

## ***JOB DESCRIPTION***

<b>Job Title:</b>	Band 5 Nurse
<b>Department:</b>	Children & Young Peoples Service
<b>Hours of Work:</b>	Across the 24-Hour period
<b>Location:</b>	Little Havens
<b>Responsible to:</b>	Lead Nurse CYP services
<b>Responsible for:</b>	N/A
<b>Key Relationships:</b>	Staff Managers Patients External healthcare practitioners Volunteers

### **Job Purpose:**

To work as a member of the multidisciplinary care team, providing and managing holistic care to people who have life limiting conditions and /or who are terminally ill and dying. Enhancing independence, quality of life and the support provision of a variety of therapies, offering practical and emotional support to all patients and their carers, whilst ensuring the highest possible standards of specialist and supportive palliative nursing care is delivered, responding to changing circumstances and needs.

### **Principal Responsibilities:**

The following list is not exhaustive and is intended only to indicate the range of activities that the post holder will be required to undertake. Further duties and responsibilities may be added as identified from time to time and it is expected that the post-holder will accept all reasonable requirements and developments of the job.

### **Provision of care**

- Responsible for assessing and managing the needs of patients/CYP: assessing, planning, implementing, and evaluating the care, following clearly defined policies, protocols, procedures, or codes of conduct
- Ensure nursing care is delivered to the highest standard and reflects the needs of the patient/CYP
- Ensure that, as far as possible, family and / or carers are included in guiding the care provided and can deliver care where it is safe, and they wish to do so
- Maintain confidentiality at all times

- Liaise with other professionals working within primary and secondary care settings, regarding care when require
- Accountable for adhering to medicines management policy
- Always act as an advocate for the patients/CYP
- Provide support for families and other carers, prior to and following a death, involving other agencies or disciplines when appropriate
- Assist medical staff in chaperoning patients, supporting discussions and management of their care
- Participate in the education of other professional and non-professional staff
- Be prepared to mentor students from educational establishments on clinical placements
- Work as part of a team supporting community hospice services
- To participate in the moving and handling of vulnerable patients, often involving specialist lifting and handling equipment
- Risk of exposure to bodily substances defined as hazardous.
- Rigorous adherence to organisational infection prevention policies and procedures including the use of personal protective equipment

### **Team / Organisational Work**

- Nurture a proactive team culture by actively seeking solutions to problems.
- Foster a good working relationship with all Trustees, Executive and department staff with whom the job interacts.
- Responsible for conforming to the policies and procedures as set out by the organisation, including health & safety requirements.
- Deputise for the Nurse in Charge when necessary.
- Attend staff meetings as required or instructed to do so.

### **Communication**

- Provides and receives complex and confidential information concerning patients, requiring empathy, persuasion, and reassurance, often in distressing situations.
- Communicates effectively to encourage trust and open communication with colleagues, patients, and visitors.
- Record communications and patient information succinctly and accurately in the Patient record.
- Fosters positive relationships, contributing to the creation of a welcoming, caring, safe and supportive environment for patients, staff, volunteers, and visitors to Havens Hospices.
- Gives and receives mutual support from, other members of staff as needed.
- Develop and maintain effective working relationships with other statutory and voluntary agencies, ensuring continuity of patient/family support.
- Liaise with other members of the MDT and pass on information at changes of shift.
- Contribute to patient discussions and meetings.

### **Administration/ Management / Training**

- Take responsibility, with other team members, for the smooth running of the day-to-day service.

- Make and receive phone calls and use other information-based technology to support effective administration communication.
- Maintain timely, accurate records using the patient administration system
- Takes personal responsibility for resources including equipment & people.
- Occasionally participate in audit, surveys research and development activities

### **Personal Development**

- Participate in appropriate internal and external educational programmes to ensure continued professional development and accurate and up to date knowledge.
- Participate in appraisals, clinical supervision and one to one meetings with line manager.
- Take personal responsibility for completing statutory and mandatory training in a timely manner to comply with hospice policy.
- Share knowledge and skills with other members of the team and mentor others as requested.
- Always conduct yourself in a professional manner
- Abide by legal requirements and NMC statutory codes of practice.

### **Other**

- Promote the philosophy of hospice and palliative care through demonstration of the mission and values.
- Participate in appropriate internal and external educational programmes to ensure continued professional development and accurate and up to date knowledge.
- Participate in annual clinical supervision and appraisal.
- Ensure compliance with relevant health and safety and other organisational policies and procedures.
- To act in a manner that safeguards the interests of beneficiaries and upholds public trust and confidence in the hospice.
- Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency and security of information as appropriate. Take personal responsibility for all personal data within own working environment.
- Such other duties temporarily or on a continued basis, as may reasonably be required, commensurate with your grade.
- Work to achieve our vision and values in respect of health and safety, inclusion, and the safeguarding of our people. Taking personal responsibility to comply with the principals/requirements.

*This is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not*

*possible to reach agreement, we reserve the right to make reasonable changes to your job description which is commensurate with your grade after consultation with you.*

**June 2022**

**PERSON SPECIFICATION**

<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EDUCATION AND QUALIFICATIONS</b> <ul style="list-style-type: none"> <li>• First level Degree or Diploma in Nursing</li> <li>• Current registration with the NMC</li> </ul>	<ul style="list-style-type: none"> <li>• Registers Children's or Learning Disability Nurse</li> </ul>
<b>KNOWLEDGE AND EXPERIENCE</b> <ul style="list-style-type: none"> <li>• Experience of working with children</li> <li>• Knowledge of safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in the charity sector</li> <li>• Experience of working with volunteers</li> <li>• Palliative care experience</li> <li>• Experience of working with people who have special educational needs</li> <li>• Experience of working with children or young people</li> </ul>
<b>KEY SKILLS</b> <ul style="list-style-type: none"> <li>• Ability to manipulate a range of clinical equipment to deliver patient care where there are narrow margins for error</li> <li>• Ability to concentrate on clinical tasks, working methodically and paying attention to detail.</li> <li>• Proficient ability to work with IT systems including Word, Teams and MS Office</li> <li>• Ability to communicate sensitively and diplomatically with a wide range of people</li> <li>• Demonstrates evidence-based practice and is willing to learn and develop new skills</li> </ul>	
<b>PERSONAL QUALITIES</b> <ul style="list-style-type: none"> <li>• Self-motivated</li> <li>• Flexible and adaptable in approach</li> <li>• Able to work as part of a team</li> <li>• Able to plan and manage busy and competing workloads</li> <li>• Problem solver/Creative thinker</li> </ul>	<ul style="list-style-type: none"> <li>• Driven by a charitable mission</li> </ul>

<ul style="list-style-type: none"> <li>• Strong communicator and negotiator</li> <li>• Attention to detail</li> <li>• Friendly, caring attitude towards people</li> </ul>	
<p><b>OTHER</b></p> <ul style="list-style-type: none"> <li>• Understanding of the requirement to work over and above working hours as needed.</li> <li>• Able to tolerate long periods of standing and physical activity for the purposes of providing care (i.e. transferring patient/clients from a bed to a chair or similar).</li> <li>• Committed to safeguarding and promoting the welfare of children, young people and adults at risk.</li> <li>• Committed to Health and safety</li> <li>• Committed to equal opportunities and inclusion</li> <li>• Committed to continued professional development</li> <li>• Compliance to Data Protection Act 2018 and GDPR principles/requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Full UK driving license</li> <li>• Full covid vaccination</li> </ul>

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