

JOB DESCRIPTION

Job Title:	Deputy IPU Manager (Band 6)
Hours of Work:	34.5 hours per week (rotational contract)
Salary:	Band 6
Location:	Accord Hospice
Line Manager:	In-Patient Unit Manager

JOB PURPOSE:

To work with the In-Patient Unit Manager to provide clinical leadership within the In-Patient Unit (IPU) environment. Under the supervision of the IPU Manager, lead and co-ordinate the multi professional IPU team, guiding, supporting, and developing the assessment, planning, delivery, and evaluation of specialist palliative care nursing.

- Support the IPU Manager in promoting a positive working environment and a professional culture which is responsive to changing and evolving patient needs
- Provide inspirational and motivational clinical leadership to a team of Registered Nurses and Clinical Support Workers
- Maintain and develop service quality by creating a culture of engagement, enquiry, and improvement.
- Support the IPU Manager in managing risk and maintaining the safety of the work environment and practices.
- Support the development of staff by ensuring care is patient-focused and reflects the evolving needs of our specialist palliative care population.
- To practice within Nursing and Midwifery Council (NMC), The Code: Professional Standards of practice and behaviour for nurses and midwives, 2015 and Accord Hospice policies and procedures.

OUR VALUES:

We provide Specialist Palliative care services to the people of Renfrewshire and parts of East Renfrewshire. It is a specialist resource for those individuals receiving palliative care/life limiting illnesses who have complex needs. The Hospice strives to meet the physical, emotional, social, and spiritual needs of patients and carers, offering support to patients and their families. Staff are required to provide the highest standard of patient-centred care, while promoting choice, dignity, self-esteem, and an enhanced quality of life. The Hospice is a Company Limited by guarantee, and a registered charity, and is required by separate and differing legislation to meet finance, governance, and regulatory requirements.

ROLE DIMENSIONS:

- Provision of Specialist Palliative nursing care to patients with complex problems and specialist needs, which may include advanced pain and symptom control, spiritual and psychosocial aspects of care and other areas requiring assessment.
- Provision of care to families of hospice patients, including provision of a nursing advice service.
- To provide specialist advice, support and information to patients, families, and professional colleagues.
- To work as part of the multidisciplinary team leading and coordinating specialist palliative care provision to patients and families.

- Assessing, implementing, and evaluating the provision of care for patients and relatives.
- To provide daily supervision and mentorship for staff, volunteers and students working within the unit.
- Manage the In-Patient Unit in the absence of IPU Manager.
- To assist the IPU Manager in assessing the need for new equipment and supplies for IPU, maintaining and managing existing equipment and managing existing stock economically.
- To participate in strategic developments and clinical governance activity within the hospice.
- To provide and contribute to educational programmes, research and audit across professional disciplines and care settings.

KEY RESULTS:

Clinical

- Under the supervision of the IPU Manager to lead and co-ordinate the multi professional ward-based team providing co-operative, supportive, and holistic care to patients who have complex pain, symptom, spiritual and psychosocial needs which require specialist palliative care interventions.
- To ensure standards of care are maintained to the highest level throughout the 24-hour period.
- To demonstrate specialist palliative care expertise and act as a professional role model.
- To maintain the safe custody of drugs in accordance with Accord Hospice policy and in accordance with NMC and Royal Pharmaceutical Society guidelines.
- To maintain patient healthcare records accurately, in accordance with Hospice policy and NMC professional standards.
- To provide direct support to staff, students, and volunteers, as appropriate, regarding the provision of care for the patient.
- To liaise effectively with other healthcare professionals, out with the hospice, involved with the care of the patient and family.
- To participate in the implementation of Clinical Governance activities e.g., audit of clinical practice, and implementation of identified actions arising from audits are achieved within agreed timescales.

Managerial

- Work closely with the IPU manager to ensure an efficiently managed ward.
- To support nursing staff development, the sharing of knowledge within the Hospice, ensuring clinical practice is evidence based.
- Manage specific individuals using the Accord Hospice competency based Personal Development Review System (PDR) developing their full potential.
- Under the supervision of the IPU Manager, ensure that change is effectively managed, implementing innovative ways to enhance person-centred care.
- To work collaboratively with the IPU Manager to support the Clinical Services Manager and Consultant in Palliative Medicine.
- To develop and cultivate joint working relationships across other care settings to optimise patient care packages.
- To investigate any incidents or complaints as requested to do so, ensuring learning is shared.
- To participate effectively in the process of staff recruitment, selection, and retention.
- To identify early signs of potential or actual conflict within the multi-professional team and work with others to achieve a solution.

Educational

- To be proactive in identifying and addressing own personal education and development needs.
- To provide formal supervision and mentorship of staff and students.
- To ensure that all new staff participate in an appropriate induction and development programmes, ensuring completion within designated timeframe.
- To participate in educational programmes offered by the hospice, internally and externally, taking an active role in the delivery of education.
- To ensure clinical placements are effectively facilitated in conjunction with the IPU Manager.
To provide an educational resource in conjunction with University of West of Scotland supporting clinical placements in palliative care to nursing, AHP and medical students.

COMMUNICATION AND RELATIONSHIPS:

- In collaboration with the In-patient Unit Manager lead the multidisciplinary team in supporting patients/relatives/carers through difficult and emotional experiences at times sharing unwelcome and potentially distressing news.
- Confidently manage multidisciplinary and family meetings/case conferences.
- Provide accurate and comprehensive information to the patient regarding their care.
- Investigate complaints.
- Uses advanced communication skills to provide psychological and emotional support to patients/relatives/carers

GENERAL RESPONSIBILITIES OF ALL EMPLOYEES:

- Always comply with relevant Accord Hospice Policies and Procedures.
- All staff are required to comply with the obligation of confidentiality relating to personal information that could identify individuals.
- It is the duty of all staff employed by Accord Hospice to uphold the principles of Data protection legislation.
- Employees of Accord Hospice must be aware of infection prevention and control policies.
- Accord Hospice is committed to encouraging volunteering throughout the organisation and as such the post holder will be expected to support and work effectively with volunteers.
- The post holder is required to familiarise themselves with H&S policies and conform to Accord Hospice Health & Safety policies.
- The post holder must always carry out duties and responsibilities the Accord Hospice Code of Conduct.
- Accord Hospice operates a strict non-smoking policy for staff and relatives. Designated smoking area for patients only.
- The post holder must always carry out their responsibilities in line with Accord Hospice Dignity at Work and Equal Opportunities Policy.

OVERVIEW:

This job description is an outline of the key duties and responsibilities of the role and is not intended as an exhaustive list. The job description may change over time to reflect the changing needs of the service. The post holder may be required to undertake other duties that could reasonably be considered commensurate with the post. This job description is subject to periodic review and may be changed/updated following consultation.

PERSON SPECIFICATION

POST:	Deputy IPU Manager (Rotational shifts)	BAND:	6
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CRITERIA	ESSENTIAL	DESIRABLE
Education and Qualifications	<ul style="list-style-type: none"> • 1st Level Registered Nurse • A demonstrable commitment to ongoing education and training, including up to date CPD portfolio 	<ul style="list-style-type: none"> • Post registration qualification relevant to palliative care • Nursing / Management degree / modules
Knowledge and Experience	<ul style="list-style-type: none"> • 4 years post registration experience (at Band 5), including at least 2 years in a palliative care setting • Current knowledge of nursing practice in palliative care • Understanding of Registered Nurse Band 6 role and responsibilities • Knowledge of prioritising clinical Duties • Knowledge of clinical risk 	<ul style="list-style-type: none"> • Teaching/supervisory/mentorship experience • Research experience • Teaching and assessing
Skills and abilities	<ul style="list-style-type: none"> • Advanced nursing skills • Numerate and literate • Effective listening & interpersonal skills • Leadership, negotiation, and facilitation skills • Knowledge of audit process • Effective time management skills • Team working skills with ability to use own initiative • A patient focused approach to care and services • Problem solving skills <p>Ability to:</p> <ul style="list-style-type: none"> • Manage multiple issues simultaneously • Deal with a rapidly changing environment and workload • Manage/delegate/ prioritise and lead a team effectively • Deal with sensitive issues demonstrating empathy and reassurance 	<ul style="list-style-type: none"> • IT Literacy • Teaching and presentation skills

	<ul style="list-style-type: none">• Manage difficult and challenging behaviours• Work without direct supervision• Instruct and clarify when necessary• Form good working relationships with other team members• Suggest and make changes in nursing practice	
Personal Qualities	<ul style="list-style-type: none">• Flexible/adaptable approach• Stress tolerant• Dynamic, enthusiastic and well-motivated• Innovative and open to lead change and new ideas	