

## Job Description – Bank Hospice Nurse

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**Reports to:** Hospice Specialist Nurse or Hospice Senior Nurse

**Responsible for:** Hospice Care Assistants, Ward volunteers, (on shift)

**Location:** Whilst your normal place of work is St Nicholas Hospice Care, Hardwick Lane, Bury St Edmunds, Suffolk, IP33 2QY you will also be required to work at such other place or locations within the Bury St Edmunds, West Suffolk and Thetford area as we may reasonably determine.

### Job Purpose:

- To plan provide and direct patient care and support in a variety of clinical settings.
- In some situations to act as 'shift'\* leader ensuring quality nursing care and coordinated interdisciplinary care is provided in line with patient and family best interests.

### Key Responsibilities

#### Clinical Intervention

- Puts quality at the heart of practice by delivering evidence based individualised and personalised care through holistic needs assessment, care planning and evaluation of all care interventions.
- Actively integrates theory and practice
- Acts as a Key Worker for a clinical caseload under the supervision of a senior practitioner, working to manage care and provide easy access for ongoing support.
- Assesses people's information needs and provides relevant information to meet those needs through a variety of solutions supports people to understand and evaluate complex and new information, to enable them to determine their own future.
- Promotes self-management, undertaking risk assessment to determine those patients who can self-manage, following education, those who will need guided support to self manage and those who will require on-going, face to face support in coping with life limiting illness and its treatment.
- Acts as a role model for excellent communication skills, to include managing emotional distress for patients and relatives in appropriate cases.
- Provides clinical expertise, advice and support across service/agency boundaries; refers to other professionals and sign-posts to other agencies as appropriate.

\*With the prior approval of the Head of Nursing

- Ensures accurate and thorough data collection to provide evidence of activity, outcomes and quality

### **Leadership and people management:**

- Allocates work appropriately maintaining responsibility for delegated work.
- Contributes to education and training to other professionals involved in patient care (on shift).
- Supports patient and community involvement within the sphere of practice.
- Takes professional responsibility for ensuring effective communication between all service providers
- May participate in multi-professional meetings, acting as patient advocate and representing nursing views.
- Ensures that people affected by life-limiting illnesses know the full range of resources and services available through SNHC.
- Demonstrates conflict resolution and negotiation skills when dealing with difficult or challenging situations.

### **Professional Development:**

- Develops clinical, technical and evaluation skills through breadth and depth of knowledge.
- Develops and uses clinical expertise, clinical acumen, creative reasoning and experience to improve care; seeking help from others as needed.
- Takes personal responsibility for life-long learning and personal development through reflective practice, and appraisal. Bank Nurses will access the learning and development opportunities offered by SNHC.

### **Special Features of the job**

- Bank Nurses may be required to work across all the various services: community care including groups and clinics provided at outreach centres and Sylvan ward.

### **Personal Development**

- Bank Nurses must co-operate and attend all appropriate mandatory and statutory training as required by the organisation and /or their professional bodies.

### **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 St Nicholas Hospice Care 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.

### **People Management**

Providing leadership, of all staff and volunteers within area of responsibility (on individual shifts) through effective;

- Departmental communication and staff support
- Performance management

- Staff support including health and safety and wellbeing awareness
- Facilitation of a culture of learning and respect for difference

## **Governance**

To support the Clinical Services Director to facilitate:

- The implementation and compliance with policies and guidelines/safe operating procedures.

## **General**

- Act as an ambassador for the charity and encouraging others to do the same.
- Work closely with colleagues in Fundraising and Marketing to promote the charitable activities of the hospice and participate in fundraising as required.
- At the heart of our strategic vision, our “One Team” approach aims to support creative and flexible responses from every member of our workforce in order to benefit each and every person using our services, from clinical care, retail, fundraising, education and the support services. There is an expectation for everyone to support colleagues beyond their own team.
- 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 the Hospice’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 the Hospice 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 St Nicholas 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.
- The Hospice 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.
- This Job Description may change and the duties listed are not exhaustive.

## **References:**

Recruitment Policy  
 Learning and Development Policy  
 Disciplinary Policy  
 Health and Safety Policy

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Job Description dated: May 2015