

## JOB DESCRIPTION

# BANK NURSE PALLIATIVE CARE AfC BAND 5

- REPORTS TO:** Clinical Nurse Specialist
- LIAISES WITH:** Locality Nurse Managers, Clinical Nurse Specialists, Audit Lead, Family Support Services Manager, Professional Development Lead
- TEAM LOCALITY:** Dacorum, Ridgeway, South Bucks, Wycombe as required and as the role involves you visiting individuals in their own homes you may be required to work anywhere within the geographical areas served by Iain Rennie Grove House Hospice Care (IRGH)
- HOURS:** Bank

### JOB SUMMARY

The post holder is expected to contribute towards:

- the provision of a service of specialist palliative care nursing for patients and families within their own home.
- the establishment of effective working relationships with Primary Health Care teams.
- the promotion of the philosophy of IRGH within the local community.

### General

Iain Rennie Grove House Hospice Care (IRGH) is a registered charity offering specialist and supportive care and advice for patients with cancer and other life threatening illnesses. Our Hospice at Home nursing service now cares for over 1,000 patients a year and has earned a national reputation for excellence. IRGH is continuously developing and improving its services and has ambitious plans for the future.

### KEY TASKS

#### PROFESSIONAL / CLINICAL

- Demonstrates a consistently high standard of nursing practice.
- Shows competence in working alone with patients and their families at home, under the guidance of a Clinical Nurse Specialist.
- Maintains an approach that incorporates physical, psychological, social and spiritual aspects of care, in accordance with the IRGH philosophy.
- Maintains high standards of individualised care and bereavement support under the guidance of the Clinical Nurse Specialist.
- Works effectively with community professionals, support services and members of other hospices and palliative care teams.

- Demonstrates a research based approach to nursing and participates in on-going IRGH research.
- Participates in setting of 'standards', and the audit of patient/family care.
- Maintains accurate records of patient/family care.
- Regularly attends and contributes to team/hospice meetings, and recognises the importance of 'peer support'.
- Follows all agreed procedures and statutory regulations related to the custody and administration of drugs.
- Demonstrates a willingness to share in the care of sick and bereaved children and young people.

#### **MANAGERIAL**

- Receives and shares information through attendance at team and hospice meetings, and through liaison with other professionals involved in patient/family care.
- Assists in maintaining patient statistics by keeping up to date patients notes and administrative records.
- Maintains records of equipment borrowed and returned.
- Participates in the agreed methods of 'off duty' planning, providing a 24 hour IRGH service for patients, their families and Primary Health Care Teams.
- Participates in the ongoing system of Individual Performance Review.
- Participates in the development, implementation and evaluation of IRGH policy as required.

#### **EDUCATIONAL**

- Participates fully in Clinical Supervision meetings at both individual and peer group level.
- Under the guidance of the Clinical Nurse Specialist, participates in the orientation/mentorship of new staff/volunteers.
- Demonstrates ongoing personal and professional development in accordance with own IPR.
- Regularly reads and updates personal knowledge of Palliative Care Nursing.

#### **PERSONAL/PROFESSIONAL**

- Maintain and improve professional competence by attending training courses, study days and conferences as appropriate.
- Participate in annual appraisal and personal development planning meetings.
- Attend relevant meetings as appropriate.

#### **HEALTH & SAFETY**

- Take all measures to ensure the safety of staff, patients, volunteers and visitors in accordance with the organisation's Health & Safety policy.
- Have an understanding of the fire regulations and action to be taken in the event of a fire.
- Report any accidents or incidents in the department, recording adverse incidents as appropriate.
- Employees must be aware that preventing healthcare acquired infections and infection control is the responsibility of all staff. Infection control policies and guidance must be followed by all staff.
- All staff must adhere to the Safeguarding Children Policy and Procedure.

**This job description may be modified in the light of development and changing circumstances and the post holder should be prepared to undertake any further duties that may arise as the work of the Hospice at Home Nurse develops.**

An enhanced Criminal Records Bureau (CRB) Disclosure will be required for this role.

In all areas, the post-holder will have the support of the Director of Nursing, Locality Nurse Manager and other Heads of Departments.

IRGH believes in providing appropriate training and development for all staff and the post holder will be encouraged to attend appropriate courses, both internal and external. A comprehensive induction programme is provided.

The post holder will carry out her/his duties according to the philosophy of Iain Rennie Grove House Hospice Care, acting at all times in such a manner as to justify public trust and confidence and to safeguard the interests and confidentiality of individual patients and their families.

IRGH is a no-smoking organisation.

The post-holder should at all times be aware of the confidential nature of the work of IRGH.

This job description will be reviewed as part of the post holder's annual appraisal.

## PERSON SPECIFICATION

	Essential	Desirable
<b>Education, Training &amp; Qualifications</b>		
First Level Registered Nurse	Y	
Diploma in Palliative Care		Y
Evidence of further appropriate recognised study		Y
Maths GCSE or equivalent qualification	Y	
<b>Experience</b>		
Proven post registration nursing experience	Y	
Proven experience of working effectively in a team	Y	
Experience in palliative care/oncology		Y
<b>Knowledge &amp; Skills</b>		
Basic computer skills	Y	
Excellent written and verbal communication skills	Y	
Good organisational skills	Y	
Excellent judgement and good decision making skills	Y	
Good influencing skills	Y	
Knowledge of symptom control		Y
Ability to work effectively in an emotionally demanding environment	Y	
Ability to perform assessment, planning, implementation and evaluation of nursing care		Y
<b>Personal Qualities / Other</b>		
Drive and enthusiasm	Y	
Good team member and ability to work autonomously	Y	
Caring and empathetic approach	Y	
Excellent interpersonal skills	Y	
Flexible and adaptable to a variety of tasks	Y	
Ability to prioritise effectively and work under pressure	Y	
Uses initiative	Y	
Commitment to IRGH mission and aims	Y	
Ability to maintain confidentiality	Y	
Car owner and driver	Y	
Flexible working on a 24 hour on-call basis	Y	