

**Queenscourt Hospice
Role Description**

Post: Registered Nurse (IPU)

Reportable to: Sister / Specialist Clinical Lead Nurse

Accountable to: Director of Nursing Services

Role summary:

Under the supervision of the Sister or Ward Co-ordinator the post holder is responsible for the assessment of care needs, the development, implementation and evaluation of care. The post holder will provide planned nursing care for patients and their families primarily across the Inpatient Unit or within Queenscourt Connect services, however, may be asked to work elsewhere within the scope of the role on occasion.

Main Duties and responsibilities

1. Participate in the assessment of individual care needs of patients and develop appropriate care plans to implement and evaluate either face to face or via secured virtual platform.
2. Provide support, information and advice to patients, families and professional colleagues
3. Liaise with the multi-professional team and other professionals involved in the care of the patient and family.
4. Supervise the work of unqualified staff and volunteers
5. Co-ordinate the work of other qualified staff
6. Teach qualified and unqualified staff including student nurses and volunteers
7. Occasionally take responsibility for the management of the unit in the absence of other senior clinical staff
8. Delivery of a wide range of clinical duties
9. Participate in quality improvement initiatives e.g. Incident reporting, audits etc.

Communication

10. Use SystmOne to accurately record patient care provided.
11. Be competent in Information technology and the use of virtual platforms as used by the Organisation.

Policies and Procedures

12. Understand and comply with the policies and practices of Queenscourt Hospice including Health and Safety
13. To participate in an annual development and review process
14. To attend statutory training in accordance with Hospice requirements
15. Responsibility for ensuring up to date registration with the NMC

Health and Safety

16. The post holder must familiarise themselves with matters relating to health and safety management as they affect them personally and/or the Hospice, reporting any potential risks to life or property immediately in accordance with the Hospice's Health and Safety policy and procedures. Staff must use all equipment provided to undertake their role safely.

Other

17. Any other duties commensurate with the grade and post

NOTE: Within this role, there will be a requirement for social contact with patients and/ or patient families

This document does not attempt to describe all the tasks to be performed. It will be open to periodic review and as a minimum will take place annually as part of the appraisal process and as a result, alterations and additions may be made.

Person Specification – Registered Nurse (Inpatient Unit)

Attributes Required (based on job requirements)	Essential	Desirable	How tested
<u>Qualifications</u>	<ul style="list-style-type: none"> Educated to a minimum of Level 2 in Maths and English Registered Nurse BSC or evidence of level study/qualification 	<ul style="list-style-type: none"> Palliative Care qualification Mentorship qualification ECDL Level 7 study/willing to study at level 7 	Application Form Certificates
<u>Experience</u>	<ul style="list-style-type: none"> Previous experience as a Registered Nurse or interest in palliative care with willingness for preceptorship. Using patient information systems and Microsoft Office on a daily basis Previous experience within a healthcare setting 	<ul style="list-style-type: none"> Experience in palliative care Experience of working with volunteers Experience using SystmOne patient information system 	Application Form Interview References
<u>Skills & knowledge</u>	<ul style="list-style-type: none"> Ability to demonstrate effective communication skills Evidence of continuous professional development Competent IT skills with particular using all aspects of Microsoft Office 	<ul style="list-style-type: none"> Communication Skills Training 	Application Form Interview References Test
<u>Personal Qualities</u>	Special interest in working in palliative care; Highly motivated, can demonstrate initiative and an intuitive approach to dealing with sensitive situations; Team player who can demonstrate a positive approach along with an understanding of the charitable ethos and of working with volunteers; Willingness to be hands on ability to mix with all sections of the community.		References Interview
DBS	This post is subject to an enhanced disclosure and barring check. Whilst information relating to convictions is sought on our application form, under the Rehabilitation of Offenders Act (Exemptions order 1975) the existence of a criminal record will not automatically bar someone from employment		