

<b>Post:</b>	Bank Qualified Nurse
<b>Salary:</b>	£13.83 p/hr
<b>Hours</b>	Negotiable
<b>Responsible to</b>	Sister / Charge Nurse – Hospice Manager – Senior Manager
<b>Accountable to:</b>	Director of Nursing
<b>Job Purpose:</b>	<p>To ensure a high standard of individual care for patients with life limiting illness, to include the care of their families within a safe, friendly and efficient environment.</p> <p>To assist in providing a high level of pain and symptom control.</p> <p>To communicate with patients, families and carers in a sensitive and empathetic way, maintaining effective communication with multi-disciplinary team members.</p>

**Key Tasks:**

1. To work in accordance with the policies and procedures of St David's Hospice Care and HIW (Health Inspectorate Wales).
2. To be responsible for the planning, implementation and evaluation of patient care.
3. To liaise with medical staff to implement treatment and care, ensuring that medical instructions are carried out, monitored and reported effectively.
4. To maintain appropriate written records in all areas of clinical practice.
5. To maintain confidentiality at all times.
6. To ensure patients' comfort and dignity at all times.
7. To monitor symptoms and take appropriate action during shift.
8. To administer medication as prescribed.
9. To maintain a safe environment for self, patients and carers at all times.
10. To communicate effectively with patients, families and colleagues.

**General Responsibilities:**

1. To be guided by clearly defined policies, protocols, procedures and the NMC code of conduct.
2. To report all accidents / incidents, near misses and complaints in accordance with St David's Hospice Care policy.
3. To be responsible for the safe use of expensive equipment, e.g. hoists, syringe drivers, mattresses, etc.

4. To be aware of one's own responsibility towards health and safety regulations.
5. To recognise and accept the limits of personal knowledge and responsibility.
6. To recognise the need and be willing to undertake any training identified as necessary and ensure that Revalidation is up to date.
7. To observe a no smoking policy whilst on duty.
8. To observe a no sleeping policy whilst on duty.
9. To maintain your personal, emotional and psychological health relating to your role, e.g. by attending the de-briefing and clinical supervision offered.
10. To contact the nurse in charge in the event of any problems occurring during the shift or if their condition causes concern or if the patient dies.
11. Ensure a verbal handover from clinical team prior to shift commencement.
12. To be aware of the risk assessment for each patient and act accordingly.

### **OTHER INFORMATION:**

- Health and Safety:** To ensure that the agreed procedures are carried out and be aware of the responsibilities placed on employees under the Health and Safety at Work Act. To maintain a safe environment for employees and visitors.
- Data Protection:** If you are required to do so, process and/or use information held on a computer or word processor in a fair and lawful way. To hold data only for specific registered purposes and not to disclose it in any way incompatible with such a purpose. To disclose data to authorised persons or organisations as instructed.
- Equal Opportunities:** It is the aim of St David's Hospice Care (SDHC) to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, colour, nationality or ethnic origins, or is placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, SDHC has an Equal Opportunities Policy and it is for each employee to contribute to its success.
- No Smoking Policy:** SDHC operates a No Smoking policy.
- Conditions of Service:** In accordance with SDHC Employment Manual.
- Pension Scheme:** A Pension Scheme is offered on appointment. Staff may prefer to make their own arrangements.
- Confidentiality:** All information concerning patients/clients and staff must be treated as strictly confidential at all times.

**This job description is not exhaustive and is  
subject to change as indicated by the needs of SDHC**

**Essential:**

**Qualifications / Experience**

- RGN 1
- NMC (Nursing & Midwifery Council) Registration
- Recent palliative care experience
- Clinically up to date in general nursing
- Awareness of palliative care issues
- Competent in managing syringe driver
- Experience in caring for patient/families needing palliative care
- Hospice experience

**Desirable:**

- Competent in syringe driver management
- Certificate in palliative care

**Skills / Abilities:**

- Physical capability of performing the role and carrying out responsibilities required by the duties of the post
- Skilled and effective communicator across all levels – verbal and written
- Good interpersonal skills

**Aptitude:**

- Willingness to work unsociable hours
- Self-motivated
- Awareness of personal safety issues

**Motivation:**

- Demonstrate commitment to continuing professional development

**IMPORTANT INFORMATION**

*This post involves working with vulnerable adults.*

*The successful candidate will be required to complete a Disclosure Application for submission to the Disclosure & Barring Scheme (DBS) for an Enhanced Disclosure check.*

*St. David's complies fully with the DBS Code of Practice and the Data Protection Act 1998 regarding Disclosure information. Further information can be obtained from the HR Department.*