



## Staff Nurse



- Salary Scale:** Scale 5 (£25,303 to £29,770 pro rate based on experience)
- Hours:** **Full time 37.5 hrs per week & 30 hrs per week**  
You will be required to work regular shifts patterns which include days, nights and regular weekends.  
May include bank Holidays to cover the needs of the Hospice
- Responsible to:** Ward Manager

Overgate Hospice has twelve Inpatient beds and a Day Hospice that provides the highest standard of compassionate & evidence based specialist palliative care and end of life care for adults in Calderdale; who have active, progressive and life limiting illnesses.

### Job Summary

The post holder will:

- To work as part of a multi-disciplinary team in providing a high standard of specialist palliative care to patients and their families.

### Minimum Qualifications / Experience Required

- Registered Nurse (RMN welcome to apply)
- The post holder must comply with all aspects of the NMC Code of Professional Conduct and maintain own registration with the NMC.

### Key Working Relationships

- Patients, their relatives, carers and friends

- All other nursing & medical staff, ward clerks, housekeeping & catering staff, clinical admin staff & volunteers.

## **Duties and Responsibilities of the Post:**

### **CLINICAL**

- Work with nursing colleagues to deliver skilled, practical and compassionate nursing care
- Negotiate clinical options and decisions with the patient, family and multidisciplinary team
- Identify hopes and goals of the patient and family and work with them towards their achievement
- Monitor both physical and psychological symptoms of the illness
- Identify new problems and discuss options for resolving them
- Discover the extent to which carers wish to be involved, particularly with practical care
- Teach the skills of practical nursing care to enable carers to manage and develop confidence
- Anticipate the changing needs of patients and emotionally prepare the patient and family, exploring the patient and family awareness of the situation;
- To ensure that nursing documentation is recorded accurately, legibly and that regular reviews of patients' care plans are maintained.
- Responsible for the organisation of patient care and the delegation of duties to nursing staff. To participate in patient care activities, giving guidance and support as necessary to other team members.
- To act as Team Co-ordinator when required and support junior nursing staff as required
- To work collaboratively with the multidisciplinary team to ensure patients are effectively managed.
- To work unsupervised and take charge of the Inpatient Unit when required and to be responsible for the running of the Inpatient Unit in the absence of the Sister
- To provide support and guidance when dealing with advice call requests ensuring the On Call Consultant is contacted as appropriate in line with current procedure.
- To ensure that the high standards of nursing care are given and maintained. To act when standards are not being maintained.

### **EDUCATIONAL**

- To act as a Link Nurse in designated areas as directed by the Sister
- To participate in the induction, training and ongoing supervision of team members, new staff, students and volunteers.
- To participate in Overgate education and training programmes.
- To act as a mentor or clinical supervisor to colleagues and visiting students as appropriate.
- To have a willingness to take on extended roles such as IV administration/cannulation/venepuncture, care of central lines and other clinical roles linked to the department.

### **PROFESSIONAL**

- To work within the NMC Code of Professional Practice and within policies, procedure and guidelines of Overgate Hospice.
- To participate in regular staff meetings.
- To be flexible to work across areas or services to meet the demands of changing service needs.
- To establish and maintain effective working relationships with patients, relatives and all visitors to the Hospice.
- To take responsibility for own continuing professional development and performance, including identifying own development needs and maintain own portfolio in accordance with revalidation.
- Ensure confidentiality is maintained to meet professional requirements.

## **MANAGERIAL**

- To order supplies of nursing stores and equipment
- To support the ward sister in risk assessment and minimisation ensuring incidents and near misses are reported
- To manage verbal complaints, inform Sister and refer on when unable to resolve
- To recognise, prevent where possible, and manage areas of conflict, reporting to the Sister if unable to resolve
- Participate in research programmes utilising agreed research findings to enhance the patient and their family's experience
- Actively participate in benchmarking and auditing clinical practice

## **FINANCIAL**

- Make effective use of resources, being mindful of costs

## **MANAGING SELF**

- To undertake appraisals identifying, developing and agreeing your own development plan with sister/senior staff nurse
- To access clinical supervision.

This is not an exhaustive list of duties and this job description will be reviewed with the post holder from time to time

## **General Duties & Responsibilities**

- Overgate Hospice is a no smoking organisation
- The employee must maintain a safe working environment in accordance with Overgate Hospices Health and Safety policies & abide by the Health and Safety at Work Act (1974).
- The employee must attend annual mandatory training sessions
- The employee must ensure that they comply with all Hospice policies and procedures at all times & participate in the development and implementation of Hospice policies
- The employee must be actively involved in Hospice Governance and support the audit cycle
- The employee must maintain strict confidentiality at all times, applying to all aspects of Hospice business and work within the guidelines of the Data Protection Act
- Employees must demonstrate commitment to their own personal development and are required to make a positive contribution to fundraising and raising the profile of the Hospice locally and nationally.
- Employees must adhere to the Hospice's Standards of Behaviour Framework in all aspects of their work
- Work closely with the Volunteer Services Coordinator as appropriate to ensure that any volunteers are supported in their roles, addressing any issues as they arise.
- Use all Hospice resources economically and cost effectively
- This job description is not exhaustive and will be subject to periodic review. The employer and the employee share responsibility to review and amend it as appropriate

## **Safeguarding children and adults at risk**

All Hospice staff are required to act in such a way that at all times safeguards the health and well-being of children and adults at risk. Familiarisation with and adherence to the hospice safeguarding policies is an essential requirement of all employees as is participation in related mandatory/statutory training.

## **Valuing Diversity and Equality**

All employees should carry out their duties in accordance with the values and principles of valuing diversity and equity of provision. It is the responsibility of all employees to support the hospice vision of promoting a positive attitude to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of the hospice's Equal Opportunities Policy.

### Healthcare Associated Infection

Healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. You have a responsibility to comply with Overgate policies for personal and patient safety and for prevention of Health Care Associated Infection (HCAI); this includes a requirement for rigorous and consistent compliance with Overgate policies for hand hygiene including the 'naked below the elbow' approach, use of personal protective equipment and safe disposal of sharps.

Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about the application of practical measures known to be effective in reducing HCAI.

## PERSON SPECIFICATION

Attributes	Essential	Desirable	How Identified
<b>Qualifications/Training</b>			
Registered General Nurse qualification	Registered Nurse Demonstrable personal profile of continuous professional development	Post-registration palliative care qualification or willingness to work towards  Teaching & Assessing Qualification ENB 998 or equivalent	Application form, Certificates, NMC registration checked  Application form, Certificates, Portfolio & Interview  Application form & Certificates
<b>Experience and Knowledge</b>			
Clinical Skills	Multi-professional team working  Ability to demonstrate an awareness of the impact of loss & bereavement on self & others	Experience of palliative care  Able to demonstrate palliative care knowledge including symptom control	Application form, Interview  Interview & References
<b>Skills/Abilities</b>			
Good timekeeping  Excellent interpersonal skills  Computer literate and proficient in the use of Microsoft office suite of programs	Excellent verbal & written communication skills  Ability to assess & deliver care to meet complex patient problems/needs	A positive attitude to change, able to demonstrate knowledge of how to implement & manage change	Application form, Interview  Interview

Attributes	Essential	Desirable	How Identified
Ability to communicate verbally	<p>Presents a positive professional approach and image</p> <p>Ability to work as part of a large multi-professional team</p> <p>Excellent organisational skills</p> <p>Ability to withstand sensitive &amp; potentially stressful situations</p> <p>A credible practitioner who demonstrates sound professional clinical and practical knowledge</p>	<p>Experience of working in an acute or community setting and caring for patients with complex needs including care of patients with tracheostomy, IV therapies and care of central lines.</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application form, Interview</p>
<b>Personal Attributes</b>			
Understanding of and empathy with Hospice environment	<p>Awareness of evidence based practice &amp; the need for audit and research</p> <p>Good attendance &amp; punctuality record</p>		<p>Interview</p> <p>Interview</p>