

Job Description: Nursing Sister/Charge Nurse

JOB TITLE	Nursing Sister/Charge Nurse - In-Patient Unit
REPORTS TO	Ward Manager
ACCOUNTABLE TO	Director of Clinical Services
SALARY	Band E/6
KEY RELATIONSHIPS	Senior Management Team, staff and volunteers, GPs, Budget Holders, External Partners, Community Organisations, Local Businesses, Volunteers, Commissioners, regulators, Patients, Carers and Relatives, Service Users, Referrers and other professionals, Community Mental Health Teams

Job Purpose

The Sister will manage HCP Hospice Charity Inpatient Unit and have a key role in raising clinical standards and quality of life for patients with cancer and other life limiting illness. The Sister will be responsible for the day to day management of the in-patient Unit and potentially a variety of other settings and will lead on delivery of care.

The Sister will with the Palliative Services Manager lead on the development of the hospice services in line with the ethos of Charity. The post holder will provide support for patients/families and other member's of the wider multi-disciplinary health care team involved in the patients care. The post holder will be expected to have the ability to work autonomy and have an in depth knowledge of palliative care initiative's and how they interface with other local priorities.

The post holder will be responsible for the Health and safety of patients, staff and visitors whilst on duty.

The post holder must be able to give out of hour's advice to patients and professionals in the community.

MAIN DUTIES AND RESPONSIBILITIES

Managerial and Leadership

- Manage the inpatient unit leading a team of nurses providing leadership and motivation.
- Manage staff resources on a daily basis to ensure Inpatient Unit staffing levels are appropriate to meet patient needs and provide a safe working environment.
- Be involved in the development of policies, procedures and guidelines for the IPU. Ensure hospice policies and procedures and the Nursing and Midwifery Council code of professional conduct are adhered to at all times.
- To work with the Lead Nurse and HR in the recruitment, selection and retention of staff
- To provide cover for the Admission and Discharge Nurse role as required.

- Participate in the establishment, development and auditing of standards within the framework of clinical governance and the Care Quality Commission.
- Conduct regular appraisals of team members.
- Ensure all staff are aware of their role and responsibilities.
- Ensure team members receive mandatory training.
- Implement, manage and monitor practice changes arising from audits, incidents and new research/evidence appropriate to the needs of the patients and the development of ward staff.
- To act as a mentor to nursing staff and student nurses.
- To ensure safe custody, administration and disposal of drugs in accordance with Hospice policies and procedures and statutory requirements.
- Co-ordinate induction of new members of staff.
- Ensure regular team meetings are arranged and encourage communication.
- Ensuring that the security guard is aware of his duties and fulfils them. Liaise with Facilities Manager regarding any issues with security.
- Authorise staff timesheets and annual leave.

Clinical

- To be responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care for hospice patients.
- Ensure physical, psychological, emotional and spiritual needs of the patient and their families/carers are met.
- Administration of drugs in accordance with HCP policy and the NMC standards for the administration of medicines (2008).
- To work as part of the multidisciplinary team.
- To develop clinical expertise in palliative care and to undertake professional development
- To ensure the NMC Code - Standards of conduct, performance and ethics for nurses and midwives (2008) - is upheld at all times.
- To participate in research and audit as appropriate.
- To provide mentoring to student nurses and willingness to undertake mentorship training.
- To attend statutory training sessions.
- You may also be required work in the day hospice or hospice at home team.
- To participate in formal and informal hospice teaching.
- Maintain high standards of skilled Nursing care for patients demonstrating evidence based practice and nursing procedures as required in line with the NMC code of professional practice.
- Liaise with other members of the multi-professional team in regard to current and future care of patients and their families.
- Maintain accurate and comprehensive patient records.
- To undertake a telephone assessment and give appropriate advice or refer to Community Palliative Care Team when a patient or family request out of hours specialist advice.

- Use appropriate manual and IT systems, ensure accurate and timely collection and submission of patient, nursing and manpower information.

Clinical Effectiveness

- Promote effective evidence based clinical practice and appraise standards of current practice, identifying poor professional practice.
- Support an approach to end of life care that minimises risk and maximises clinical effectiveness.
- Lead at local level for the implementation of clinical governance including systems for undertaking clinical audit, assessing clinical risk and developing clinical procedures and standards of care.
- Assist in the investigation and resolution of concerns or complaints relating to the service, ensuring compliance with Hospice policies.
- Promote an approach to care which recognises the unique needs and views of individual patients and their carers and which places the patient at the centre of all activities.

Financial

- To ensure resources are used in an efficient and cost effective manner for the good of the patients.

Communication

- Ensure effective communication with patients and their relatives and the wider multidisciplinary team.
- Excellent interpersonal skills.
- High standards of both written and verbal communication.

Any other responsibilities unique to that position.

- Deputises for the Lead Nurse, IPU as required.

Learning and development

- To assist on the recruitment of hospice staff.
- Keep up to date with development in palliative nursing and provide ongoing teaching to qualified and trained staff.
- Take part in teaching both formally and informally.

Personal and professional development

- Responsible for maintaining own professional development, and where appropriate undertaking training and obtaining competency in any new areas of care that are identified in order to continue to deliver a high standard of care.
- Work within the NMC Professional Code of Conduct and within the Scope of Professional Practice and HCP guidelines.
- Maintain own expert clinical knowledge through educational opportunities and by networking with internal and external forums relating to the speciality.
- To be critically reflective of own and colleagues' practice.
- To participate in the Hospice's appraisal process and take an active role in personal development.

Health and Safety

- To participate in and contribute to the maintenance of a safe working environment in accordance with the requirements of health and safety legislation to ensure the delivery of high quality, safe, patient-centred care.

- Report any issues in the workplace that may put health and safety of any individual at risk.

General

- At all times represent The Hospice Charity Partnership in a professional and caring manner maintaining professional boundaries in relationships with patients and their families or carers.
- Ensure adherence to HCP policies and procedures, and where appropriate those of partner organisations.

This is not an exhaustive list of duties and a regular review will take place with the post holder as part of their ongoing development and performance management.

Investing in you

HCP is committed to supporting the development of all staff. All employees have a responsibility to maintain their professional registration participating in regular appraisal with their manager. They are expected to identify innovation, performance and development objectives for their post. The Charity has a training and development fund that is generously supported through the League of Friends and the income generation projects undertaken by staff. Everyone has equal access to this fund to support external training and development. It also helps to fund statutory and mandatory training which is run internally. Where staff are accredited or trained in their own right to deliver in-house training this is an opportunity afforded to them. Learning is one of our company strategic objectives and is supported through our experts by experience programme, volunteer training and staff development.

Health and safety

Attention is drawn to the responsibility of all employees to take reasonable care for the health and safety of themselves and other people who may be affected by their actions at work. We have dedicated leads to review and audit health and safety: keeping safe is everyone's business.

Equal opportunities

John Taylor Hospice was founded in 1910 for the community from within the community and on whom we rely for support. In end of life care everyone in our community needs to feel welcome, and so we look for new and innovative ways to celebrate diversity as well as, respecting individual choices. This means we are highly committed to Equal Opportunities in employment and work actively to eliminate unlawful racial, sexual or disability discrimination in all its forms. We celebrate equality of opportunity and good relations between people of different backgrounds.

Criminal records and safeguarding

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Criminal Records Bureau to check for any previous criminal convictions. All staff have a responsibility to disclose any conviction past or current. Everyone in our company has an equal responsibility to ensure the safeguarding of children and adults and to report concerns immediately.

Infection prevention and control

Infection prevention and control is one of our strategic objectives. Everyone has a personal responsibility to minimise the risk of spreading infection. This includes "herd immunity" standards for immunisation and excellent standards of personal hygiene. Everyone will receive regular training to understand best practice and expectations at work. Everyone must abide by Infection Prevention and Control policies relevant to their area of work, and undertake the necessary level of training. This will be part of your annual innovation performance and development plan.

Smoking

Public health legislation outlaws smoking in public places in England. As a Charity our premises are governed by the legislation. Our buildings are smoke free and we actively encourage people to consider the health benefits for themselves and others of adopting a smoke free lifestyle.

Confidentiality

Everyone has a duty to respect the confidentiality of personal information and health records. Our company upholds and is governed by the GDPR. Confidentiality is integral to our care of the people who come to us for help and our staff and volunteers. The unauthorised use or disclosure of patient or other personal information is regarded as gross misconduct and is subject to the HCP Disciplinary Procedure possibly resulting in prosecution. Action for civil damages under the GDPR.

Job description

This job description will be subject to discussion and review on an annual basis.

Post holders signature:

Line Manager's signature:

Date.....

PERSON SPECIFICATION: Nursing Sister/Charge Nurse – In-Patient Unit

Requirements	Essential	Desirable	How identified
Education and Qualifications	<ul style="list-style-type: none"> • RGN (Adult) Level 1 with current NMC registration • Degree in Palliative Care or relevant speciality or currently • enrolled on a relevant degree programme • Evidence of recent further professional development • European Certificate in Palliative care or credited palliative care course (20 credits) • Teaching/Mentoring qualification 	<ul style="list-style-type: none"> • Palliative care degree or equivalent • Independent nurse prescriber 	<p>A</p> <p>A,C</p> <p>A,C</p> <p>A,C</p> <p>A,C</p> <p>A,C</p>
Knowledge and Experience	<ul style="list-style-type: none"> • Knowledge of clinical palliative care issues • Palliative Care/Oncology Experience in managing a ward for spans of duty • Knowledge of symptom control and end of life issues • Evidence of multi-disciplinary working • Demonstrate knowledge of national policies influencing palliative care services. • Experience of co-ordinating workload of self and others Ability to manage a caseload and time manage effectively to also be flexible and responsible. • Advance communication skills both written and verbal Evidence of assessment skills Demonstrable ability to participate in standard setting and audit • Ability to demonstrate sound knowledge and application of up to date evidenced based clinical trends and practices • Ability to communicate across diverse groups and communities and evidence equality of opportunity in approach • Demonstrate an understanding of risk management processes and procedures and how these relate to clinical practice • Evidence of leadership skills • Experience in teaching • Evidence of presentation and facilitation skills 		<p>I</p> <p>A,I</p> <p>A,I</p> <p>I</p> <p>A,I</p> <p>A,I,T</p> <p>A,I</p> <p>A,I</p> <p>A,I</p> <p>A,I</p> <p>A,I</p> <p>I</p>

	<ul style="list-style-type: none"> • Demonstrate ability to teach staff, patients and relatives across all areas of care and nursing practice • Ability to work on own initiative • Knowledge and ability to use • Microsoft office and have good • IT skills 		I T
Personal skills and attributes	<ul style="list-style-type: none"> • Knowledge and application of the NMC Code of Conduct and scope of professional practice • Demonstrate a commitment to equality and diversity in all aspects of employment and service delivery • Ability to instil trust and confidence, a willingness to challenge and be challenged in a constructive way • Ability to communicate verbally and written which is relevant, concise, accurate and legible • Ability to motivate and monitor staff • Ability to learn and apply knowledge appropriately • Problem solving and delegation skills • Ability to cope with conflicting and competing demands • Knowledge of Microsoft packages • Positive and Enthusiastic 		A,I, I A,I A,I A,I A,I A,I A,I A,I I
Experience	<ul style="list-style-type: none"> • Extensive registered nurse experience • Previous experience at band 5 • Experience of working in palliative care • Experience in managing caseloads • Experience in planning and coordinating care. • Proven Leadership skills 		A,I A,I A,I A,I I I
Communication	<ul style="list-style-type: none"> • Helpful and welcoming • Ability to articulate patient needs on their behalf • Record of excellent time keeping • Computer literacy and good keyboard skills 		I A,I A,I T
Specific requirements	<ul style="list-style-type: none"> • Internal rotation shift pattern • Ability to work flexible hours to meet service requirements 		I I

AF = Application form

I=Interview

T=Test

C=Certificate