

# St Teresa's Hospice

## BANK WORK ROLE DESCRIPTION

### 1. ROLE DETAILS

Role title: Bank Staff Nurse

Hospice Band: 5

Reports to: Senior Nurse on duty

Responsible to: Community & Outpatient Services Manager, and Director of Services

Location: St Teresa's Hospice

### 2. ROLE PURPOSE

To provide high quality nursing care to palliative care patients and in conjunction with district nurses develop appropriate programmes of patient care. To demonstrate a sound knowledge of palliative care and to demonstrate own skills to new or junior members of staff and promote effective communication between all disciplines involved in the welfare of the patients.

### 3. ORGANISATIONAL CHART



### 4. DIMENSIONS

Staff Nurses work in the following key service teams:

- Inpatient Unit

- Community Hospice & Outpatients (including Rapid Response, Hospice at Home and Homecare Team)

## 5. KEY RESULT AREAS

### **Patient Care and Clinical Area Management:**

- Provide care which is holistic in nature encompassing the needs of both patients and carers whilst ensuring that nursing procedures and protocols are correctly carried out.
- Demonstrate clinical ability ensuring all nursing practice is up to date and evidence based and ensuring competence at all times.
- Be responsible for implementing and evaluating the plan of care.
- Maintain patient confidentiality at all times.
- Be responsible for the admission and discharge of patients liaising closely with members of the Primary Health Care Team.
- Ensure patients' dietary requirements are met appropriately.
- Demonstrate proficiency in drug calculations.
- Monitor and rotate stocks of medication, maintain appropriate storage conditions and report any discrepancies immediately to the appropriate person.
- Participate in reporting health and safety issues to the appropriate people and complete health, safety and security records, within confidentiality agreement and according to legal and organisational requirements.
- Work with individuals and key people in ways that provide support that is consistent with an individual's beliefs, culture and preferences.
- Support individuals to identify and communicate their needs and priorities in terms of the skills they need to manage their lives in the short and medium term.
- Undertake respite planning.
- Provide support to families and other individuals who are dealing with grief and bereavement.
- Undertake unsupervised responsibility for the management of the units in the absence of a senior nurse taking responsibility for patients, carers, junior staff and health and safety issues together with the co-ordination of unit duties.
- Promote the safety, well-being and interests of patients, staff, volunteers and visitors to the clinical area.
- Be prepared to work autonomously within specified guidelines.

### **Multi-disciplinary Team Working:**

- Promote effective communication between all disciplines involved in the care of patients.
- Contribute to effective team working and efficient functioning of the Inpatient Unit and Community & Outpatients Services.
- Be prepared to act as a resource to other healthcare professionals sharing knowledge and skills as appropriate.
- Provide advice to key people and external agencies regarding palliative care procedures and medication queries.
- Have a flexible approach to working and be prepared to move across agency boundaries and Hospice services if required.

### **Continuing Professional Development and Personal Competence**

- Due to the emotionally challenging area of work, be aware of the need to communicate sensitively and provide support not only to patients and carers but to other members of staff, whilst at the same time being aware of one's own need for support.
- Engage in clinical supervision/reflective practice.
- Work in accordance with NMC Guidance, in particular The Code (of Professional Conduct).

- Keep up to date with current developments, maintain professional competence and identify training needs.
- Have an understanding of responsibilities and accountability in relation to current European and national legislation, national guidelines and local policies and protocols pertaining to medication.

## 6. COMMUNICATIONS AND KEY WORKING RELATIONSHIPS

St Teresa's Hospice

County Durham and Darlington NHS Foundation Trust

Darlington Borough Council

Local Communities

Service Users

## 7. MOST CHALLENGING PART OF THE ROLE

To ensure provision of high quality nursing care and support to palliative patients and their families within the Inpatient Unit and in the Community.

### 8. DBS / other checks required:

This post is deemed to require a DBS check - Enhanced Level, with the Disclosure and Barring Service. This is due to the fact that the post involves working with vulnerable adults. Further information on the Disclosure service is available from <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

All workers are required to provide proof of their eligibility to work in the UK.

This role description is intended as a guide to the principle duties and responsibilities of the post. It must not be regarded as precisely defining all duties and will be subject to amendment in the light of developing service needs and changes in health policy.

# PERSON SPECIFICATION

All factors must be measurable and justified by the role

	ESSENTIAL	DESIRABLE
<b>KNOWLEDGE AND QUALIFICATIONS</b>		
1. Level 2 or higher standard of literacy (standard equivalent to GCSE grade C/4 or higher) qualification not required	✓	
2. Level 2 or higher standard of numeracy (standard equivalent to GCSE grade C/4 or higher) qualification not required	✓	
3. Registered Nurse (General/Adult nursing) with current NMC registration	✓	
4. Teaching or mentorship qualification		✓
5. Palliative care knowledge and interest, including knowledge and understanding of the palliative care agenda and local and national guidelines and documents.	✓	
<b>EXPERIENCE</b>		
1. Post registration experience working at NHS Agenda for Change Band 5 (or equivalent) or above in a nursing role	✓	
2. Palliative care experience in any professional setting	✓	
3. Multi-professional working	✓	
4. Community nursing experience		✓
5. Multi-agency working		✓
6. Public engagement		✓
7. Experience of using SystemOne patient record database		✓
<b>SKILLS AND COMPETENCIES (demonstrable abilities)</b>		
1. Excellent interpersonal skills	✓	
2. Ability to work autonomously	✓	
3. Good clinical skills, including: <ul style="list-style-type: none"> <li>• Assessment planning and evaluation of patient care</li> <li>• Understanding of symptom management</li> <li>• A good understanding of holistic care</li> </ul>	✓	
4. Clinical skills in phlebotomy		✓

5. Clinical skills in IV cannulation and administration of medicines		✓
6. Negotiation skills	✓	
7. Understands the role of volunteers and able to work effectively with the volunteer team	✓	
8. Basic level of IT literacy, with ability to learn new skills if required	✓	
<b>PERSONAL QUALITIES AND MOTIVATION</b>		
1. Demonstrates enthusiasm with proactive approach to work	✓	
2. Innovative team player	✓	
3. Flexible approach to working patterns	✓	
4. Willingness to work on at least one of the following teams: a. Inpatient Unit b. Community Hospice (any requirement to work on a particular team will be specified on the advert for the role during recruitment)	✓	
5. Willingness to undertake work during the day, evening or at night and work across all hospices services if required		✓
6. Able to travel for work on a day to day basis using own transport, including carrying a passenger and small equipment (appropriate motor insurance to be arranged by worker at their expense)		✓