

RAINBOWS HOSPICE FOR CHILDREN AND YOUNG PEOPLE JOB DESCRIPTION

Job Title: Staff Nurse
Band: Band 5
Responsible to: Lead Nurse for Clinical Operations
Accountable to: Head of Nursing
Hours : Shifts as part of a 4 week rota

Job Summary

To provide a high standard of nursing care in a family led environment. To provide ongoing support to families in the community, in liaison with other involved professionals. To manage care of children and young people as part of a small team and ensure team working and continuity of care.

Key Responsibilities

Clinical

- To support the Band 6 Team Leader in planning and implementing care for children and young people within the hospice.
- To assess, plan, implement and evaluate nursing care of children and young people in partnership with them and their parents/guardians.
- To provide excellent short break, palliative and end of life care at Rainbows in a family centred environment in conjunction with all members of the multi-disciplinary team.
- To be part of a home sitting/outreach service in the community for children and young people requiring palliative and end of life care.
- To ensure all procedures are carried out in accordance with local and national policies in force within the Hospice.
- To participate in standard setting, quality assurance and audit in order to maintain and promote high standards of care.
- To contribute positively to the establishment of good communication and relations between staff and take personal responsibility for adherence to the same.
- To ensure accurate and contemporaneous record keeping and observe confidentiality of such records at all times.
- To take personal and professional responsibility for administration, storage and return of all medications in accordance with Rainbows' Policy and the NMC Code of Drug Administration.

- To involve children, young people and their families whenever possible in care planning and delivery.
- To participate in Hospice Open Days and Remembrance Days where appropriate.
- To support siblings during sibling events and whilst resident in the Hospice

Management

- To support the Shift Co-ordinator in his/her role.
- To take on the role of shift co-ordinator on selected shifts when necessary.
- To provide support and guidance to Care Team Members.
- To manage care of children and young people, establishing their patterns of care and communicating changes to other relevant health care professionals outside the Hospice.
- To work a rotational “on call” system with other nursing staff to cover shifts as required.
- To assisting the Shift Co-ordinator in the maintenance of discipline amongst staff.
- To ensure peers, colleagues and junior staff are acting, at all times, in accordance with their Codes of Conduct.

Education

- To value and utilise skills of other team members, being aware of personal/professional strengths and weaknesses, sharing and learning new skills willingly.
- To attend all training sessions and staff meetings as required.
- To attend study days and conferences as agreed with Lead Nurse for Clinical Operations, and feeding back reports to all team members.
- To provide clinical teaching to members of staff and students.
- To act as a mentor to new staff and students, teaching and assessing in accordance with documented policies of Hospice and Universities involved.

Professional

- To at all times comply with the NMC Code of Conduct for Nurses and midwives.
- To ensure Revalidation is carried out in a timely manner with your line manager.

- To maintain standard of conduct/physical appearance, in line with Hospice Dress Code, in order to retain public confidence.
- To promote and maintain good team work and take personal responsibility to contribute to the team's healthy functioning.
- To adopt positive and reflective approach to personal and professional development, participating constructively in annual IPR process and actioning objectives.
- To maintain confidentiality of children, young people and families at all times, and respect confidentiality of all aspects of Hospice and staff affairs.
- To maintain professional development by keeping up-to-date with current research and developments within the field of palliative care and record such development.

Training and Development

- To attend staff development programmes, training courses, conferences and study days as deemed necessary.
- To attend compulsory staff meetings.
- To maintain own professional portfolio and keeping updated with developments and evidence-based practice within given field of expertise.
- To undertake specific training for specialist pieces of equipment and remain updated in same.
- To take responsibility for attendance at mandatory training sessions as deemed necessary by the organisation

Data Compliance and Confidentiality

- In line with national legislation, and Rainbows policies, must process all personal data fairly and lawfully, for the specific purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies
- To comply with all Rainbows policies and procedures on Data Protection, Confidentiality and Information Security.

Behaviours and Values

- To promote, uphold and demonstrate the Rainbows values of WE CARE

- To work actively and positively as part of the wider hospice team, demonstrating a desire and ability to build relationships with colleagues across all teams
- To be able to manage time and projects effectively and efficiently and respond to shifting priorities and workloads with ease.
- To be proactive in seeking out support and finding new ways to encourage supporters to participate in our activities.
- To act always in a professional manner, respecting the needs of colleagues and co-workers, working collaboratively to ensure a harmonious work environment and following our code of conduct at all times.

Safeguarding Children and Vulnerable Adults

- To comply with Hospice and Leicester City LSCB Policy, Procedures and Practice
- To follow hospice policy regarding the management of safeguarding concerns.
- To access mandatory safeguarding training and demonstrate competence at the required level.

Equality, Diversity and Rights

Rainbows Hospice for Children and Young People is committed to improving the quality of its services to all people, irrespective of race/ethnicity, disability, gender, religion or belief, age or sexual orientation. Our objective is to deliver high quality services that are accessible, responsive, and appropriate to meet the diverse needs of different groups and individuals. As such, we will continue to take action to ensure that staff and volunteers employed by Rainbows Hospice are culturally aware and treat every person with dignity, respect and fairness, in a way that is sensitively responsive to differences and similarities. Unlawful discrimination and other forms of exclusion have no place within Rainbows Hospice.

Responsibilities;

- To support equality, diversity and rights of all including children, young people and their families, staff and volunteers.
- To actively promote the consultation of children/young people and families and their involvement and participation in decision making.
- To work to the Hospice Equality and Diversity Policy.

Health and Safety

- To carry out duties placed on employees by the Health and Safety at Work Act 1974.
- To comply with Health and Safety Policy.

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- To take reasonable care for the Health and Safety of themselves and others whom may be affected by their acts or omissions at work.
- To co-operate with their employer as far as is necessary to meet the requirements of the legislation.
- To not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in the pursuance of any of the relevant statutory provisions.
- To be aware of and adhere to current policies regarding infection control at all times.

General

- To maintain a high standard of personal hygiene and presentation.
- To act at all times in a professional manner, respecting the needs of colleagues and co-operating to maintain a harmonious working environment.

This job description is subject to amendment and may be changed from time to time.