

BANK STAFF NURSE BAND 5 – JOB DESCRIPTION

TITLE: BANK STAFF NURSE

GRADE: BAND 5
Foyle Hospice

LOCATION: Foyle Hospice
61, Culmore Road
Derry/Londonderry

MINIMUM QUALIFICATIONS:

- Registered nurse on Live NMC Part 1 (Adult)
- **ESSENTIAL CRITERIA:**
 - Minimum 2 year's post registration experience.
- **DESIRABLE CRITERIA:**
 - Nursing Experience in Palliative care/End of Life.
 - Relevant post registration palliative care course.

RESPONSIBLE TO Director of Nursing and Clinical Care

REPORTS TO Ward Sister/Ward Manager

Please note Foyle Hospice terms and conditions vary from Agenda for Change.

Foyle Hospice is committed to providing the highest possible quality of service to all patients, clients and community through supporting and contributing to quality initiatives. Employees are expected at all times to provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner. The post holder is expected to carry out all relevant forms of nursing care without direct supervision and may be required to demonstrate procedures to and supervise qualified and / or unqualified staff. Ensure compliance with all Infection Control policies and guidelines including the appropriate use of PPE.

The guidance provided in the "The Code, Professional Standards of Practice and Behaviour for Nurses and Midwives" issued by the NMC (October 2018) should be taken as a standard to be achieved.

This job description includes provision of care within all Hospice settings which may include working in the In-patient Unit, Integrative Clinic and the Day Hospice.

Main duties and responsibilities:

- Co-ordinate the assessment, planning, implementation and evaluation of patient care in line with Hospice philosophy.
- To monitor the standards of care by giving and receiving of nursing reports, daily briefings and through communication with patients, relatives, visitors and staff – bringing any deficiencies in standards of care to the attention of the Ward Sister/ Nurse Manager.
- Take charge of the unit when designated in the absence of the person with continuing responsibility.
- Be aware of the individual needs of the team members and give support and guidance as necessary.
- To liaise with medical and nursing staff and ensure all patient care is carried out as instructed.
- To develop and maintain effective communication and liaison with patients, their families/carers, all members of the multi-disciplinary team, community services, statutory and voluntary organisations.
- To ensure that emotional, psychological and spiritual support is always available for patients and relatives/carers, irrespective of their ethnic origin, religious beliefs, personal attributes or any other factor.
- To administer medication and treatment as prescribed in accordance with Hospice policies and guidance.
- Adhere to regulations regarding Controlled Drugs and the custody and administration of medicines.
- To be aware of the ethical/legal implications of drug administration and to ensure safe custody and storage of drugs as per Foyle Hospice policies.
- To maintain accurate and up to date patient records as per NMC Record keeping guidance and to report verbally/in writing to the Ward Sister/ Ward Manager and colleagues the day-to-day condition of patients and changes in care.
- To be aware of the NMC Code of Professional Conduct in the performance of nursing duties and to be professionally accountable for all actions while on duty.
- Required to accompany the patient to and from the inpatient unit to various external appointments, day therapy or home.
- Always act as an advocate for the patients, families and the team.
- Maintain positive working relationships and liaison with the multi-disciplinary team.
- To foster a sensitive and caring atmosphere for patients, relatives and staff.
- To support the Ward Sister/ Ward Manager and to work as a member of the Hospice team, promoting good patient care and public relations.
- Build an environment that promotes good inter personal relationships.

- Observe and report on the conditions of patients and maintains patients' records accurately and legibly.
- Organise the reception, discharge and aftercare of patients in accordance with discharge policy.
- If working night duty, it is essential to ensure that the premises are locked and all staff and patients are safe.

EDUCATIONAL

- To ensure that you have complied with the requirement for Revalidation as per NMC guidance.
- To teach elements of nursing theory and practice of procedures to qualified and unqualified nursing staff if applicable.
- Be a Practice Assessor who will supervise student and post graduate nurses and other visiting students, when appropriate and promoting an environment conducive to learning.
- To keep up to date with current issues in nursing and advances in clinical practice.
- To actively participate in education programmes with carers and health care professionals.
- To attend relevant courses as requested by management and be willing to initiate appropriate services and assist in the development of support programmes already established.
- To disseminate knowledge gained from external and internal courses, seminars and workshops to the Director of Nursing and Clinical Care and team colleagues.
- Attend all mandatory training as required by Foyle Hospice and RQIA.
- Work with and teach Volunteers working in the Foyle Hospice as appropriate.

MANAGERIAL

- In the absence of the Ward Sister/ Ward Manager, prioritise duties, allocate staff, supervise the work of qualified and unqualified staff, ensuring that the nursing care given is both safe and appropriate at all times.
- To be aware of the financial resources and constraints and to participate in the maintenance of appropriate levels of stocks and supplies.
- To assist with the introduction and orientation of staff new to the Hospice.
- To review current practice, contribute new ideas and to be pro-active and co-operate with changes in policy and procedure as they occur.
- To liaise with support services and to ensure that satisfactory levels of services are maintained – bringing issues to the notice of the Ward Sister and the Human Resources Manager.
- To take appropriate action on any accident or untoward incident and to report and record details of such events as soon as possible to the Clinical ward Sister/ Ward Manager.

- Comply with and educate team members to adhere to standard operating procedures on all policies and guidelines.
- Report and record all incidents and accidents immediately to Line Manager.

GENERAL

- Attend the induction programme as required by management.
- Participate actively in all supervision sessions, appraisal and staff meetings on a regular basis.
- Attend all mandatory meetings and training.
- Be aware of and respect the patients' right to confidentiality at all times.
- Ensure that all activities are consistent with the Foyle Hospice policies and procedures.
- All employees are required to be aware of their responsibility towards Health and Safety.
- Support Hospice events whenever possible and take part in arranging social activities for patients and bereaved relatives.
- To undertake activities from time to time representing the Hospice to outside groups or the general public.
- In the absence of the Director of Nursing and Clinical Care - responsibility for decision making will be made by the Human Resource Manager and Medical Director.
- Practice due economy in the use of Hospice resources.
- Ensure the safe-keeping of patients' belongings and valuables in accordance with Hospice guidance.
- Adhere to the fire and accident prevention policy of the Hospice and participate in the investigation of all incidents.
- Be familiar with the employee's responsibilities under the Health and Safety at Work (N.I) 1978.
- Be familiar with Disciplinary and Grievance Policies of the Hospice.
- Be familiar and comply with the absence policy of the Hospice which includes sick leave, carers leave and maternity leave.
- Maintain your NMC on the Live register at all times.

ADDITIONAL INFORMATION FOR EMPLOYEES

Personal & Public Involvement

Staff members are expected to involve patients, clients, carers and the wider community where relevant, in developing, planning and delivering our services in a meaningful and effective way, as part of the ongoing commitment to Personal and Public Involvement (PPI).

Please use the link below to access the PPI standards leaflet for further information.
http://www.publichealth.hscni.net/sites/default/files/PPI_leaflet.pdf

Conduct

Employees must at all times abide by Foyle Hospice policies and procedures and the terms of their contract of employment. They must conduct themselves with impartiality, integrity, objectivity and honesty and maintain high standards of personal and professional accountability.

Performance

Employees are expected to demonstrate commitment to the Hospice by ensuring regular attendance at work and efficient completion of duties.

Risk Management

Employees must ensure that they comply with any risk management responsibilities specific to their post.

Governance

The Hospice is committed to the development and implementation of systems under Governance to ensure continuous improvement in the quality of services provided. Employees will be expected to be pro-active, co-operate and work with these systems.

Records Management

All employees are legally responsible for all records held, created or used as part of their business within the Hospice including patient/client, corporate and administrative records whether paper based or electronic and also including emails. All such records are public records and are accessible to the general public, with limited exceptions, under Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the General Data Protection Regulations May 2018.

Confidentiality

All information concerning patients and staff must be held in the strictest confidence and may not be divulged to any unauthorized person.

Equality & Human Rights

Employees must ensure that equality and human rights issues are addressed within the post holder's area of responsibility.

Health and Safety

Employees should note that under Health & Safety at Work Legislation they are required to take all reasonable steps while at work to ensure their own health and safety and the health and safety of those who may be affected by their acts or omissions at work.

Smoking, Alcohol & Health

Foyle Hospice operates policies on smoking, alcohol and health.

Environmental Cleanliness

The Hospice promotes a culture of cleanliness and has adopted a partnership and collaborative approach that recognises cleanliness as the responsibility of everyone, cascading throughout every level of the organisation.

Infection Prevention & Control

The Hospice operates policies to prevent healthcare associated infections and the post holder is required to comply with all infection prevention policies, guidelines, protocols and procedures.

Access NI Disclosure – Foyle Hospice operates in line with the Access NI Code of Practice. Further details can be obtained from www.accessni.gov.uk.

It should be noted that some posts fall within the definition of 'Regulated Activity'. Further information on Regulated Activity can be obtained on request. Any post falling within the definition of Regulated Activity will be subject to an Access NI Enhanced Disclosure check with Barred list check.

The duties and responsibilities outlined in the above job description are not intended to be definitive nor restrictive, and may be amended to meet the changing needs of Foyle Hospice, following discussion with the post holder.

February 2026