

Job Description

Job Title	Grade/Salary
Registered Nurse -Adult Inpatient Unit (AIPU)	Starting salary £35,066 subject to pay review
Accountable to	Responsible for
Clinical Team Leader	

Job Purpose and Role

The Registered Nurse is responsible for assisting, planning, implementing, and evaluating patient care under minimum supervision. This includes supervision of both qualified and support staff, and of student nurses during their allocation. As IPU provides twenty-four hour care a willingness to workdays and nights is preferred.

The Registered Nurse will work within the framework of the Multidisciplinary team providing a high standard of care for the patients and support for their relatives and to assist in the nursing team development by keeping abreast of change, involving evidence base and directives from government/organisational policies.

Main Duties and key result areas

General duties	- To be a competent practitioner and work within the NMC code of professional conduct, also ensuring that all staff within the sphere of responsibilities follow the code. - To maintain professional registration and ensure that you meet all the requirements for revalidation. - To ensure the safe administration and storage of all medications. - To ensure the maintenance of confidentiality including accurate and timely records. - To use evidence to underpin practice and the development of specialist palliative care. - To assess, plan, implement and evaluate care within the nursing team and ensure its documentation. - To liaise with and provide relevant information to other members of the multidisciplinary team, both internally and externally. - To support shared learning and service improvement through clinical link roles on behalf of the wider hospice and participate in external clinical networks for those specific link areas. - With support from the AIPU leadership team undertake day to day supervision responsibilities for health care assistants.
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	• To adhere to Butterwick Hospice policies, procedures, guidelines and standards always and to promote these to others. • Attend and participate in an annual appraisal and regular reviews of performance and objectives, identifying gaps in knowledge/skills and developing a plan to enhance service and self-development. To encourage and promote the philosophy of Butterwick Hospice and present a good public image, to co-operate with all staff in maintaining good relationships with outside agencies to uphold the charity's image and to win increased support for its work. • To be able to communicate effectively with all members of the team and to develop excellent relationships with community teams. • To participate in mandatory clinical supervision as directed by the Clinical Team Leader and take responsibility for the supervision of the support workers within the team. • To undertake risk assessment and management to ensure that staff, families and visitors are safe. • To be aware of the adult and child safeguarding procedures and policy within Butterwick Hospice, to attend all safeguarding training and to always adhere to the Local Safeguarding Procedures. • To be able to carry out effective complaint, accident and incident reporting. • To play an active part in the clinical governance framework within the hospice. • To be aware of the Infection Prevention and Control policies and work in accordance with IPC procedures at all times. • To be able to support the patient and the family at the time of death, respecting an individual's beliefs, community, culture and religion. • To be aware of, and responsive to, the changing nature of the Hospice and adopt a flexible and pro-active approach to work. • To undertake administration changes in accordance with hospice policy. • To participate in clinical audit and risk management to improve practice. • To demonstrate reflective thinking / action to develop your practice and standards on the unit. • Prescribe medication in accordance with Butterwick Hospice Policy and procedures working within your sphere of expertise and competence if you are a registered nurse prescriber.
Management responsibilities	• To always adhere to all medication policy and standard operating procedures. • To help maintain positive working relationships with each part of the integrated services within the Hospice. • To liaise with all services ensuring safe Hospice discharges, and to facilitate the continuing care of patients in their own home. • To ensure the promotion of safety, well-being and interests of patients, staff and visitors. • To be familiar with Hospice policies and procedures and know where they are kept allowing access to self or other staff if the need arises. • To monitor the nursing team's performance. • Actively participate in induction, probation and preceptorship programmes for nursing and care staff, volunteers and learners. Taking responsibility for the completion of all relevant documentation as required and ensuring all staff, learners and volunteers are competent and confident in their roles.
Education & Personal Responsibilities	• To be responsible for maintaining a personal awareness of professional developments in nursing and particularly in palliative care. • To undertake appropriate further education that will meet both own needs and the organisation needs. • To maintain professional practice in line with NMC Revalidation.



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- To attend and contribute to the group and/or individual clinical supervision.

Delivering to our Values

Community

We bring people together to create a caring and supportive community where no one faces illness, loss, or grief alone. Through connection, understanding, and shared purpose, we help people feel valued, included, and supported.

Care

We provide exceptional care with warmth, professionalism, and respect, placing the needs of each individual and their loved ones at the heart of everything we do. We strive to bring comfort, reassurance, and dignity to every moment.

Compassion

We lead with kindness and empathy, listening without judgement and responding with understanding. We recognise the courage of those we support and are committed to walking alongside them with compassion every step of the way.

Dignity

We honour the uniqueness of every person, respecting their wishes, choices, and beliefs. We are dedicated to ensuring that everyone is treated with dignity, respect, and compassion throughout their journey.

Compassionate

We offer strength, guidance, and encouragement to patients, families, carers, and those who are grieving. By providing support when it is needed most, we help people find comfort, confidence, and hope in difficult times.

All employees are expected to:

- Live the Hospice's values so that the highest standards of patient and customer care can be achieved.
- Be committed to diversity and inclusion of all, promote and improve service standards, so that excellence in all that we do is perused through continuous improvement.
- Contribute to development of and strive to meet departmental, team and individual targets
- Participate in the staff appraisal and development scheme, one to one performance discussions and attend identified training to ensure continuous learning and improvement
- Comply fully with the Code of Conduct, health and safety requirements, legislation, regulations, policies and procedures
- Attend meetings or provide services outside of the usual working hours where reasonably requested to do so
- Have an overall understanding of the risks and implications associated with the requirements of the role and takes appropriate action to mitigate any potential consequences.
- Embrace digital ways of working to help improve efficiency and save costs to the Charity.
- Respect privacy and dignity at all times.
- Fulfil obligations in relation to safeguarding, namely: recognising possible abuse, including knowing what abuse is, what to look out for, and how to be vigilant at all times. Respond quickly and appropriately to possible concerns. Sometimes a concern is obvious, sometimes it is not. Report my concerns to the appropriate person to ensure that me and my organisation do everything possible to keep our patients and people safe and supported and record my observations and concerns, including the actions I and others have (or haven't) taken.
- Mobility- Although you are usually employed at one site, it is a condition of your employment that you are prepared, whenever applicable, to transfer to any other of our sites. This mobility is essential to the smooth running of our business.

The duties outlined in within this document are not exhaustive and other duties may be expected in line with the level of the role at the discretion of the Head of Service. Butterwick Hospice reserves the right to amend the job description at any time.

I have read and understand the duties required for the role.

Signed

Date



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Print name



Person Specification (Example for illustration purposes)

Attribute	Detail	Essential or Desirable
Skills & Abilities	Excellent written and verbal communication skills are essential	E
	Excellent IT Skills, specifically Microsoft Word, Excel	E
	Excellent people skills and ability to form and maintain professional relationships	E
	Ability to work in a multidisciplinary team	E
	Excellent administration and organisational skills	E
	Ability to work to tight deadlines, under pressure and in a busy environment	E
	Core essential clinical skills	E
	Act in a professional manner and able to deal with people at all levels within the organisation	E
Knowledge & Experience	Understanding of the principles of palliative care	E
	Experience of working within palliative care setting not necessarily a hospice setting	E
	Experience of caring for patients with life limiting illness- cancer and non-cancer diagnosis	D
	Experience of supporting and supervising the learning of others	D
	Fundamental counselling skills	D
Education & Qualifications	Registered Nurse	E
	Palliative Care course or equivalent experience	D
	Teaching and assessing of learner's course (or its equivalent)	D
	Clinical supervision course	D
	Communications skills course	D
Personal Attributes/ Key skills	Self-awareness of own beliefs and attitudes and how these may influence interactions with others	E
	Ability to remain calm and professional during difficult situations and deal effectively with conflict	E
	Ability to work as part of a team plus show initiative and leadership when required.	E



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	Ability to deal with confidential and sensitive information	E
	Ability to work with minimal supervision, taking responsibility for own work.	E
Other	A commitment to patient focused holistic care and willingness to advance practice	E
	Ila commitment to developing personal and professional development and lifelong learning	E
	To undertake a degree level module in cancer and palliative care	D
	An understanding of, and empathy for the work of Butterwick Hospice and participate in promotional and fundraising activities to support the hospice income generation programme	D
	Flexibility to work shifts including nights, weekends and bank holidays	E