglect. We work in an open and transparent way and encourage staff, volunteers, patients and families to raise any safeguarding concerns. All staff should ensure that they are aware of their responsibilities and attend the mandatory training as required.

### **Person Specification**

\*Post holders should be able to commit to working both on day duty and night duty as required.

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
First Level Nurse with registration	X	
Can demonstrate an experience using evidenced based practice to nursing care	X	
Excellent communication and interpersonal skills related to complex patient care	X	
Personal attributes that reflect care, compassion and willingness to support patients and their families through their end of life journey	X	
An experience in Medicines Management and providing quality care as part of an Multi-Disciplinary Team (MDT)	X	
Demonstrates an experience in quality improvements, audits, or service improvements.	X	
Teaching experience or qualification, eg Facilitating Learning & Assessment in Practice or ENB 998		X
Confident using IT tools and packages such as Microsoft Office 365 and SytmOne		X
Can demonstrate a detailed knowledge of / experience in palliative care and end of life care		X