

## **PAUL SARTORI FOUNDATION (PSF)**

### **JOB DESCRIPTION**

<b>Title of post:</b>	<b>Registered Nurse, Hospice at Home</b>
<b>Responsible to:</b>	<b>Clinical Team Manager</b>
<b>Salary scale:</b>	<b>£13.11 per hour + travel time and unsocial hours payments</b>
<b>Hours:</b>	<b>Contracted or as needed hours</b>
<b>Accountable to:</b>	<b>Board of Trustees</b>

#### **Summary of Post:**

The post holder will provide hands-on social and nursing care to patients with palliative care needs and their families

#### **Main Duties and Responsibilities**

##### **Health and wellbeing**

To:

- Undertake comprehensive assessment of newly referred patients
- Update all assessments as necessary
- Provide evidence based care for patient in accordance with task lists and relevant care plans
- Ensure care takes account of patient and family wishes
- Monitor patient's condition and report as appropriate
- Administer medication as necessary in accordance with Medication Policy and make judgements about 'as needed' medication
- Monitor overall compliance with medication
- Provide advice and information to promote medication compliance as appropriate
- Monitor syringe drivers in accordance with 'Clinical Notes' document
- Care for the body and the patient's family after death
- Provide basic 'social care' advice to families
- Carry out clinical procedures appropriate to individual skills and competence

##### **Communication**

- Offer the patient informed choices about all aspects of care
- Feedback on patient's condition at end of each shift
- Maintain confidentiality in accordance with PSF policy and NMC Code of Conduct

- Involve the family in care as appropriate
- Anticipate and meet the information needs of families
- Encourage the patient and family to plan for future care, identifying opportunities to discuss formal advance care planning
- Update social and nursing care plans in response to changes in the patient's condition
- Liaise with other health professionals as necessary
- Read all communications from the Foundation at the earliest reasonable opportunity
- Represent PSF at meetings

### **People Management**

- Supervise and provide feedback on new staff on orientation programmes

### **Personal and people development**

- Identify own learning needs
- Participate in appraisal system
- Attend mandatory study days as directed
- Provide feedback and reflection on study undertaken
- Ensure own compliance with PREP requirements

### **Health, Safety and Security**

- Ensure the safety of the patient, family self and co-workers
- Inform the management team of any risks to same
- Follow PSF guidance and policy on all matters relating to Health, Safety and Security

### **Service improvement**

- Participate in meetings
- Contribute ideas for the improvement of the service
- Comment as appropriate when consulted on matters relating to the Foundation
- Comment on all papers sent out for consultation by the Clinical Governance Sub-Committee

### **Quality**

- Follow Foundation policies and procedures
- Participate in the formulation of policies and procedures
- Participate in quality surveys
- Report any adverse incidents or 'near misses' in accordance with the Adverse Incidents policy
- Follow the Foundation Clinical Complaints Policy

### **Financial Management**

- Use Foundation resources efficiently
- Identify cost improvement opportunities

**Equality and diversity**

- Treat all patients, families and co-workers fairly
- Identify any knowledge deficits relating to equality and diversity
- Take account of patient's individual wishes

**Information and knowledge**

- Keep records in accordance with Foundation policies
- Collect other data commensurate with duties

**Public relations and marketing**

- Always act in such a way as to uphold the good reputation of the Foundation

**Variation**

The job description gives a general outline of the duties of the post and is not intended to be an inflexible or finite list of tasks. It may be varied, from time to time, after consultation with the post-holder.

Recruitment will be completed in accordance with Care Inspectorate Wales rules and regulations

December 2021

## PERSON SPECIFICATION

ATTRIBUTE/ SKILL	ESSENTIAL	DESIRABLE	MEASURE
Education and Professional Qualifications	Registered Nurse Evidence of post-registration updating	Degree in relevant subject Palliative Care Qualification	Application form Interview Certs
Skills/Abilities	Well organised Well-developed interpersonal skills Able to prioritise Articulate with good oral communication skills. Assessment skills	Ability to speak Welsh Ability to map read	Interview Application form References
Experience	Substantial general nursing experience, including work with dying patients	Community or care home experience Palliative Care experience	Interview Application form References
Personal Qualities	Kind Sensitive Versatile Tactful Approachable Calm under reasonable pressure Confident and assertive		Interview Application form References
Other	Reliable access to suitable transport		