

**JOB DESCRIPTION:
REPORTS TO:
BASED AT:**

**IPU TEAM LEADER (B6)
IPU WARD MANAGER
ST ELIZABETH HOSPICE**



JOB SUMMARY

To support the Ward Manager in the operational leadership of the Inpatient Unit at St Elizabeth Hospice, ensuring the delivery of quality care services. To provide line management to allocated members of the nursing team, to support their development and the delivery of outstanding nursing care underpinned by robust clinical governance arrangements. To act as a clinical role model to the nursing and wider multiprofessional team in the delivery of specialist palliative and end of life care.

SAFEGUARDING RESPONSIBILITIES

- Demonstrate a commitment to keeping adults and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Hospice's policies in relation to safeguarding

KEY ACCOUNTABILITIES

- Working alongside other members of the multiprofessional team assess the needs of patients and their families, devising a plan of care, implementing care needs and actively evaluate and re plan care as required.
- Supervise other members of the team, both registered and unregistered ensuring adherence with agreed policies and procedures.
- Act as the shift lead, taking responsibility for the smooth running of the unit. Working alongside the ward coordinator to facilitate admissions and discharges that support the flow of patients through the unit.
- Ensure effective communication with patients, families and other members of the multiprofessional team.
- Contribute to ward rounds, multidisciplinary meetings, case conferences, family meetings as required.
- Promote a safeguarding is everyone's business culture, and where necessary act as a safeguarding deputy.
- Support the Ward Manager in the safe staffing of the unit taking responsive action when absences are identified to ensure the unit remains covered.
- Provide line management to an allocated group of staff, carrying out regular one to ones and annual appraisals, as well as the management of sickness absence and performance issues.
- Assist in the recruitment and induction of nursing team members as required.
- With the Ward Manager ensure development and support needs of team members are identified and actions taken to address these needs.
- Attend and lead nominated meetings and deputise for the Ward Manager as required.
- Identify and lead on quality improvement initiatives and projects.
- Contribute to fostering a learning and patient safety culture on the Inpatient Unit for all staff as well as students and visitors.
- Carry out allocated audits according to the agreed audit programme.
- Contribute to the review of allocated policies and procedures.
- Ensure adherence with relevant Infection Prevention and Control policies and procedures, raising any risks to the IPC group / Ward Manager.

GENERAL

Where you are a member of a professional body you are required to conform to the professional standards set by that body. You are required to ensure your registration is current and practice continuous professional development.

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 POST HOLDER.



**IPU TEAM LEADER
PERSON SPECIFICATION**

Requirement	Essential/Desirable
Qualifications & Training	
Registered General Nurse with current NMC registration.	Essential
Palliative care qualification at degree level or willingness to undertake.	Essential
Leadership / management qualification or be prepared to undertake relevant training.	Desirable
Knowledge & Experience	
Related post qualification experience at Band 5 or above with ward coordination experience	Essential
Experience of supervising staff and ward management.	Essential
Palliative care, or long-term condition experience.	Essential
Experience of working within a multi-disciplinary team	Essential
Ability to plan, deliver and evaluate appropriate care for palliative care patients and their families	Essential
Ability to assess patient needs that may be complex and subject to change	Essential
Ability to contribute to service development	Essential
Experience of the management of an inpatient ward and supervising staff	Desirable
Good understanding of the key components of clinical governance	Desirable
To have an understanding of safeguarding principles and to be able to apply these within everyday practice and intervention within your role	Essential
Specific Skills	
Ability to plan, deliver and evaluate appropriate care for palliative care patients and their families	Essential
Excellent communication and organisational skills, with the ability to deal with complex matters.	Essential
Ability to supervise the work of others including registered and unregistered staff as well as volunteers.	Essential
Ability to contribute to service development	Essential

Personal Qualities	
Demonstrable experience of team working and leadership/management and potential to develop.	Essential
Be willing and able to develop own knowledge and skills and to contribute to the development of others.	Essential
Ability to withstand sensitive and potentially stressful situations.	Essential
Be adaptable, flexible, responsive & positive to change and service development.	Essential