



**St Vincent's Hospice, Howwood, Renfrewshire, PA9 1AF
Tel : 01505 705635, Fax : 01505-705975**

Bank Staff Nurses (Band 5)

St. Vincent's Hospice is a charitable organisation at the heart of the community, offering specialised care and services to all those affected by life-limiting illness. We deal with patients with all diagnoses – not just cancer, but other illnesses too. Providing palliative and end of life care, our team of specialist, dedicated staff provide care, support, and guidance in our 8 bedded in-patient unit, our day hospice, and in people's own homes.

St Vincent's Hospice are currently recruiting for Bank Staff Nurses (Band 5). As one of our In Patient Unit team you'll ensure the implementation of a high standard of care within the service. With a strong commitment to providing and ensuring excellent person-centered, safe and effective care, you will be a Registered Nurse preferably with previous experience in a palliative or cancer care setting. An excellent communicator you will be able to work well on your own initiative and as part of a team.

The successful candidates will be appointed following satisfactory references, occupational health pre-screening and a successful update of the PVG Scheme.

For a full job description and application pack please visit www.svh.co.uk and download the application pack or contact Hannah Halliday, HR Administrator by email – hr@svh.co.uk or by telephone on 01505 705635.

SVH is an Equal Opportunities Employer

Closing date: Friday 3rd May

Interviews: Week commencing Monday 13th May



JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title:	Bank Staff Nurse
Responsible to:	In-Patient Unit Manager
Department(s):	In Patient Unit
Band:	Band 5
No of Job Holders:	12
Last Update:	March 2019

2. JOB PURPOSE

- To assist in the management of patient care in partnership with the department structure.
- Provide clinical leadership to nursing, support staff and volunteers.
- Act as a role model to all team members in the delivery of a high standard of care in a specialist palliative care unit.

3. DIMENSIONS

- Clinically and professionally expected to work as a member of the multidisciplinary team.
- Organise own time and also that of other team members.
- Assesses, plans, implements and evaluates patient care.
- Emergency clinical decision making regarding patient care and referral to appropriate clinician.

4. ROLE OF ORGANISATION

Our Vision

St Vincent's hospice is a charitable organisation at the heart of the community, offering specialist care and services to all those affected by life limiting illness.

Care for all is at the heart of everything we do.

We will achieve this by being passionate about:

Delivering high quality palliative care and support; Working with patients, families and those closest to them to ensure that care is right for everyone, every time; Having

appropriately skilled teams who are able to work in home, hospice and other settings; Ensuring we have the necessary funds to maintain and develop services; Using our influence and expertise to shape the development of palliative care locally and nationally.

Our Values

Caring	Respect
Compassion	Dignity
Commitment	Sensitivity

In putting people at the heart of everything we do, we will work together to:

- Support every person as a unique and valued individual
- Respect the dignity of everyone
- Listen to and respect the wishes of people

In striving for excellence in every aspect of our services, we will:

- Provide a safe, comfortable, caring environment
- Develop and provide high quality services that are underpinned by audit and research
- Demonstrate clinical, financial and organisational excellence
- Work to achieve financial sustainability
- Deliver effective leadership and management throughout the organisation
- Ensure we have the right number of people with the right skills in the right place at the right time

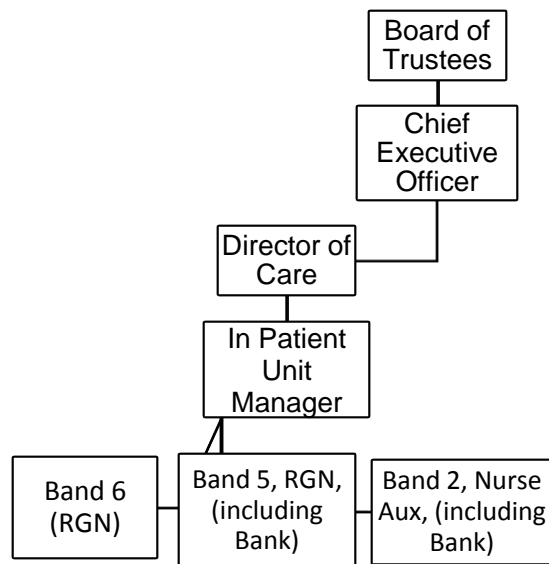
In building relationships, we will:

- Listen to, respect and value the contribution of everyone
- Work together to improve all of our services
- Extend our collaboration with external partners

5. ROLE OF DEPARTMENT

- The Inpatient Unit provides specialist palliative care to patients with life limiting illnesses, including symptom management, psychological support and end of life care.
- The unit also provides support to families and carers.
- Inpatient Unit Staff liaise closely with the multidisciplinary team within the hospice and also with other hospices, hospitals or community staff when appropriate.
- The Inpatient Unit is a resource for staff, students or other professionals, from Primary Care Teams, Hospitals and others seeking specialist palliative care advice, information or training.

6. ORGANISATIONAL POSITION



7. MAIN TASKS, DUTIES AND RESPONSIBILITIES

- Assesses, plans, implements and evaluates evidence-based programmes of care with reference to patients, without direct supervision.
- Co-ordinates the provision of seamless care for patients from admission to discharge by utilising efficient verbal and written communication practices with all members of the multi-disciplinary team/primary/tertiary care and carers
- Requires acting as a Team Leader for allocated patients on a regular basis taking responsibility for patients within the clinical specialty.
- In conjunction with the senior nurse ensures that nursing resources are utilised efficiently by assisting in organising cover for short notice sickness absence and manpower to comply with Hospice policy and procedure.
- Ensures effective management of department resources.
- Mentors student nurses during their hospice placement.
- Participates in Hospice audit and assists in the development of evidenced based practice.
- Participates in performance appraisal.
- Ensures the safe custody of patient's personal belongings in accordance with Hospice policy.
- Ensures that all written documentation within the department is clear, concise and timely and complies with NMC Standards for Records and Record Keeping.
- Is aware of, observes and adheres to Hospice, organisational and national policies.
- Participates in the identification of risk and risk management strategies, incorporating these, through nurse management, to the risk register and ensures that risks to patients are identified through the use of the clinical incident reporting system.
- Reports all accidents/incidents/complaints involving patients, carers and staff to the Director of Care and commence enquiries or documentation as necessary.
- Keeps abreast of changes in Health & Safety legislation and policies with particular regard to COSHH, Fire, RIDDOR, Infection Control, Manual Handling and CPR.
- Liaises with support services to ensure satisfactory standards of service are maintained.

- Establishes effective liaison with members of the primary care team and other professionals involved in the care of the patient and family.
- Is aware of the services available to assist the patient and family.
- To continually update knowledge and skills in specialist palliative care
- Maintains a professional portfolio in line with the NMC guidelines.
- Develops multi-professional working; develop and strengthen links with health and social services in primary and tertiary care.
- Maintains patient confidentiality at all times.

8. (a) EQUIPMENT AND MACHINERY

- Mary hoist and aid for moving/manual handling of patients
- Arjo bath
- Slide sheets to position bed bound patients who are unable to manoeuvre themselves
- Zimmer frames and wheelchairs to aid patient mobility
- Pressure relieving mattresses
- Electrically operated beds
- Electrically controlled recliner chairs
- Commodes and trolleys
- Movement of oxygen concentrators and enteral feeding systems.

8. (b) SYSTEMS

- Patient care plans, patient records (electronic and paper)
- Computer system
- Referral system
- Nurse source request system
- Audit
- E-mail, telephone, fax, written, verbal

9. ASSIGNMENT AND REVIEW OF WORK

- Assignment of work will be by the In-Patient Unit Manager/Ward Sister
- Formal yearly appraisal to aid professional development

10. DECISIONS AND JUDGEMENTS

- Follow policy pertaining to own role
- Use local guidelines and procedures to deliver patient care
- Acknowledge changes in the patient's condition/circumstances and report these to nurse in charge

11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Managing expectations of patients, relatives and carers
- Clinical prioritising

- Emotional aspects of remit
- Maintaining high standards when there is increased demand in workplace
- Unpredictable workload

12. COMMUNICATIONS AND RELATIONSHIPS

- Update patients and carers on patient condition and progress, planning care and outcomes, active participation of patient/carer in care planning.
- Communicate with colleagues/MDT/Medical Staff/Primary Care Staff on care planning/discharge planning/meetings.
- Arrange patient transport and transfer with the hospice transport team.
- Work with hospice volunteers.

13. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical

- Manual handling skills in the frequent use of hoists, specialist baths, wheelchairs and slide sheets to assist patients whose mobility is compromised
- Standing or walking for the majority of the shift
- Bending/kneeling in a confined space

Mental

- Dealing with situations involving patients whose behaviour is unpredictable.
- Concentration required while carrying out personal care for patients

Emotional

- Communication with bereaved families and carers
- Caring for patients who are terminally ill
- Caring for patients who have received bad news
- Communicating with distressed/anxious relatives on a frequent basis

Environmental

- Frequent exposure to body fluids, i.e. faeces, urine, vomit
- Emptying catheter bags, urinals, bedpans or sick bowls frequently on each shift

14. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

- NMC Registration
- Preferred experience in Palliative Care
- Degree in Nursing (and must be willing to work towards Palliative Care Certificate).
- Good organisational skills
- Able to work without supervision
- Evidence of continued professional development (including LearnPro)
- Effective decision making and problem solving skills
- Evidence of team working skills and ability to use own initiative.
- Ability to demonstrate effective communication skills and practices.

15. JOB DESCRIPTION AGREEMENT

This job description is a general outline of the above post and it is not exhaustive. This job description is subject to periodic review with the post holder. Duties may change in line with the service changes and of the post holder's own personal development.

I agree that this is an accurate reflection of the duties involved
in my current role in St. Vincent's hospice.

Job Holder's Signature

Date:

Head of Department Signature

Date:



PERSON SPECIFICATION: Bank Staff Nurse (Band 5)

Criteria	Essential	Desirable	How assesses
<u>Previous experience</u>	At least two years' experience as a qualified RN	Previous experience in a palliative care or cancer unit	Application form
<u>Skills and abilities</u>	Excellent verbal communication skills Ability to organise workload to meet objectives. Ability to work as part of the hospice team		Application form/interview
<u>Education/ training</u>	NMC Registration Part 1	Evidence of further education in cancer or palliative care	Application form/NMC register Application form