



JOB TITLE:	Staff Nurse
LOCATION:	Michael Sobell Hospice, Mount Vernon Hospital, Rickmansworth Road Northwood, London HA6 2RN
BAND:	5
HOURS:	37.5 (part time hours considered)
RESPONSIBLE TO:	Ward Charge Nurse/Manager
ACCOUNTABLE TO:	Chief Officer

Job Summary

The post holder is responsible for delivering a high standard of care to all patients within a specialist palliative care setting. Co-ordinating the overall care on the ward in the absence of the Team Leader or Ward Manager. Helping to facilitate the education and support of qualified and unqualified staff and participating in the development of nursing practice.

Harlington Hospice and Michael Sobell Hospice

All services at Michael Sobell Hospice are provided by Harlington Hospice Association Limited, registered charity in England and Wales no. 1099332, Company number 04199504.

Duties and Responsibilities

Clinical

- 1 Assess, plan, implement and evaluate care for patients in a way that reflects the Hospice philosophy.
- 2 Ensure a high standard of written documentation is maintained.
- 3 Promote a multi-disciplinary approach to care by ensuring effective communication is maintained between all staff, patients and their families.
- 4 Liaise with voluntary and statutory agencies to ensure continuity of care from the hospital to the community, or continuing care setting.

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Email: kunderwood@harlingtonhospice.com
Tel: 020 8759 0453
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Lansdowne House
St Peters Way
Harlington
Middlesex UB3 5AB



- 5 Ensures the cultural and spiritual needs of patients are recognised and accommodated within resources available.
- 6 Develop knowledge in pain and symptom control.
- 7 Safely set up and maintain S.C and I.V pumps and administer all medications in accordance with Hospice and NMC guidelines.
- 8 To be responsible, in conjunction with the Team Leader and Ward Manager, for maintaining a safe environment for patients, visitors and other staff on the ward.
- 9 Works as part of the multidisciplinary team in supporting patients and their carers during the delivery of bad news, caring for the terminally ill patients and the event of death.
- 10 Manage calls to the Hospice referring onto other professionals as appropriate.
- 11 Assess the needs of families and carers who may require bereavement support services.
- 12 To work within Harlington Hospice policies (local) and guidelines.
- 13 Work to meet the objectives of the Hospice's Nursing and Midwifery strategy.

Managerial

- 14 Co-ordinate the care on the ward for a given shift in the absence of the Team Leader or Ward Manager.
- 15 Ensure, by close liaison with Team Leader or Ward Manager, adequate staff of appropriate skill level to meet the needs of the Hospice within the constraints of the budget.
- 16 Ensure, by close liaison with the Team Leader or Ward Manager, adequate provision and economical use of Hospice provisions and stores.

Educational

- 17 Act as a mentor for learner nurses/NVQ trainees and a preceptor for junior staff nurses.
- 18 Contribute to the education programme within the ward.
- 19 Ensure patients' and families' educational and information needs are met.



- 20 Ensure one is educationally and professionally updated and meet the criteria of the NMC PREP document.
- 21 Participate in clinical audit programmes or research projects as directed by the Ward Manager.

Professional

- 22 Ensure continued, effective registration with NMC.
- 23 Be aware of the NMC Code of Professional Conduct and be accountable for own practice.
- 24 Be aware of the NMC Scope of Professional Practice and ensure competency to undertake duties allocated.
- 25 Ensure professional portfolio is kept and updated in accordance with NMC recommendations.
- 26 To assist trained staff in dealing with patients/relatives/visitors who are distressed or anxious, and report to nurse in charge.
- 27 To deal with initial complaints and conflict (if approached directly by a patient/relative/visitor) as required, in a polite, calm manner and report to the nurse in charge.
- 28 Any other duties as may be required.

Confidentiality

The post holder must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1984.

Equal Opportunities

The post holder must at all times carry-out his/her responsibilities with regard to the Hospice's Equal Opportunities Policy.



Health and Safety

Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors and employees.

Data Protection Act

All employees of Harlington Hospice must not, without prior permission, disclose any information regarding patients or staff. In circumstances where it is known that a member of staff has communicated to an unauthorised person those staff will be liable to dismissal. Moreover, the Data Protection Act 1984 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Terms and Conditions of Employment

This post is exempt from the Rehabilitation of Offenders Act 1974 and this means that any criminal conviction must be made known at the time of application.

Review of this Job Description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

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PERSON SPECIFICATION

Staff Nurse, Band 5

Skills, Knowledge, Abilities	Essential Professional Requirements	Desirable Requirements
Education & Qualifications	RGN (1)	ENB 998 (equivalent counselling skills)
Skills/Abilities	<ul style="list-style-type: none"> • Good communication skills • Listening skills • Potential to develop skills listed as desirable 	<ul style="list-style-type: none"> • Organisational and managerial skills • Teaching skills
Experience	<p>Either:</p> <ul style="list-style-type: none"> • Experience as a student nurse within palliative care, or oncology/haematology setting <p>Or:</p> <ul style="list-style-type: none"> • Six months post registration staff nurse experience 	<ul style="list-style-type: none"> • Both
Personal Qualities	<ul style="list-style-type: none"> • Strong motivation to work within specialist palliative care. • Ability to work in a team • Confident • Adaptable • Good timekeeper 	
Physical Qualities	<ul style="list-style-type: none"> • Good general health 	



Knowledge	<ul style="list-style-type: none">• Basic knowledge of drugs• Special interest in area• Health and safety awareness• NMC professional code of conduct	
Other requirements	<ul style="list-style-type: none">• Ability to cope in stressful situations	