



Job Description

Job Title: Registered Nurse

Reports to: In-Patient Unit Manager

Base: St Joseph's Hospice, Thornton, Liverpool

Date: July 2017

Hours: 37.5 hours per week based on internal rotation

Job Purpose:

To provide a high standard of individualised patient and family care and support. To ensure that excellent standards of care are achieved.

Objectives	Typical Tasks
<p>Clinical Practice and Leadership</p>	<ol style="list-style-type: none"> 1. Co-ordinate the nursing team including Health Care Assistants as delegated by the In Patient Unit Manager. 2. Assess, plan, implement and evaluate patient care plans 3. Monitor, record, and report symptoms or changes in patients' conditions. 4. Undertake risk assessments where necessary to update care plans 5. Maintain accurate, detailed reports and records. 6. Record patients' medical information and vital signs. 7. Order, interpret, and evaluate diagnostic tests to identify and assess patient's condition. 8. Modify patient treatment plans as indicated by patients' responses and conditions. 9. Direct or supervise less-skilled nursing or healthcare personnel or supervise a particular unit. 10. Consult and coordinate with healthcare team members to assess, plan, implement, or evaluate patient care plans. 11. Monitor all aspects of patient care, including diet and physical activity. 12. Review the patient care plans at least on a daily basis and have the underpinning knowledge and understanding to make changes as appropriate. Ensure that these changes are documented and handed over as appropriate.

	<ol style="list-style-type: none"> 13. Promote an appropriate environment in which to care for patients and their families being aware of physical, social, emotional and spiritual needs 14. Maintain a safe, clean and pleasant environment for patients, relatives and their staff 15. Take charge of a shift as required, including the delegation of tasks to other members of staff 16. Promote and maintain effective liaison, communication and relationships with all of the Hospice clinical team and ensure liaison and collaboration with external specialist palliative care services and agencies 17. Admit patients into the inpatient unit, including familiarisation into the unit and completion of admission assessment and documentation 18. Demonstrate competency for managing specific nursing tasks, e.g. venepuncture, giving IV drugs and catheterisation 19. Assist in the planning and execution of patients admissions and discharges 20. Ensure that Hospice procedures for the ordering, administering and recording of drugs issued to the Hospice or its patients are followed 21. Give information, support and advice to carers following the death of a patient in collaboration with the Bereavement Counsellor. 22. Assistance with mobilisation of patients, taking into account the guidelines of safe moving and handling practice and mechanical aids where necessary.
<p>Management & support</p>	<ol style="list-style-type: none"> 1. Support and give direction to colleagues and Health Care Assistants, students and volunteers in the clinical setting under the guidance of the In Patient Unit Manager 2. Support and facilitate the orientation and teaching of new and existing staff, colleagues and students 3. Be responsible for the management of an allocated group of patients on a shift basis 4. Give feedback to staff and the In Patient Unit Manager about individual performance as appropriate 5. In the absence of the In Patient Unit Manager be responsible for the effective management of the ward for rostered shifts, including ensuring appropriate skill mix and number of staff on duty arising from unexpected absence 6. Through practice, role modelling, teaching and mentorship, provide staff support and training to enhance the team's development 7. Implement health and safety, infection control, safe moving and handling and fire procedures where appropriate 8. Report incidents, accidents and complaints to the In Patient Unit

	<p>Manager and complete the relevant paperwork</p> <p>9. Conduct supervisions and appraisals for Health Care Assistants</p>
Communication	<ol style="list-style-type: none"> 1. Lead and participate on any ongoing discussions and handovers relating to the care of patients and their families/carers 2. Practice excellent communication skills with patients, family and members of the clinical team including showing empathy and understanding 3. Maintain accurate records and ensure Health Care Assistants and students do the same 4. Contribute positively and actively promote equality and diversity
Compliance and Quality	<ol style="list-style-type: none"> 1. Continually monitor outcomes of care, taking effective action as required. 2. Initiate clinical reviews of patient and family care 3. Work to ensure that patient dignity is respected at all times both before and after death, including acting as the patient's advocate and caring for patients after they have died 4. Participate in forums for discussion of research and audit programmes 5. Assist in maintaining equipment to a high standard of cleanliness and safety ensuring that patient areas are kept clean and tidy
Continuous self-development: Continuous self-development to ensure knowledge, skills and competence are relevant to the service	<ol style="list-style-type: none"> 1. Take responsibility for own professional development, identifying training and development needs to line manager. 2. Keep up to date with skills and knowledge through reading journals and research articles and attending seminars, courses and study days where appropriate
Hospice Philosophy: Actively support the vision, philosophies and values of the Hospice.	<ol style="list-style-type: none"> 1. Promote the core values of St Joseph's Hospice. 2. Act in a non-discriminatory manner. 3. Maintain confidentiality at all times. 4. Act as a positive role model to the team and wider community. 5. Undertake any other duties that are in keeping with the values of the Hospice that you have the skill and ability to carry out.

PERSON SPECIFICATION

	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • First level registration • Willing to or working towards Palliative Care or Oncology • Teaching/assessing mentorship course 	<ul style="list-style-type: none"> • Advance communication skills course • Diploma/Degree in nursing • Counselling qualification
Experience	<ul style="list-style-type: none"> • Working with patients at the end of life • Experience of working as part of multi-disciplinary team • Ward/Inpatient experience • Post registration experience of palliative care/oncology/general medicine/community 	<ul style="list-style-type: none"> • Experience of conducting appraisals
Skills, Knowledge and abilities	<ul style="list-style-type: none"> • Awareness of health and safety procedures • IT literate • Excellent interpersonal and communication skills • Initiative • Participation in audits • Proactive 	

I confirm I have received a copy of this Job Description, and that I have read and understood the contents therein.

Signed : (Employee)

Date

Signed (Manager)

Date