

Job Description

Job Title	Bank Registered Nurse	Job No	
Directorate	IPU/Day Services	Location	Colchester/Tendring
Grade		Hours	Bank

Responsible to:	Clinical Nurse Managers
Accountable to:	Inpatient Services Director/Day & Out Patient Services Director

Qualifications:	RGN/RMN, Current registration with NMC
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Key Working Relationships	Patients & relatives Qualified Nurses Assist Nurse Practitioners Medical staff Domestic staff Catering Staff Volunteers Lead Nurses All other hospice staff External agencies
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<p>Job Summary</p> <p>Provide high standards of specialist palliative care to patients and their relatives, including assessment, planning, implementing and evaluating care needs. Organise day to day work tasks and direct less experienced colleagues.</p>

<p>Key responsibilities</p> <ol style="list-style-type: none"> 1. Participate as a member of the team in assessing, planning, implementing, evaluating care and meeting the needs of patients: hygiene, elimination, nutritional, mobilising, pain, maintaining independence, spiritual and psychosocial. 2. Perform Last Offices to deceased patients including safe custody of valuables and belongings. 3. Assist at times with the post-bereavement family visit to collect certificate and view deceased. 4. Maintaining health & safety within the ward area i.e. ensure fire exits
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are clear, cupboards safely stocked & hazards removed and reported.

5. Address any concerns about poor practice with colleagues and report to immediate supervisor if unhappy with the outcome.
6. Ensure that all procedures are carried out in accordance with agreed standards of care, and assist in identifying where existing standards should be updated.
7. Ensure Infection Control Policies and Procedures are strictly adhered to.
8. Ensure that all information recorded is in accordance with Hospice policy (i.e. patient records, incident/accident reports, computer records).
9. Ensure that all medication is administered in accordance with Hospice policy and NMC regulations
10. Supervise, direct and train new ward based volunteers and unqualified nurses.
11. Address body image issues with patients and/or relatives.
12. Check and ensure that equipment is clean and in working order ready for use.
13. Effectively manage time to meet the needs of patients.
14. Be aware of own emotional needs, relating to the palliative care environment, and how to meet them.

Education:

1. Attend mandatory training as required by the hospice: people moving people, CPR, fire, vulnerable adult & child protection.
2. Complete Bank Nurse Practitioner core competencies within 3 months of joining St. Helena Hospice.
3. Complete Nurse Practitioner competencies within 18 months of joining St. Helena Hospice
4. Demonstrate and share continued professional practice development.
5. Assist in the identification and meeting of educational needs of other staff.

General

- **Provide cover for colleagues as directed by the relevant team leader/ Manager / Director**

- The post-holder will have access to confidential data on staff, patients and services within St Helena Hospice. Failure to maintain confidentiality will lead to disciplinary action, which could ultimately lead to dismissal.
- The post holder may be required to participate in the assessment of risk and thereby contribute towards clinical and corporate governance agenda as appropriate.
- The post will be subject to regular annual staff development review
- The post holder will be expected to produce work of a high standard and to promote quality at all times.
- St Helena Hospice is committed to Equal Opportunities for all present and potential members of staff and patients. Therefore St Helena Hospice expects all employees and volunteers to understand, support, and apply this policy through their working practices which requires all individuals to be treated with respect, dignity, courtesy, fairness and consideration. To obtain a copy of the Equal Opportunities policy contact the personnel department
- The post holder will be expected to keep themselves updated on all matters relating to Hospice procedure and policy.
- The post holder must familiarise themselves with matters relating to health and safety management as they affect them personally and/or the Hospice, reporting any potential risks to life or property immediately in accordance with the Hospice's Health and Safety policy and procedures. They must use all equipment provided to undertake their role safely.
- Refrain from smoking in any area of the Hospice premises not designated a smoking area.
- Where you are a member of a professional body you are required to conform to the professional standards set by that body. You are required to ensure your registration is current and practice continuous professional development
- The philosophy of the Hospice is based on an interdisciplinary approach and employees and volunteers are required to participate in this concept.

HEALTH AND SAFETY: Employees must share responsibility for abiding by health and safety policies and regulations, infection prevention and infection control policies and act in accordance with the Risk Management Policy. In addition be aware of the responsibilities placed on them by the Health & Safety at Work etc Act (1974) to ensure that the agreed safety procedure is carried out to maintain a safe environment for themselves, other employees and visitors.

The post holder is legally required to have regard to the Mental Capacity Act 2005 Code of Practice.

This is an outline Job description and may be subject to change, according to the needs of the service, in consultation with the post holder.

Signed (employer)	
Date	
Signed (employee)	
Date	

Person Specification Template

Job Title	Bank Registered Nurse	Job no	
Directorate	IPU	Location	Colchester
Grade		Hours	As required

Factor	Essential	Desirable
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Qualifications	<p>RGN/RMN</p> <p>Current registration with NMC</p>	<p>Diploma of Credit Palliative Care</p> <p>Communication skills</p>
Experience	<p>2 years experience as a registered nurse.</p> <p>Experience of handling difficult situations.</p>	
Knowledge	<p>Proven awareness of the possible needs of patients, families under the care of the hospice</p> <p>Knowledge of illness as a carer and the ability to recognise when a person has physical, social, psychological or spiritual care needs.</p> <p>Demonstrated understanding of the Hospice philosophy and the work of St. Helena Hospice</p>	
Communication skills	<p>Proven written and verbal communication skills.</p> <p>Clear verbal communication skills demonstrable with a range of people.</p>	

	<p>Ability to accurately record any information required i.e. patient records, telephone messages or information as requested by patients</p>	
<p>Personal Attributes</p>	<p>Proven ability to work off own initiative and as part of a team.</p> <p>Flexible to meet needs of service.</p> <p>Physically able to undertake the job.</p> <p>Proven coping strategies when under emotional pressure</p> <p>Proven ability to manage time effectively</p> <p>Proven ability to problem solve.</p>	