

**JOB DESCRIPTION:** IPU NURSING ASSOCIATE  
**REPORTS TO:** IPU TEAM LEADER  
**ACCOUNTABLE TO:** DIRECTOR OF PATIENT SERVICES  
**BASED AT:** ST ELIZABETH HOSPICE



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## **JOB SUMMARY**

To work within the multi-disciplinary team (MDT), providing physical, psycho-social and spiritual care to patients and their families admitted to the IPU, with rotation to the Community Team and occasional CCU cover.

Take responsibility as a Registered Nursing Associate and be accountable for own actions or omissions, and always act in the best interests of patients under the direction of the Registered Nurse. Recognizing and working within the limits of training as defined by the NMC Code of Conduct for Nurses, Midwives and Nursing Associates

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## **CLINICAL RESPONSIBILITIES**

- Implement palliative and end of life care. Contribute to the planning, delivery and evaluation of interventions.
- Have knowledge of common symptoms and methods of symptom control.
- Demonstrate clinical excellence and maintain consistently high standards of individualised care and bereavement support under guidance of a Registered Nurse.
- Communicate highly emotive information clearly, sensitively and unambiguously with staff, patients, families and professionals by face to face, telephone and/or electronic means.
- Maintain close liaison with the Registered Nurses.
- Enable patients and their carers with palliative care needs to have informed choices, based on accurate evidenced information.
- Contribute to the planning, delivery and evaluation of interventions.
- Work effectively with community professionals, support services and members of other hospice and palliative care teams, ensuring effective communication between all service providers.
- Follow Hospice procedures and statutory regulations relating to custody and administration of drugs.
- Assist in the management of the CCU clinics as required.
- Be responsible for identifying and acting on any safeguarding risk to patients and their families in accordance with relevant policies and procedures.
- Assist in maintaining own and others health, safety and security.
- Integrate research based evidence in all aspects of palliative care into clinical practice.
- Ensure all written and verbal communication is constructive, effective, accurate and appropriate, following Hospice procedures and NMC guidelines.
- Maintain confidentiality of information at all times.

## **MANAGEMENT RESPONSIBILITIES**

- To participate in the development of clinical standards and clinical audit, working within the clinical governance framework of the Hospice.
- To supervise and instruct others in the delivery of care.
- To undertake APRs, interviews and assist with managing incidents, as needed.
- To attend relevant meetings, providing effective communication to ensure continuity of patient care.
- To recognise indications of staff stress and to facilitate staff support.
- To supervise and participate in the induction of all new staff.
- To take on a mentor role to new staff, as requested.
- To participate in professional placements and lay person visits to the IPU.
- To recognise the value of volunteer contribution and play an active part in their support & development where appropriate.

## EDUCATIONAL RESPONSIBILITIES

- To maintain an awareness of research and relevant findings and in conjunction with the multi-professional team, work towards this being applied to practice.
- To participate in education programmes as required.
- To give feedback from attended education programmes/study days to the multi-professional team.

## PERSONAL DEVELOPMENT

- To devise with the IPU Team Leader a personal development plan in line with the Hospice objectives and personal needs.
- To maintain and increase personal clinical skills.

## ORGANISATIONAL RESPONSIBILITIES

- To work at all times within the policies and guidelines of the Hospice and act within NMC guidelines at all times.
- To uphold the Hospice team values at all times.
- To ensure effective use of resources.
- To play an active part in the development and maintenance of good relationships with all who have business with the Hospice.
- To respect at all times the confidentiality of information covering patients, staff and volunteers.
- To promote the Hospice philosophy of care towards patients, relatives and visitors.

Because of the special nature of the Hospice and its work the post holder may on occasion be asked to undertake other duties to help maintain our high standard of care.

THIS JOB DESCRIPTION IS NOT NECESSARILY EXHAUSTIVE AND MAY BE SUBJECT TO REVIEW BY THE LINE MANAGER IN CONJUNCTION WITH THE POSTHOLDER.



**PERSON SPECIFICATION  
IPU NURSING ASSOCIATE**

Requirement	Essential/Desirable	Measurements
<b>Qualifications &amp; Training</b>		
State Registered Nursing Associate with current NMC registration.	Essential	Application
Nursing Associate foundation degree qualification.	Essential	
<b>Knowledge &amp; Experience</b>		
Experience of working within a health care setting	Essential	Application
Experience of working within a multi-disciplinary team	Desirable	Application/Interview
Ability to plan, deliver and evaluate appropriate care package under supervision by the Registered Nurse	Essential	Application/Interview
Ability to prioritise patient needs that may be complex and subject to change	Essential	Application/Interview
Able to contribute to service development	Desirable	Application/Interview
Training in Palliative care, symptom control	Desirable	Application/Interview
<b>Specific Skills</b>		
Communication – ability to deal with complex matters requiring advanced communication skills	Essential	Interview
Supervisory – ability to supervise the work of others e.g. HCA, as relevant	Essential	Interview
IT literate – ability to use Microsoft packages and Outlook or willingness to undertake training	Essential	Application + on-line assessment
<b>Personal Qualities</b>		
Demonstrable experience of team working	Essential	Interview
Be willing and able to develop own knowledge and skills and to contribute to the development of others	Essential	Interview
Ability to withstand sensitive and potentially stressful situations	Essential	Interview
Fully vaccinated against covid	Desirable	Application

- The Care Quality Commission has requested that all areas employing Nursing Associates undertake a Quality Impact Assessment. This will be repeated if there is a significant change.
- The expectation of a newly appointed Nursing Associate is to not undertake post registration proficiencies, e.g. drug competency training and assessment (there will be others), in the first year, but can be observers.



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