

JOB DESCRIPTION

1.	Post Title	REGISTERED NURSE
2.	Grade	As outlined on Contract of Employment.
3.	Location	Francis House Children's Hospice.
4.	Brief overall description of the post	To create a homely and welcoming environment in which families feel nurtured and rested. To provide care (including physical, emotional, social and spiritual care) to the sick child/young person and their immediate and extended family. To work flexibly alongside the families, supporting them in the manner that they choose.
5.	To whom directly responsible	Director of Care
6.	For whom directly accountable	Children/Young People Self
7.	Any specific training / experience	Relevant professional qualification. Minimum 2 years post registration experience essential, preferably working with children, young people and their families. Training in counselling and/or care of the dying and bereaved advantageous.
8.	Details of any particular or informal / extended links necessary to achieve tasks	To the sick children/young people and their families To Director of Care and Administrator To fellow members of the Care team To Medical Co-ordinator and Children's Hospice Doctors To the other agencies involved in the child/young person's care at home
9.	Major tasks – Generic Responsibilities	
9.1		To provide total care (physical, emotional, social and spiritual) for the sick children/young people and members of their family. This may include feeding; washing; play; specific medical/nursing care; listening; giving information; and outings with the sick child/young person and/or siblings.
9.2		To offer support to the sick child/young person and their families (parents, siblings and extended family) according to the individual needs and wishes of the family.
9.3		To contribute positively to the creation and sustaining of a caring, friendly and welcoming community environment, informal in nature and minimising institutional practices.

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9.4		To work flexibly alongside the families, recognising the child/young person's and family's expertise, and allowing the family to choose the level of involvement from the Care team.
9.5		To respect and follow the child/young person's routine of care as outlined by the parents/appointed attorney and ensure this information is accurately and legibly recorded in the Care Plan and daily notes to enable clear communication. If it becomes necessary to amend the child/young person's Care Plan to negotiate this with the child/young person's family/appointed attorney and to liaise with other professionals involved with the child/young person at home as required.
9.6		To develop a good knowledge and understanding of the commonly used medicines within the hospice. To participate in transcribing, checking, calculating doses and administering prescribed medicines and adhering at all times to the Trusts Medicine Management procedures.
9.7		To participate equally with other Care team members in general household duties, to facilitate the smooth running and family feel of Francis House and relieve the families of this pressure. This includes washing and ironing linen and clothes; cleaning the bedrooms; answering the telephone; offering hospitality to family visitors, preparing meals in the absence of the cook/chef; and other duties as reasonably required.
9.8		To undertake the role of Shift Co-ordinator as required by the Director of Care. Organising the staff and activities for that shift and informing the next shift of relevant issues. To communicate with other staff (e.g. chef, maintenance and administration) as needed during the course of the shift. To ensure the well being and harmony of staff on that shift and communicate any difficulties that are not addressed to the appropriate person.
9.9		To be conscientious and careful in the maintenance of accurate records of all types, written, verbal and computerised, and to ensure medical confidentiality is respected and protected at all times (it is important that all candidates have the required level of literacy and numeracy).
9.10		To be aware of the safety needs of children/young people, siblings, parents and other staff and adopt a preventative safety approach at all times. Report and record all accidents and incidents accurately. Report promptly to the Director of Care or in her absence, the Lead person or Senior on duty week.
9.11		To be aware of your health and safety responsibilities, as an employee of Francis House, and adhere to these wherever you are

		working.
9.12		To regularly update and maintain your knowledge of safety rules; fire drills; internal security; incident and accident procedures and adhere to these at all times.
9.13		To regularly update and maintain your knowledge of all policies and procedures and adhere to these at all times.
9.14		To be aware of the need to maximise the use of the resources of Francis House and effectively meet the needs of the children/young people and their families.
9.15		To be committed to the delivery of a quality service, keenly participating in any quality review measures in place at Francis House. To be responsive to feedback, actively seeking informal comments from families, and show a positive and open-minded attitude to new initiatives.
9.16		To contribute positively to the cohesiveness and well being of the Francis House Care team. To regularly attend team meetings.
9.17		To be considerate and supportive of fellow Care team members, other staff and volunteers working for Francis House and to participate in staff support and strategies provided, which includes group clinical supervision and debrief.
9.18		To value the skills and qualities other Care team members bring to Francis House and to be prepared to work in a multi-skilled environment. To be open about your capabilities and limitations, sharing your particular expertise and learning new skills freely and willingly.
9.19		To welcome new members of the Care team in a positive manner and assist them to integrate into the Care team. To participate in the orientation programmes for new members of staff.
9.20		To adopt a positive and reflective approach to personal and professional development. To include successfully completing all competencies, medicine management and documentation assessments within the specified time frames, participating constructively in an annual performance review and supervision, to seek and utilise learning opportunities of all types to enhance your performance.
9.21		To ensure that you're statutory professional updating and educational requirements are maintained and provide proof of renewed registration when this is due. To abide by your profession's published Code of Conduct; evidence of not following this Code of Conduct will be regarded as a disciplinary offence.

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9.22		To promote the philosophy and practice of the Francis House Family Trust.
10.	Major Tasks – Specific Responsibilities	
10.1		To provide advice, guidance and support to fellow members of the Care team with regard to the professional and practical aspects relating to your qualifications which will enable them to deliver holistic, one to one care safely and competently.
10.2		To work in conjunction with the Education Co-ordinators to continually seek to develop your practice and care.
10.3		With the agreement of the Director of Care, take lead responsibility for at least one project area relating to your field of practice.
10.4		To work your contracted hours a week, including unsociable hours (weekends, evenings and nights) as required, and eat midday and evening meals with the families during your working hours.
	Please note:	The above outlines the duties required for the time being, and to indicate the level of responsibility. It is not a comprehensive or exclusive list – duties, which do not change the general character of the job or level of responsibility entailed, may be varied from time to time.
		This job description will be reviewed regularly, in line with the developing organisation and service specification, but any amendments made will follow consultation with the post holder.
	Updated	July 2014