



Job Description

Job Title:	Registered General Nurse
Tenure:	Annualised Hours Contract
Base:	Home/Workington Community Hospital
Area of Operation:	West Cumbria
Responsible to:	Home Nursing Team Leader
Salary:	£14.94 per hour

JOB SUMMARY:

Hospice at Home West Cumbria is a “Hospice without Walls” providing Home Nursing, Family and Bereavement Support and Lymphoedema Care to patients, families and carers across West Cumbria. All services are provided free of charge. Hospice at Home West Cumbria (HHWC) works alongside and in collaboration with the other providers of specialist palliative care; i.e. clinical nurse specialists, medical team, occupational therapy and The Loweswater Suite.

The post holder will provide practical nursing care, emotional, social, psychological and spiritual support to adults with palliative care needs and their families and carers.

Care will be provided primarily in the patient’s own home, but also in other community settings such as community hospitals, residential and nursing homes and occasionally in West Cumberland Hospital.

This role involves regular and extended involvement with the stress of caring for dying adults and their families.

KEY WORKING RELATIONSHIPS

Home Nursing Team Lead and Senior Hospice Nurses. To liaise following each shift to communicate sensitive and complex information regarding patients, their families and carers and to inform the service of their availability for the working week. To respond promptly, when available, to requests to work.

Professionals Out of Hours particularly the Community Night Nursing Service and occasionally Cumbria Health on Call (CHOC) to seek advice and support in relation to patient care and the Lone Working procedure.

DUTIES AND RESPONSIBILITIES OF THE POST:

Responsibility for Patients

- To work autonomously, without direct supervision on a one-to-one basis with patients.
- To observe the Hospice at Home West Cumbria Initial Home Assessment and contribute as and when appropriate
- To provide on-going assessment of patients' needs during a shift of work for those patients who require end of life care and support
- To assess the patient's condition and any deterioration that may have occurred, document and refer on to the appropriate personnel.
- To report changes in the patient's condition and any other concerns regarding patient and family care
- To talk with patients, explain, listen and advise patients about symptom control (e.g. pain, nausea & vomiting, constipation).
- To carry out direct nursing care (bladder & bowel management, nutritional management – involving feeding regimes given via the stomach).
- To assess the need for and administer medications either orally, by injection or by syringe driver as prescribed.
- To administer and supervise sub-cutaneous fluids, oxygen and nebulised medications as and when prescribed.
- To provide skin care and wound care as per Community Nurse Care Plan.
- To assess the psychological needs of patients and provide support and comfort.
- To escort patients as and when needed to and from hospital.
- To provide information to patients regarding other services as required.
- To be involved with patients who may be undergoing distressing or emotional circumstances.
- To undertake "Verification of Death".
- To assist with 'last offices' as and when needed.

Responsibility for Families/Carers

- To provide advice and support to families and carers about the nursing requirements of the patient e.g. fluids, diets, skin care and medication.
- To provide advice and support about use of equipment e.g. syringe drivers, nebulisers, oxygen, suction machines & mattresses.

- To advise about moving and handling of the patient and equipment that may need to be used.
- To inform families of how to access other services e.g. other palliative care services, social services etc.

Responsibility to Others

- To inform Line Manager or Out of Hours On Call of any situations which may pose a risk or threat to colleagues, patient or family.
- To attend and participate in de-briefings for patients, families and carers alongside the Home Nursing Lead, Senior Hospice Nurse, Medical Team and other health and social care professionals on an as required basis.

Responsibility for Education and Training

- To be involved in the induction of new staff by providing a shadowing service, to be a mentor to staff and provide support on an as required basis.
- To assist as required with the training and development of Health Care Assistants as appropriate
- To be actively involved in support groups with peers.
- To participate in the Health Care Assistant Clinical Supervision as appropriate
- To act as a Link Nurse or trainer as and when identified

Responsibility for Administration

- To maintain and update the patient Care Plans/Progress Notes/Anticipatory Prescribing Sheets during a shift of work.
- Responsible for submitting Availability Sheets, Time Sheets and Mileage Sheets on a monthly basis.
- Responsible for handling petty cash, donations as required.

Responsibility for Self Development

- Adhere to the HHWC's Mandatory Training and Development Programme.
- Commitment to evidence on-going self-development and take responsibility for meeting revalidation requirements
- Participation in an annual appraisal process.
- To keep updated with current policies and procedures.
- To keep updated with current nursing developments

Responsibility for Service Development

- Participate in service review as requested
- Comment on policies relevant to service provision

Health and Safety

- All staff have responsibilities to ensure that our working environment continues to be a safe, secure, healthy and fulfilling place to work.
- Employees of HHWC are required to work in line with the Health and Safety Policy to ensure not only their own health and safety, but that of others too.

General (all staff)

- Ensure the maintenance of confidentiality in respect of staff, volunteer and client records and all privileged information relating to the services of the Charity, its patients, staff and volunteers and particularly of the area for which directly responsible.
- Promote and foster HHWC's reputation and standing within the community and with private, statutory and voluntary sector agencies and organisations.
- Undertake any other duties which may be reasonably required.
- The philosophy of HHWC is based on a multi-skilled, cross-departmental approach. Staff regardless of grade or discipline, are required to participate in this concept. The role of volunteers is integral with the work of HHWC and paid staff are required to underpin this in their attitude and actions.
- All staff must be sympathetic to and able to project the philosophy and concept of hospice care.
- HHWC has in place provision for staff support. Staff are expected to exercise responsibility in accessing and providing whatever forms of support might be appropriate for them to ensure that they are able to offer the professional care for which they are employed.
- All staff have a responsibility to report all accidents, incidents or near-misses promptly and when requested to co-operate with any investigations undertaken.
- HHWC has adopted an equal opportunities policy and all employees must be aware of their obligations to abide by the spirit and nature of the policy to avoid direct and indirect discrimination.

The job description and person specification is subject to review as part of the annual appraisal process, or due to any changed service provision.

Person Specification

Post: Registered General Nurse

Qualifications	Essential	Desirable
NMC Registered General Nurse	✓	
Palliative Care Qualification		✓
Experience		
Evidence that demonstrates a wide breadth of post registration experience	✓	
Working within the palliative care setting		✓
Working in the community i.e. patients' own home		✓
Working in isolation		✓
Working in a variety of settings/locations		✓
Use of End of Life Care tools		✓
Demonstrable evidence of recent use of Syringe Drivers and administration of end of life core medication	✓	
Knowledge		
Hospice at Home West Cumbria		✓
Palliative Care	✓	
End of Life Care tools	✓	
Current nursing agenda	✓	
Skills and Abilities		
Enhanced communication skills to work with patients, carers and Health/Social Care Professionals	✓	
Ability to work in a complex environment and demonstrate coping mechanisms	✓	
Ability and confidence to work in isolation, use own initiative and undertake complex decision making	✓	
Negotiation skills		✓
Ability to manage change effectively		✓
Ability to network and work as a team member	✓	
General understanding of equality and diversity	✓	
Ability to empathise and understand the needs of others	✓	
Recognising self needs and ability to cope	✓	
Personal qualities and circumstances		
Flexibility to work various shift patterns over a 24 hour period 7 days a week	✓	
Ability to respond to changing work shifts	✓	

Must be able to travel across the geographical area covered by the post	✓	
Other requirements		
Valid and current driving licence	✓	