



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

**Re : Registered Nurse 30 hours per week – Shrewsbury site**

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 **7<sup>th</sup> October 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**  
**Registered Nurse – 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 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

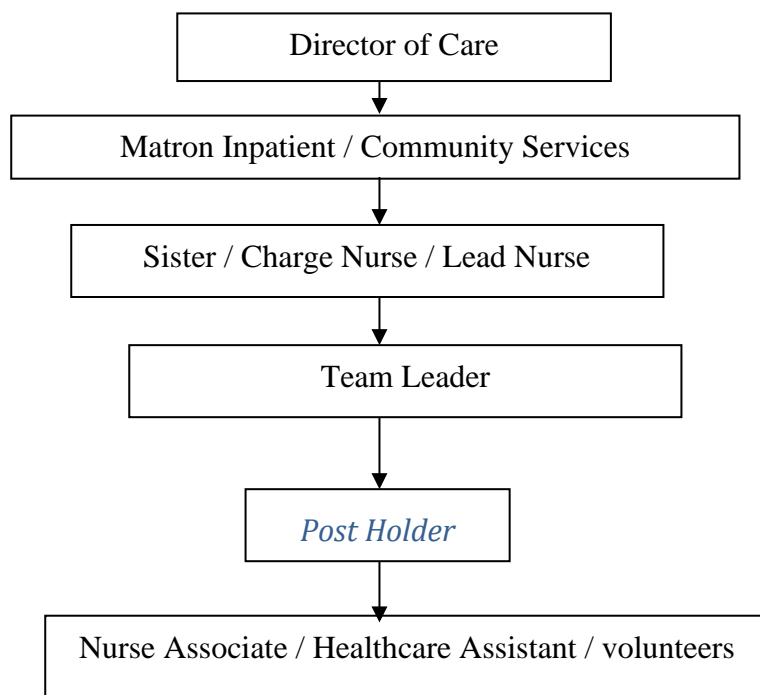


**Job Description**

|                    |                  |
|--------------------|------------------|
| <b>Post Title:</b> | Registered Nurse |
| <b>Reports to:</b> | Team Leader      |

|                             |   |
|-----------------------------|---|
| <b>Purpose of the post:</b> | <p>To function as a competent clinical practitioner within their designated clinical area.</p> <p>To deliver direct patient care whilst, co-ordinating and overseeing nursing practice.</p> <p>To assess patient needs and to implement and evaluate programmes of care to ensure the highest standards of care are maintained.</p> <p>To provide a safe environment for patients, visitors staff and volunteers.</p> <p>To take charge of the department in the absence of the Team Leader on a regular basis.</p> <p>To work flexibly to meet the needs of the service.</p> <p>To embed the practices and culture of rehabilitative palliative care to effectively support people with long term life-limiting conditions to live well.</p> |
|-----------------------------|---|

**Organisation Position**



### **Management and Leadership**

1. To support the Team Leader in the delivery of patient care and developments within Hospice Services.
2. To work flexibly across the organisation including rotation to all shifts and through all departments as required to support the delivery of nursing care within the Hospice.
3. To organise the team in the absence of a more senior member of the team deploying staff appropriately according to their skills and experience.
4. To work collaboratively alongside volunteers on a day to day basis giving guidance and instruction to the volunteer team member(s) as required.
5. Support the Team Leader in implementing and reviewing clinical practices to ensure that they are cost effective.
6. To support the Team Leader promoting new ways of working which support and contribute towards service and corporate objectives and improvement programmes .
7. To contribute to and influence the total patient experience and journey through collaborative working and effective communications with all members of the multidisciplinary team throughout the hospice.
8. To ensure agreed policies within area of responsibility are adhered to.
9. In the absence of the Team Leader be a point of contact by ensuring that they are a visible, accessible to patients, relatives for assistance, advice and support.
10. To act as a role model for other staff.
11. To ensure that high standards of cleanliness, tidiness and décor are maintained in their designated area. To ensure environmental standards are adhered to.

12. To work with external agencies and community services.
13. To support the Team Leader in the process of change demonstrating professionalism and integrity.

### **Patient Care**

1. To be a competent practitioner demonstrating clinical expertise.
2. To deliver all aspect of care relative to their patient group.
3. To ensure the use of approved manual handling techniques in delivery patient care, including the safe use of mechanical and non-mechanical manual handling aids.

### **Communication and Relationships**

1. To report changes in patient progress effectively, both verbally and in written form. Ensure that accurate, legible and holistic nursing records according to NMC guidelines and unit guidance are maintained.
2. Where appropriate interpret and present clinical information to patients and their relatives, demonstrating highest levels of interpersonal and communication skills ensure that patients and their carers have sufficient relevant verbal and written information during the patient's stay.
3. To demonstrate sensitivity in dealing with complex and confidential information from patients, families and colleagues, giving advice and support when necessary. Respond appropriately to the information given.
4. Actively contribute to departmental meetings.
5. Ensure good working relationships and effective communications between all members of the multidisciplinary team ensuring a high standard of co-ordinated patient care.

### **Education, Professional Development and Training**

1. To take every reasonable opportunity for maintaining, developing and acquiring competencies and skills for self-development.
2. To participate in the supervision, training and effective mentorship of other staff.

### **Research and Audit**

1. To participate in, promote and disseminate relevant research findings to support clinical practice and education within the department.

### **Use of information**

1. Maintain and update Hospice information systems to support patient care.
2. To be conversant in the use of electronic communication systems, personal computer systems, normal office equipment and systemone.

### **Health and Safety**



1. Be aware of and follow policies and procedures around incident reporting and the identification of risks.
2. To contribute to the department's implementation of a Health and Safety management monitoring structure and as far as is reasonably practical within the designated area of responsibility maintain a safe environment for patients, staff and relatives.
3. The post holder will work in a safe and responsible manner by demonstrating a knowledge and understanding of all Health and Safety policies and the implementation of safety measures
4. The postholder will, be fully conversant in the Hospice Infection Control polices and ensure that infection control polices; protocols and procedures are adhere to.
5. Although the Hospice has a 'Zero Tolerance' position in relation to violence and aggression the post holder may on occasions be exposed to verbal / physical abuse and should be fully conversant with the Hospice Policy for dealing with these situations.

### **Decisions. Judgement and freedom to act**

1. To work to ensure high standard of services are delivered.
2. To work independently to ensure delivery of quality services within area of responsibility. Works within polices, protocols and professional standards. Seeks further advice and support for actions that effect areas outside their area of responsibility.
3. To be accountable for decisions affecting their sphere of responsibility.

### **Professional Conduct**

1. To adhere at all times to uniform policy.
2. To adhere NMC guidelines and Hospice policies and procedures.
3. To report appropriately any observed lapses in professional conduct to the Matron in line with Hospice policy and NMC guidelines.
4. At all times to act as ambassador for Severn Hospice to patients, relatives, to colleagues and members of the public.

This job description is a summary of the main responsibilities of the postholder, and not an exhaustive list of duties to be undertaken. The duties may be redefined in accordance with the demands of the service. Any redefinition will be subject to discussion between yourself and your manager and be within your level of competence.

### **Supplementary Information and Requirements**

All new Hospice employees are on a three months probationary period (excluding bank staff)

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***

Employees are required to participate in the Hospice's appraisal process as required.

*Last updated July 2019 (BR/CG/HD)*



### Working at Severn Hospice

We work together as a team using an Integrated Care Pathway throughout Severn Hospice to ensure the patients journey and care delivery is holistic, enabling and as seamless as possible. Our approach to care is to help people live as well as possible within the limitations of their illness, so we offer a wide variety of services which provide emotional, physical and spiritual support enabling people to maintain their independence for as long as possible.

Our team is made up of qualified nursing staff, complementary and creative therapists, doctors, health care assistants, occupational therapists, physiotherapists, social workers, chaplains and volunteers.

**Our mission** is to provide the best care and a better life for people living with an incurable illness for those important to them.

**Our Vision** is a world where people are cared for at the end of their life as well as they were at its beginning.

### Inpatient Services

We have inpatient wards at our hospices in Shrewsbury and Telford which provide 24-hour multidisciplinary specialist care.

### Outreach

Our Outreach nurses visit patients at home and provide hands-on clinical care when required, as well as specialist advice on the complex physical and psychological effects of living with an incurable illness. They work closely with other healthcare professionals involved with a patient's care, such as GPs and District Nurses.

### Hospice at Home

Our Hospice at Home service supports patients who are in the final stages of their illness to die at home, free from pain and surrounded by those closest to them. The team provides hands-on nursing care to help patients spend their final weeks with dignity and in peace. We will also support carers and family members through their time of greatest need.

### Day Services

Severn Hospice Day Services has a crucial role in helping multiple services work effectively together to meet the needs of an individual living with a variety of conditions and in supporting users in transition between services, sectors and specialisms. Our care is delivered beyond our wards and includes services people can use without staying at the hospice. Our day services – all free of charge – are available at Shrewsbury and Telford, Monday to Friday.

## Person Specification: Registered Nurse

|   | Essential   | Desirable  |
|---|---|--|
| <p><b>Qualifications / Training</b></p> <p>Level of education necessary</p> <p>Professional and post basic qualifications</p> <p>Specialised training required for post</p> | <p>RGN</p> <p>Exposure to workshops/study days re palliative care</p>   | <p>Post registration module in palliative care</p> <p>Essential Elements in palliative care course</p>   |
| <p><b>Experience</b></p> <p>Length, type and level of post related work experience required (additional or alternative to qualifications above)</p>                         | <p>Experience of working within an MDT</p> <p>Supervisory experience</p> <p>Experience in palliative care</p>   | <p>Post-registration experience</p> <p>Experience of mentoring and assessing junior staff as appropriate</p>   |
| <p><b>Skills &amp; Knowledge</b></p> <p>Range and level of skills</p> <p>Depth and extent of knowledge required</p>   | <p>Ability to prioritise tasks according to changing needs and service capacity</p> <p>Excellent interpersonal and communication skills</p> <p>Excellent nursing skills</p> <p>Good understanding of palliative care philosophy</p> <p>Team Player</p> <p>Knowledge and understanding of the work of volunteers</p> | <p>Awareness of wider palliative care issues</p> <p>Awareness of NICE guidelines</p> <p>Awareness of issues around long-term conditions and co-morbidities</p> |
| <p><b>Aptitudes &amp; Attributes Required</b></p>   | <p>Calm and reassuring</p> <p>Able to take instruction and document events during shift</p> <p>Sensitive</p> <p>Emotionally strong</p> <p>Able to solve problems</p> <p>Able to work on own initiative</p> <p>Good sense of humour</p> <p>To be positive and enthusiastic</p>                                       |  |

|                           |   |  |
|---------------------------|---|--|
| <u>Other Requirements</u> | Enhanced DBS disclosure<br>Prepared to work at other sites<br>Willingness to undergo further training as required |  |
|---------------------------|---|--|