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| **1. Job Details****Job Title: Staff Nurse****Pay Band: 5****Reports to: Inpatient Unit Manager** |



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| **2. Job purpose**The purpose of this job role at East Cheshire Hospice is to provide high quality palliative care to meet the needs of both patients’ living with a life limiting illness and their families/carers in keeping with the aims, objectives and standards of East Cheshire Hospice. |

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| **3. Duties**Professional and Clinical duties include:* To practice as a professional nurse in direct patient care, ensuring that the dignity, safety and confidentiality of patients is always respected and that all patients receive the highest possible standards of holistic care.
* To recognise nutritional and hydration needs of patients and liaise with catering staff to ensure the provision of appropriate meals; acknowledging and assisting patients that require assistance with diet and fluids.
* To promote professional standards of behaviour and ensure that junior nursing staff are aware of their personal accountability and their responsibilities as articulated in the Code of Professional Conduct of the Nursing & Midwifery Council (NMC).
* To be able to contribute to policies, procedures and service development, assisting in carrying out regular reviews and audits as appropriate.
* To work closely with the multi-disciplinary team in creating a collaborative and planned approach to patient care.
* To maintain personal contact with patients, relatives and carers ensuring that their psychological, spiritual and social needs are met.
* To maintain custody and storage of controlled and other drugs, checking and witnessing administration procedures and strictly adhering to the Hospice’s Medicine’s Management policy.
* To assist in fostering an atmosphere of reflective practice, where team members openly discuss the standards of individual practice and critical incidents are a learning opportunity for all.
* To contribute to the development of professional nursing practice, demonstrating a commitment to disseminating information, sharing experiences and identifying opportunities for the development of services.
* To take responsibility for the accuracy and legibility of patient care records.
* To ensure the East Cheshire Hospice Safeguarding policy is adhered to by being committed to safeguarding the patients, staff and volunteers from harm, and uphold the responsibility as a member of staff, to ensure that any concerns are raised and acted upon immediately. Staff are expected to report concerns, participate in enquiries, and where appropriate develop a protection plan, reflecting on outcomes to develop further.

Management and Personnel duties include:* To be able to deputise in the absence of the IPU Sister and be responsible for all patient support services if / when in charge of the unit by ensuring an equal and high quality of service for all aspects of care.
* To assist with the induction, orientation and development of new or less experienced staff and volunteers within the team.
* To ensure effective communication is maintained within the team, through formal and informal routes.
* To identify and resolve specific managerial problems that may arise within a shift, when in charge. Reporting difficulties to the Inpatient Unit Manager, Sister and/or Head of Clinical Services.
* To accept responsibility for specific administrative tasks as delegated by the Head of Clinical Services, Inpatient Unit Manager or Sister e.g. monitor systems for the ordering of clinical stores or equipment maintenance and repair.
* To assist in promoting a healthy and safe working environment by ensuring compliance with all legislation and appropriate regulations. This includes establishing and maintaining systems for the conducting of Health and Safety Audits, the completion of risk and COSHH assessments and for the updating and communication of all relevant policies.
* To record and monitor all accidents, untoward incidents etc. and report to the Sister, Inpatient Unit manager and/or Clinical Services Manager.

Education & Auditing duties include: * To contribute to the preparation of Care Quality Commission Annual Self-Assessments and to any inspections as required.
* To be able to demonstrate a commitment to research-based practice and clinical excellence.
* To attend/contribute to an education programme that consists of multi-disciplinary clinical sessions, attending conferences, educational programmes; being prepared to share any new knowledge with colleagues, Healthcare Assistants and student nurses.
* To contribute to the development of East Cheshire Hospice as a centre of excellence, engaging with personal development plans.
* To assist in investigating, in conjunction with the Head of Clinical Services and Unit Manager, complaints about aspects of patient care.
* To attend statutory and mandatory training sessions at the request of the Head of Clinical Services.

**Control of Infection** Prevention and management of infection is the responsibility of all members of staff and volunteers working at East Cheshire Hospice and forms an integral element of patient safety programmes. Where control of infection regimes are in force they are to be complied with at all times and staff are reminded of the importance of maintaining a high standard of personal and environmental hygiene and to follow local protocols. |

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| **Requirements** | **Essential** | **Desirable** |
| **Qualification** | Registered Nurse  | Recognised post-registration Palliative Care Qualification. |
| **Experience** | Experience of working in a similar environment. | Experience of delivering holistic care. Experience of mentoring staff. |
| **Skills and Knowledge** | Excellent time management.Excellent communication.Ability and desire to work independently and within a team.Commitment towards various quality and professional standards. |  |
| **Other** | Commitment to professional developmentAbility to work nights, weekends and bank holidays. |  |

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| **We are inclusive**We believe that equality of opportunity and freedom from discrimination is a fundamental right for everyone, and that diversity within our organisation and our community is a strength to be valued, promoted and developed.Being a part of and supporting such a diverse community, it is vital that our staff team represents the community in which we work. We welcome applications from people from all walks of life and backgrounds irrespective of people’s age, disability, sex, gender identity and gender expression, race or ethnicity, religion or belief, sexual orientation, or other personal circumstances.We understand that people perform better when they can be themselves and that by creating an environment that includes everyone, our staff will perform to their full potential.We do not discriminate against employees or job applicants and select the best person for each job based on relevant skills and experience.**Commitment to Sustainability**East Cheshire Hospice are committed to act responsibly, consider the wider implications of our actions, and strive to better our practices to minimise waste, energy and our carbon footprint whilst achieving the charity's service objectives and ensuring patient care is not adversely impacted. **Safeguarding Statement**At East Cheshire Hospice we are committed to creating and maintaining a safe and secure environment for all individuals. Safeguarding is a top priority for us, and we expect every staff member to share this responsibility and be aware of their role in protecting vulnerable individuals.  All employees must adhere to our safeguarding policies and procedures, which are designed to prevent harm, abuse, or neglect to individuals within our care and those who work for the organisation. We expect our staff to be vigilant, take immediate action when concerns arise, and report any safeguarding issues promptly to the designated Safeguarding lead. **Confidentiality** East Cheshire Hospice are committed to protecting the privacy and security of data. All ECH workforce must treat confidentiality and processing of data in accordance with UK GDPR and the Data Protection Act 2018.In the course of your duties, you will have access to confidential material about patients, members of staff or other hospice business. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and or/treatment of the patient.If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature, you must seek advice from your manager. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. |