



**Bicton Heath, Shrewsbury, SY3 8HS
Apley Castle, Telford, TF1 6RH**

Re : Registered Nurse 22 ½ / 30 hours per week

Thank you for your request for further information for the above mentioned post. Please find attached the following:

- 1. Information to Candidates**
- 2. Equal Opportunities Monitoring Form**
- 3. Job Description**
- 4. Person Specification**

As you will be aware, this post will be offered subject to an Enhanced Disclosure provided by the Disclosure Barring Service

Having read the enclosed information, your completed application form should be returned to me at the address above, to arrive no later than **17th May 2019**.

Please state clearly on your application form which hour(s) you are interested in applying for.

We will respond to all unsuccessful applications within 4 weeks of the closing date via email (if you have provided an e-mail address on your application form).

Thank you for the interest you have shown in this post.

Yours sincerely

Gaynor Taylor
HR Advisor
Encs.

Severn Hospice
Registered Nurse – 22 ½ / 30 hours per week
INFORMATION TO CANDIDATES - SUMMARY OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT

The following information is intended as a useful guide to applicants considering joining the Hospice. Full details are supplied with an offer of appointment.

1. MEDICAL

As part of the Hospice's selection procedure for employment, we ask all prospective employees to complete a pre-employment medical questionnaire. The purpose is to fulfil our responsibilities under the Health and Safety at Work Act 1974 and to ensure that the proposed employment does not present any particular risks from a medical point of view.

No formal offer of appointment will be made until the Hospice, through its Occupational Health Service Provider, is satisfied about your medical fitness to undertake the job. Further details about this will be sent to any prospective employee following interview.

2. REFERENCES

No formal offer of employment will be made until we have received satisfactory references.

3. DISCLOSURE

Please note that, because of the sensitive nature of the duties the postholder will be expected to undertake, you are required to disclose details of any criminal record, and any offer of employment will be subject to an Enhanced Disclosure provided by the Disclosure Barring Service.

4. PROBATIONARY PERIOD

Your appointment will initially be for a probationary period of up to 3 months during which time your progress will be regularly assessed. Your line manager will work closely with you in order to help and support you as necessary throughout your probationary period. The Hospice reserves the right to extend the probationary period for any reason should this be deemed necessary eg. to provide additional training.

Your appointment will be confirmed in writing following the satisfactory completion of your probationary period. Your employment may be terminated at any time during the probationary period with appropriate notice. However, prior to this decision being made, every effort will be made to ensure that you reach the required standards.

5. SALARY

The salary for this post is £11.67 - £15.07 per hour (excluding premia) depending on experience. This is Band 5 under the Hospice's pay scale system. Salaries are paid monthly by credit transfer to a bank or building society account. Saturday and nightshift hours receive 33% premia; Sunday and bank holiday hours receive 66% premia

6. HOURS OF WORK

You will be contracted to work 22 ½ or 30 hours per week to include rotation (1 week in 4)

7. HOLIDAY

Holiday entitlement is 7 weeks per annum including bank holidays.

8. PENSION

The Hospice is able to offer ex NHS staff continuity of membership* into the NHS Superannuation Scheme. Please note, as a direction employer, the Hospice is not able to provide access to the NHS (Compensation for Premature Retirement) Regulations or the NHS (Injury Benefits) Regulations. All other NHS Superannuation scheme benefits are applicable.

(*Provided there is not a gap of more than twelve months between your last contribution to the scheme and applying to re-join it from the Hospice.)

Severn Hospice Equality and Diversity Statement

Severn Hospice (the Hospice) is committed to the equal treatment of all employees and job applicants and requires all staff, whatever their grade or authority, to abide by this general principle. The Hospice is committed to all employees being able to achieve their full potential in an environment characterised by dignity and mutual respect.

No individual shall be treated less favourably than another on grounds of gender, age, religion or belief, marital status, race, nationality, ethnic or national origin, sexual orientation, disability, social background, trade union membership, criminal record, carer responsibilities or employment status. The policy of equality of opportunity extends to all services we provide.

Severn Hospice aims to promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a diverse range of candidates including those with criminal records. We comply fully with the DBS Code of Practice and undertake to treat all applicants fairly. We undertake not to discriminate unfairly against any subject of a DBS Check on the basis of a conviction or other information revealed. Candidates are selected for interview based on their skills, qualifications and experience.

A DBS Check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS Check is required, all application packs will contain a statement that a Check will be requested in the event of the individual being offered the post.

Details of criminal records must be sent under separate, confidential cover with your application form. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

All those involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. At interview, an open and measured discussion will take place on the subject of any offences or other matter that might be relevant to the position.

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an "unspent" conviction will not necessarily bar you from employment. This will depend on the nature of the position and the circumstances and background of your offences. However, any "unspent" convictions, which are not declared and subsequently revealed, may result in dismissal.

Under the Rehabilitation of Offenders Act 1974, a conviction will become "spent" (i.e. treated as if it had not occurred) where the individual has not, after a specified period of time, committed another serious offence.

Rehabilitation periods vary depending on the type and length of conviction originally incurred.

Severn Hospice has a legal obligation to protect vulnerable client groups from people who have committed serious offences, and as such meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment in a post that falls into this category will be subject to a Disclosure Barring Service Check, before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions, including "spent" convictions and where the post is subject to an Enhanced Check, other relevant non-conviction information, such as police enquiries and pending prosecutions will be included.

Severn Hospice is committed to compliance with the Disclosure Barring Service's Code of Practice for Registered Persons and other recipients of DBS information.

A copy of the Hospice's Equality and Diversity Policy is available upon request.

Severn Hospice

EQUAL OPPORTUNITIES APPLICANT MONITORING FORM

To help us ensure the effectiveness of our Equality and Diversity Policy **please complete this form, seal it in a separate envelope, and return it with your application form.** This will ensure that the appointing officer responsible for shortlisting or interviewing does not see the monitoring form before an appointment is made.

Post applied for

Full name of applicant

Date of birth (age)

• **Gender**

- Do not wish to disclose
 Male Female Transgender

• **Sexual Orientation**

- Do not wish to disclose
 Heterosexual / Straight Bisexual Gay / Lesbian
 Any other sexual orientation – please specify

• **Religion or Belief**

- Do not wish to disclose
 Baha'i Buddhist Christian Hindu Jain Jewish
 Muslim None Pagan Sikh Zoroastrian
 Any other religion or belief – please specify

• **Ethnic Group**

- Do not wish to disclose

White

- English, Welsh, Scottish, Northern Irish, British Irish Gypsy or Irish traveller
 Any other White background – please specify

Mixed / multiple ethnic group

- White & Black Caribbean White & Black African White & Asian
 Any other mixed background – please specify

Asian / Asian British

- Indian Pakistani Bangladeshi Chinese
 Any other Asian background – please specify

Black / African / Caribbean / Black British

- Caribbean African
 Any other Black, Caribbean, African background – please specify

Other ethnic group

- Arab
 Any other ethnic group – please specify

• **Disability**

- Do you have a physical impairment? Yes No
Do you have a mental impairment? Yes No

Data Protection Act

I agree that the information given on this form may be processed by the Hospice in accordance with the Data Protection Act, in particular, for the purposes of the equal opportunities monitoring. I agree to the storage of this information on manual and computerised files.

Signature Date

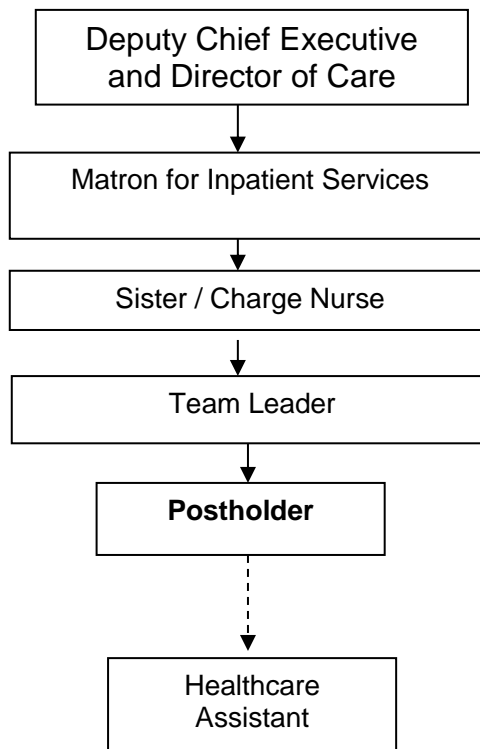
(please tick appropriate box)

Thank you for completing this form

Registered Nurse Job Description

Post Title:	Registered Nurse - Wards
Band :	5
Reports to:	Team Leader
Purpose of the post:	<p>To assess patient needs and to implement and evaluate programs of care to ensure the highest standards of care are maintained.</p> <p>To generate and maintain a friendly team spirit with all the staff and volunteers of the Hospice.</p> <p>To provide a safe environment for patients, visitors, staff and volunteers.</p>

Organisation Position



PRINCIPAL RESPONSIBILITIES

1. Assessment of care needs, implementation and evaluation of programmes of care following the basic guidelines laid down by the Hospice. Revising care plans depending upon patient's changing condition and using evidence based practice in consultation with the Team Leader/Nurse in Charge
2. Ensuring the holistic – physical, psychological, emotional, spiritual and social needs of patients and their families carers are met.
3. To attend MDT meeting regularly and actively participate in the presentation of patients and the concise and accurate documentation of the decisions made in this forum, disseminating this back in a timely fashion to the team.
4. Ensuring that clear, precise documentation is carried out at all times with regard to patient care (including DNAR forms and risk assessments – minimum of weekly).
5. Supervising of work of nursing staff – HCAs and volunteers. Carrying out appropriate nursing procedures as laid down by the Hospice Nursing Policies. To carry out procedures within the bounds of the nurse's extended role maintaining, at all times, a high level of patient care.
6. To inform Team Leader / Sister / Charge Nurse / Senior Nurse on duty and Consultant or Doctor on call of any significant changes in the patient's condition and any relevant factors significant to the patient care plan.
7. Regularly take charge of work base in absence of Team Leader/ Sister/Charge Nurse – carry out role of ward co-ordinator..
8. Maintaining custody of controlled drugs, ordering and administration of same as laid down by NMC(2008) and hospice policy. Ordering, storage, administration, of any prescribed drug, ensuring that treatments are given correctly, in accordance with the Hospice drug policy/procedure and NMC guidelines for the administration of medicines (2010).
9. Be aware of the needs of relatives and give them advice and support.
10. Encourage patient participation in their care and care planning documenting the same and encourage recreational activities as appropriate to help these lead as full and happy life as possible.
11. Arrange for patients meals, special diets and participate in meal service.
12. Ensuring that the established system of continuous communication is effective, with regard to the nursing process and reporting of patients conditions.
13. Instructing and monitoring clinical procedures to ensure the safety and welfare of the patients.
14. Participating with the nursing and medical personnel in undertaking Clinical Audit.
15. Participating in programmes for rehabilitation and resettlement of patients in conjunction with other relevant agencies, taking into account relevant research.

16. Keeping abreast of current developments in clinical nursing. To attend such courses/lectures/in-service training as indicated by needs of the service and own personal developments as identified.
17. Being responsible for own personal professional development by participating in Clinical Supervision and debriefing.
18. To participate in motivating and supporting other ward staff including all members of the multi-disciplinary team - promoting the ethos of teamwork and valuing everybody's contribution to the care we provide.

ADMINISTRATION

1. In the absence of Team Leader / Sister / Charge Nurse or Senior Nurse, organising the reception of patients and providing care in accordance with any standing instructions e.g. Financial Instructions, Personnel policies, Health and Safety policies and Infection Control policies.
2. Liaising with Community Services, Specialist Nurse and other agencies to facilitate adequate provision of care of patients on discharge. Co-operating with other nursing units/Hospitals, departments where necessary. Co-ordinating activities at Day Unit and ward level e.g. Admissions, Catering, Chaplains, Medical records, Occupational therapy, Social Workers, Physiotherapy, Transport, clinical instructors, follow up co-ordinators.
3. In the absence of Team Leader and Sister / Charge Nurse, rendering returns by any branch of the Hospice administration including notification of patient deaths and incidents.
4. To participate in the education and training of junior staff. To mentor , with the appropriate qualification, or act as an associate mentor to students and student nurses as requested.
5. In accordance with Hospice Policy respond appropriately to complaints, report accidents and other untoward occurrences and report to the Sister / Charge Nurse
6. Reporting any building/equipment deficiencies in the Hospice to the Facilities Manager

PERSONNEL

1. Allocate and co-ordinate the day to day duties of the nursing team in the absence of the Team Leader / Sister / Charge Nurse or Senior Nurse.
2. Advise and support other members of the team and volunteers as appropriate in accordance with Hospice policies and procedures.
3. To work collaboratively alongside volunteers on a day-to-day basis. To give support, guidance and instruction to the volunteer team member(s) as and when required
4. Participate in teaching as requested.
5. Ensure annual attendance for all mandatory training.
6. Taking all steps possible to safeguard the welfare, health and safety of patients and visitors. To abide by security procedures relating to staff, patients, visitors and their property as per health and safety policies.

7. To act up as Team Leader/Senior Nurse at meetings if required.
8. To participate in shift rotation as and when requested (subject to 4 weeks maximum per year for staff employed prior to 2010).
9. The ability to work flexibly across the organisation as and when required.

Responsibilities and duties may include other tasks as determined by Matron for Inpatient Services.

This job description is intended as a guide to the range of duties covered and should not be regarded as inflexible. There is a mutual obligation to modify the description when changes in the work situation occur

SUPPLEMENTARY INFORMATION AND REQUIREMENTS

All new Hospice employees are on a three months probationary period.

A DBS Disclosure will be requested in the event of an individual being offered the post.

Health and Safety

In accordance with the Hospice's Health & Safety Policy all employed persons while at work are required by Section 7 of the Health & Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

Appraisal

All employees are required to actively participate in the Hospice's appraisal process (permanent contracts only).

Last updated Aug 2017 (GT)

Person Specification: Registered Nurse – Band 5 (Wards)

	Essential	Desirable
<p>Qualifications / Training Level of education necessary</p> <p>Professional and post basic qualifications</p> <p>Specialized training required for post</p>	<p>Level 1, RGN Qualification (Adult)</p> <p>Post registration exposure to workshops/study days re palliative care</p>	<p>Post registration module in palliative care</p> <p>Experience as a link nurse and understanding of the value of the role</p>
<p>Experience</p> <p>Length, type and level of post related work experience required (additional or alternative to qualifications above)</p>	<p>General post registration experience –</p> <p>Experience of working as a registered nurse within a MDT</p> <p>Experience of working across organisational boundaries within health, social care and the voluntary sector</p> <p>Experience of mentoring and assessing junior staff as appropriate</p> <p>Evidence of continuing professional development</p>	<p>Experience of co-ordinating patient care within a clinical team setting</p> <p>Experience in audit.</p> <p>Experience of working with patients and their family members at end of life</p>
<p>Skills & Knowledge</p> <p>Range and level of skills</p> <p>Depth and extent of knowledge required</p>	<p>Ability to assess, plan, deliver and evaluate holistic, individualized, and evidence –based nursing care</p> <p>An understanding of team effectiveness</p> <p>An understanding of the role of this service (Hospice) within the wider context of palliative care service provision</p> <p>Excellent interpersonal and communication skills.</p> <p>Ability to work with structured and agreed supervision to achieve the objectives of the post.</p> <p>Ability to prioritise tasks according to changing needs and service capacity.</p> <p>Excellent time management skills</p>	<p>Awareness of wider palliative care issues</p> <p>Awareness of NICE guidelines</p> <p>Awareness of issues around non cancer patients</p> <p>Knowledge and competence/or willingness to work towards, in utilization of syringe drivers – Mckinley T34Competence</p>
<p>Aptitudes & Attributes Required</p>	<p>Good sense of humour</p> <p>Calm and reassuring manner</p> <p>To be positive and enthusiastic</p> <p>Sensitive</p> <p>Team player</p>	

	Ability to maintain and recognize professional boundaries Ability to embrace change and support colleagues through the process	
Other Requirements	Enhanced DBS disclosure Prepared to work flexible hours inc. nights and at other sites Willingness to undergo further training as required	