

## H@H JOB DESCRIPTION

<b>JOB TITLE</b>	Hospice at Home Nurse-BANK
<b>DEPARTMENT</b>	Hospice at home service Lakelands Day Hospice, Corby
<b>REPORTING TO</b>	Nurse Manager
<b>LOCATION</b>	Geographical areas covered by Corby Gp practice.
<b>HOURS AND DAYS OF WORK</b>	Bank
<b>SALARY</b>	To be discussed
<b>JOB SUMMARY</b>	<p>The post holder will provide direct nursing care predominately in the patient's home, and on occasions in other settings such as Residential &amp; care homes.</p> <p>The post holder will provide the highest possible standard of nursing care, emotional, social &amp; psychological support to individuals with palliative care needs, their families &amp; carers, responding to changing circumstances and demands.</p>
<b>MAIN DUTIES AND RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Always uphold confidentiality.</li> <li>To provide ongoing assessment of patient's needs during a shift of work for those patients with life limiting illness and those who are dying.</li> <li>• To assess patient's condition and any deterioration that may have occurred, document and refer on to the appropriate personnel.</li> <li>• To talk with patients, explain, listen and advise them regarding symptom control (e.g. pain, nausea &amp; vomiting, constipation).</li> <li>• To carry out direct nursing care (bladder &amp; bowel management, nutritional management – involving feeding regimes given via a PEG).</li> <li>• To assess the needs and administer medications either orally, by injection or by syringe driver as prescribed and administer them safely in accordance with regulations.</li> <li>• To provide information to patients regarding other services on an as required basis.</li> <li>• To be involved with patients who maybe undergoing distressing or emotional circumstances.</li> <li>• Escalate incidents/risks to line manager.</li> <li>• To assist with care after death as and when needed.</li> <li>• Report safeguarding concerns to line manager and/or safeguarding lead.</li> </ul>
<b>RESPONSIBILITY FOR SELF DEVELOPMENT</b>	<p>Demonstrate clear understanding and awareness of own responsibilities under the NMC Code, ensuring renewal and revalidation is completed and Nurse Manager informed.</p> <ul style="list-style-type: none"> <li>• Participate in clinical and management supervision.</li> <li>• Take a proactive approach to own annual appraisal and development needs.</li> <li>• Attend Team Meetings, minimum of four annually.</li> </ul>

	<ul style="list-style-type: none"> <li>• Attend study days in line with personal and professional development plans.</li> <li>• To keep updated with current policies and procedures.</li> <li>• To keep updated with current nursing developments</li> </ul>
<b>PERSONAL SPECIFICATION AND SKILLS</b>	<p><b>Essential:</b> -</p> <ul style="list-style-type: none"> <li>• Current NMC pin number (registered nurse)</li> <li>• 2 years post-reg experience</li> <li>• Relevant post registration experience at Band 5 or above in Palliative Care, cancer care and/or within the community.</li> <li>• Intermediate keyboard and IT skills</li> <li>• Willingness to learn and develop new skills</li> <li>• Ability to communicate sensitively and diplomatically with a wide range of people</li> <li>• Ability to work on own initiative and work effectively within a team</li> <li>• Friendly, caring attitude towards people</li> <li>• Car owner / driver or have access to own transport</li> </ul> <p><b>Desirable:</b> -</p> <ul style="list-style-type: none"> <li>• Degree level study</li> <li>• Experience of working in the charity sector</li> <li>• Knowledge of Gold Standards Framework</li> <li>• Advanced communication skills training</li> <li>• Extended clinical skills</li> </ul>
<b>CONFIDENTIALITY</b>	The post holder must maintain the confidentiality of information about patients' staff and Hospice at Home business in accordance with the Data Protection Act 2018 and Caldicott principles.
<b>HEALTH AND SAFETY</b>	Employees must be aware of the responsibilities placed upon them under the Health & Safety at work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.
<b>RISK MANAGEMENT</b>	All staff have a responsibility to report all clinical and non-clinical accidents, incidents or near misses promptly and when requested to co-operate with any investigations undertaken.
<b>EQUALITY AND DIVERSITY</b>	All employees of the organisation have responsibility to: <ul style="list-style-type: none"> <li>• Act in ways that support equality and value diversity.</li> <li>• Treat everyone with dignity and respect.</li> <li>• Act in ways that are in accordance with the organisation's Equality and Diversity policy.</li> </ul>
<b>SAFEGUARDING</b>	All employees have a duty for safeguarding and promoting the welfare of children and adults at risk. Staff must be familiar with the Safeguarding Policy and the process for raising concerns about the welfare of anyone with whom they have contact. Staff must also ensure they receive the appropriate level of safeguarding children and adult training depending on their role within the organisation. Staff are expected to access supervision and support from their line managers and/or the locality based safeguarding team when managing complex cases where applicable to their role



**INFORMATION GOVERNANCE**

The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow Hospice at Home’s policies and procedures to ensure that information is dealt with legally, securely, efficiently, and effectively.

It is important that the post holder processes personal identifiable information only in accordance with General Data Protection Regulation 2018. The post holder must check with the Caldicott Guardian or Information Governance Lead before creating new systems to process person identifiable information to ensure that this is carried out within the scope of the General Data Protection Regulation 2018.

The post holder must manage the records they create or hold during the course of their employment with the organisation in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. General Data Protection Regulation 2018 , Freedom of Information Act 2000, Caldicott Guidelines NHS Confidentiality Code of Conduct 2003, and professional codes of conduct on confidentiality. The post holder must maintain the confidentiality of information about service user staff and organisational business in accordance with the General Data Protection Regulation 2018 and Caldicott principles.

It is likely that the post holder will be in contact at some time with a form of information system, and therefore is responsible for implementing and maintaining data quality The post holder, when making entries into records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that information recorded within records either on paper, in an electronic format or both paper and electronic, is accurate, complete, and relevant.

**JOB DESCRIPTION AGREEMENT**

Post holder’s signature ..... Date  
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Line Manager’s signature ..... Date  
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