



**Bicton Heath, Shrewsbury, SY3 8HS**

**Re : Hospice Outreach Nurse 37 ½ hours per week (Shrewsbury based)**

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 below, to arrive no later than 28<sup>th</sup> June 2019.

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  
Hospice Outreach Nurse**

**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 £13.91 - £18.84 per hour depending on experience. This is Band 6 under the Hospice's pay scale system. Salaries are paid monthly by credit transfer to a bank or building society account.

**6. HOURS OF WORK**

You will be contracted to work 37 ½ hours (Monday to Friday). Job share would be considered.

Mileage payable at 45p per mile.

**7. HOLIDAY**

Full time 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



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Hospice Outreach Nurse
<b>BAND:</b>	Band 6
<b>QUALIFICATION REQUIRED:</b>	Registered General Nurse Palliative Care Degree (or equivalent Level 3 Health Degree) or working towards
<b>REPORTS TO:</b>	Matron Community Services (MCS)

## **JOB SUMMARY**

The post holder is identified as a Nurse Specialist in the field of palliative care, having extensive specialist knowledge and continuing clinical involvement in this area of practice and its development.

The post holder will provide specialist advice and support to patients and establish supportive relationships and presence with GP's and other community teams within an identified geographical patch.

The post holder will demonstrate palliative assessments skills, and will be able to support, illustrate and disseminate such skills to other practitioners while benefiting patient care.

In conjunction with MCS, the post holder will participate in the planning, development and evaluation of palliative care services within the community

The post holder will work as part of a multidisciplinary team and other care providers, demonstrating autonomy within a geographical area

The post holder will take a leading role in the provision of specialist palliative care education, promoting evidence based practice.

In conjunction with fellow Outreach Nurses the post holder will provide a triage service on a rotational basis receiving incoming calls, taking messages and responding accordingly

## **PROFESSIONAL RESPONSIBILITIES**

1. To adhere to the NMC Guidelines for Professional Practice and with the Severn Hospice policies, procedures and standards, therefore retaining accountability for own professional actions and omissions while working autonomously and without supervision.
2. Ensure that quality standards of care are maintained.
3. To develop and maintain effective communication networks with other professionals
4. To comply with Information Governance requirements.
5. To support the delivery of comprehensive, skilled and evidence based nursing care to patients in the community setting.

## **SCOPE OF PRACTICE / MAIN DUTIES**

1. Undertake a specialist role in palliative care through partnership with health care professionals and other agencies throughout Shropshire, Telford and Wrekin and Powys. Providing highly specialist advice and support on all aspects of clinical palliative care.
2. Work autonomously as a highly reflective, specialist practitioner who uses evidence based skills and translates expert knowledge directly into individualised holistic therapeutic patient care in the full range of settings across primary care.
3. Develops clinically effective and therapeutic working relationships with patients and relatives using persuasive, negotiating and motivating skills to communicate complex, contentious and sensitive information. For example, end of life issues and difficult to accept conditions, taking into account barriers to understanding and challenging communication.
4. Demonstrates highly developed communication skills in order to share sensitive and complex concepts with other professional and relevant organisations about a full range of palliative care issues.
5. To identify where complex grief patterns are present facilitating referral to specialist bereavement support services.
6. To have in depth specialist knowledge and clinical expertise in palliative care, underpinned by accessing relevant training, updates and conferences as agreed with the MCS
7. Autonomously manages a defined clinical caseload by providing direct specialist assessment and care.
8. Make clinical judgements which require analysis, interpretation and comparison of a range of options, therefore recommending appropriate evidence based diagnostic and therapeutic interventions to patients, and health care professionals. Refer to nursing and medical professionals, and appropriate statutory and voluntary agencies.
9. In conjunction with MCS responsible for implementing, monitoring and evaluating clinical standards protocols and policies.
10. Working with MCS, to continually improve palliative care services.
11. Maintain reflective practice through individual clinical supervision, and peer review.
12. Contribute to service development and planning of palliative care, working with MCS and other directorates to develop an effective and co-ordinated approach to service delivery.
13. Provide specialist expert clinical support in the field of palliative care to inspire colleagues to improve standards and practice.
14. To attend and participate in team meetings and represent Severn Hospice when appropriate locally and nationally.
15. Record and submit accurate and timely data, as required.

## **EDUCATIONAL**

1. In conjunction with MCS, identify personal development and educational requirements through yearly review / appraisal
2. Design and deliver palliative care education to internal and external delegates.
3. Provide educational placements for healthcare professionals, sharing knowledge and advice.

## **RESEARCH AND AUDIT**

1. In conjunction with MCS, responsible for identifying clinical audit requirements, collecting and collating data, and presenting findings
2. To review and evaluate palliative care related research on a continual basis to maintain best and evidence based practice.

## **Person Specification – Hospice Outreach Nurse**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<p><b><u>Qualifications/Training</u></b></p> <p>Level of education necessary. Professional and post basic qualifications. Specialised training required for this post</p>	<ul style="list-style-type: none"> <li>• RGN</li> <li>• NMC Registered</li> <li>• Palliative Care Degree (or equivalent Level 3 Health Degree) <u>or working towards.</u></li> <li>• Communication Skills Training preferably at advanced level</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching qualification</li> <li>• Evidence of Masters level learning</li> </ul>
<p><b><u>Experience</u></b></p> <p>Length, type and level of job-related work experience required (expressed as additional/or alternative to qualifications above)</p>	<ul style="list-style-type: none"> <li>• Experience in community nursing</li> <li>• Substantial post registration experience</li> <li>• Proven experience of working in palliative care</li> </ul>	<ul style="list-style-type: none"> <li>• CNS experience</li> <li>• Audit and research experience</li> </ul>
<p><b><u>Skills and Knowledge</u></b></p> <p>Range and level of skills, depth and extent of knowledge</p>	<ul style="list-style-type: none"> <li>• Awareness of local and National palliative care agendas</li> <li>• Proven experience of collaborative working with multidisciplinary agencies</li> <li>• IT Skills</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p><b><u>Aptitudes and Attributes</u></b></p> <p>What aptitudes and personal qualities are required, e.g.: written/verbal expression, taking responsibility, co-operating, organising, resolving problems, and exercising initiative.</p>	<ul style="list-style-type: none"> <li>• Ability to demonstrate a commitment to teamwork</li> <li>• Ability to work autonomously</li> <li>• Ability to show empathy when working with complex emotional situations and to remain calm under pressure</li> <li>• Effective communication and interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

