



JOB DESCRIPTION AND PERSON SPECIFICATION	
Job Title:	Agency Registered Staff Nurse
Company:	St Luke's Care
Reporting to:	Care Services Manager (Registered Manager)
PURPOSE	
<p>The role of an Agency Registered Staff Nurse is to work as and when required in support of the In Patient Unit or the Crisis Team of St Luke's Hospice providing high quality care and support. The Crisis Team support patients in their own home.</p> <p>The role of the Agency Registered Staff Nurse is to work alongside other registered nurses and care assistants in supporting them to provide quality care to all patients and their families at all times. You are responsible for your own actions when carrying out your duties. Report to the Nurse-in-Charge at all times and the safety of the patient is paramount.</p>	
MAIN DUTIES AND KEY RESPONSIBILITIES	
<p>1. Specific Duties and Responsibilities</p> <ul style="list-style-type: none"> • To show by personal example the highest standard of patient care and participate in active bedside nursing care including the full use of appropriate nursing equipment. • To be aware of and meet the needs of the patients as specified in the care plans and as directed by the Nurse-in-Charge of the shift. • To liaise effectively with other professionals and significant others involved in the patients care, ensuring an integrated pattern of service delivery. • To check and administer drugs with another trained nurse, reporting any discrepancies to the Nurse-in-Charge and/or Matron. • To observe and report to the Nurse-in-Charge any changes in the patient's condition and for this information to be entered in the patients records. • To assist in the review of patients Care Plans and to make suggestions about aspects of the patients care planning. • To undertake supervision and escorts of patients, as delegated by the Nurse-in-Charge in accordance with Hospice Policy and Procedures. • To maintain good relations with patients, carers, and visitors to the Hospice, referring them to the Nurse-in-Charge for any queries they may have in relation to the patient's condition. • To seek assistance and guidance from senior staff when necessary. • To receive supervision in order to enhance and consolidate personal and clinical skills. • To discuss with the catering team patients dietary requirements and to ensure that patient's food is served in an appealing and appetising manner. • To conduct a professional manner between yourself and patients, i.e. no exchanging of telephone numbers, no outside contact, this could lead to a dismissal from the agency. 	

2. Safeguarding and Safety

- To understand the arrangements for ensuring that patients are safeguarded against the risk of abuse.
- Have ability to, in accordance with St Luke's and Local Policies:
 - identify the potential for abuse,
 - take appropriate preventive measures,
 - respond to allegations of abuse.
- To report any untoward incidents or accidents to the Nurse-in-Charge in accordance with St Luke's policy and quality monitoring processes.
- To identify risk of infection or contamination and alert concerns to the Nurse-in-Charge for further assessment.
- To assist with the general standards of hygiene and cleanliness in accordance with planned care and support.
- To ensure that as far as reasonably practicable where equipment is provided as part of the care and support package, it is safe and fit for purpose.
- To undertake the appropriate level of training and regular updates to stay abreast of best practice.
- To adhere to actions identified in Risk Assessments, in accordance with both relevant St Luke's Policies and standard legislative Health and Safety requirements.
- To report any observed faults, defects or damage to the premises, fixtures and fittings or equipment to the Nurse-in-Charge.
- To be familiar with procedures for the use of equipment, fire appliances and instructions, including emergency procedures.

3. Communication and Relationships

- To be aware of St Luke's including the structure and management of the organisation.
- To know how, and where to access St Luke's policies and procedures and relevant documentation.
- To know the arrangements in place for obtaining and acting in accordance with the consent of the patients.
- To positively promote the patients/clients right to choice and independence whilst ensuring that they are treated with the utmost respect, privacy and dignity at all times.

4. Knowledge and Experience

- Flexibility and ability to work under pressure.
- The ability to prioritise a busy workload.
- A wide range of communication skills to enable effective communication between patients, colleagues and other agencies.
- Staff with NVQ/QCF Level 2 qualification together with relevant appropriate employed care experience may be paid at a higher rate.
- To attend all mandatory training as requested.

5. Policy and Service Development

- To ensure St Luke's Complaints Policy and Procedures are followed when dealing with any concerns or complaints raised by patients or their carer's.
- To keep legible, accurate and detailed records in line with St Luke's policy and regulatory requirements.
- To understand and comply with both St Luke's and legislative requirements regarding confidentiality and data protection.
- To act as an ambassador for St Luke's.
- To complete and submit all timesheets correctly and in a timely manner to enable authorisation and payment.

6. Suitability of Staffing

- To attend training as required and requested.
- To maintain awareness of best practice.
- The Crisis Team work in the community and may work in both urban and rural environments which may require walking some distances and carrying equipment up flights of stairs.
- Being a driver for the Crisis Team is desirable but not essential as other members of the team can drive.

7. Freedom to Act

- To work at all times within the Service, Policies and Procedures of St Luke's Care and St Luke's Hospice.

The purpose of this job description is to indicate the general level of responsibility of the post and is not an exhaustive list. The detailed duties may vary from time to time without changing the general character or level of responsibility. By signing below you are agreeing to undertake your employment with St Luke's Care in adherence with this job description.

Confidentiality

In the discharge of your duties you may often be in possession of confidential or personal information. You must not disclose or discuss such information outside of your work, or within your place of work EXCEPT in the proper discharge of your duties.

Job Holder's Signature:

Job Holder's Name:

Date:

Line Manager's Signature:

Line Manager's Name:

Date:

Person Specification			
Qualifications and Training	Essential	Desirable	Comments
Registered Nurse with NMC	✓		
Ability and willingness to undertake personal care	✓		
Degree in relevant area or evidence of willingness to work towards		✓	
Advanced understanding of how rights, dignity, privacy, respect, and choice are important when providing care	✓		
Ability to undertake induction, mandatory and adhoc training as deemed necessary	✓		
Work and background experience			
Experience of nursing terminally ill patients	✓		
Evidence of appropriate clinical skills e.g.; catheterisation, syringe driver management	✓		
Personal Qualities			
A good standard of personal hygiene, self-motivation and be of a smart appearance	✓		
Effectively manage own workload and time whilst being flexible	✓		
Have a sensitive, caring, patient and reliable nature	✓		
A flexible approach and willingness to working unsocialable hours including evenings, nights, weekends and bank holidays	✓		
Communication			
Ability to communicate clearly with patients, colleagues and others	✓		
Ability to clearly interpret oral or written information and instructions	✓		
Evidence of use of electronic record keeping and IT skills, including use of email		✓	
Team work			
Ability to work co-operatively and effectively with colleagues, patients, families and others	✓		
Other			
Work within the remit of policies, procedures and guidelines of St Luke's	✓		
Full, valid UK driving license and access to a suitable vehicle		✓ Crisis Team Only	Insurance certificate showing business use and provision of valid MOT certificate for the suitable vehicle required
The legal right to work in the UK	✓		
To undertake a Disclosure Barring Service (DBS) disclosure	✓		Disclosures will be taken upon employment, every 3 years or as deemed appropriate by the Registered Manager