Job Description	Staff Nurse- IPU
Responsible to	Sister/ Ward Manager

Job Purpose	The post-holder is responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care. The post-holder is expected to carry out all relevant forms of care without direct supervision and to supervise, when appropriate, junior or unqualified staff.

Values	The post holder will hold and engage with our organisational values; **Together** **Compassion** **Excellence** **Accountability** **Actively Engaged** **Respect** **Meaningful** **Empathy** Further information on our values and expected behaviours are listed a the back of this document

Main Duties and Responsibilities	• To assess individual patients' care needs and to organise and implement an appropriate programme of care. • To ensure programmes of care are implemented throughout the 24-hour period. • To maintain continuing personal contact with patients and their relatives and be responsible for the evaluation of programmes of care. • To be fully aware of all current hospice policies and procedures and implement accordingly. • To work flexibly in order to provide continuity of patient care within all areas of the service. • To ensure that all nursing records are completed accurately and updated at each shift handover. • To carry out/supervise the implementation of specific treatments and clinical procedures, including physiotherapy treatments. • To report to the Sister or Charge Nurse on call any relevant information on the condition of specific patients, their care and treatment. • To report any complaints from patients and/or relatives to the Senior Sister or Charge Nurse. • To report to the Senior Sister or Charge Nurse any matter affecting the smooth running of the Unit.

Main Duties and Responsibilities Continued	• To administer drugs and assist with their ordering and storage in accordance with the NMC Standards for the Administration of Medicine. • To develop and maintain effective working relationships with all professionals and volunteers working within the hospice and community setting. • To maintain confidentiality at all times and adhere to the NMC Code of Professional Conduct. • To give and receive verbal reports to and from the clinical team within the hospice and community to ensure effective communication.

General	Public Relations – To represent Oakhaven Hospice in the community and public domain as appropriate Personal Development – to keep up to date on current developments appropriate to duties and responsibilities of the post. To identify personal development needs with agreement of line manager. Training - To remain appropriately trained for the role and keep up to date with mandatory training requirements. Data Protection – To be conversant with the requirements of the Data Protection Act and ensure compliance in safeguarding confidential information. Infection Control - All employees must follow consistently high standards in the prevention and control of infection including adhering to infection prevention and control policies and procedures relevant to their work, in both non clinical and clinical settings. Health and Safety – To be aware of and comply with current Fire, Health and Safety Policies and Procedures operated at Oakhaven Hospice. Ensure risk assessments are conducted for each event and appropriate insurance cover obtained. Confidentiality – To be aware of the confidential nature of hospice affairs and comply accordingly. Finance – To act with a sense of integrity and sound judgment and to take personal responsibility for understanding and following all relevant financial policies. Additional Duties – In discussion with line manager to undertake work as and when required in support of Oakhaven Hospice.

OAKHAVEN HOSPICE

Notes

- The post-holder may have access to confidential data on staff, patients and services within the hospice. Failure to maintain confidentiality will lead to disciplinary action, which could ultimately lead to dismissal.
- The post-holder may be required to contribute towards clinical and corporate governance agenda as appropriate.
- The post-holder will be the subject of regular annual appraisal and objectives.
- The post-holder will be expected to produce work to a high standard and to promote quality at all times.
- The Hospice is committed to Equal Opportunities for all current and potential members of staff and patients, irrespective of gender (including gender re-assignment), marital status, sexual orientation, race, colour, creed, religion, belief, nationality, ethnic origin, age, disability, a positive diagnosis of HIV/AIDS, or Trade Union membership. Therefore, the Hospice expects of its staff to understand, support and apply this policy through their working practices, which requires all individuals to be treated with respect, dignity, courtesy, fairness and consideration.
- The post-holder will be expected to keep themselves updated on all matters relating to Hospice Policies and Procedures.
- The post-holder must familiarise themselves with matters relating to health and safety management, reporting any potential risks immediately in accordance with the Hospice's Health and Safety policy and procedures.
- The employee will also be expected in discussion with their manager, to understand their role and level of accountability in respect of Emergency Planning procedures and ensuring controls assurance within their work area.
- This is an outline job description and may be subject to change, according to the needs of the service, in consultation with the post holder.
- Oakhaven Hospice is a non-smoking building and this is to be observed at all times.

The ‘Why’ of Oakhaven

Oakhaven hospice
Making every moment matter

PERSONAL VALUES

We do what we do at Oakhaven Hospice because as individual people we hold the personal values of **C**ompassion, **A**ccountability, **R**espect and **E**mpathy in high regard. In other words we **CARE** about what we do and the people we work with.

Oakhaven hospice

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Making every moment matter

ORGANISATIONAL VALUES

As an organisation we strive to ensure our service is one that: works **T**ogether with others; delivers **E**xcellence and is based on best practices and principles; is **A**ctively engaged on all levels be it with patients, families, the local community, staff and services both internal and external; is **M**eaningful for those who experience it. We strive to work within and as part of a **TEAM**.