



Bicton Heath, Shrewsbury, SY3 8HS

**Re : Registered Nurse – Hospice at Home Day Service**

Thank you for your request for further information for the above mentioned post This pack includes the following :

1. **Information to Candidates**
2. **A Hospice at Home example**
3. **Equal Opportunities Monitoring Form**
4. **Job Description**
5. **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 to arrive no later than **28<sup>th</sup> February 2020**. Interviews to be held on **6<sup>th</sup> March 2020**.

For an informal discussion about this opportunity please speak to the Hospice at Home Sister on duty (01743 261506).

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 at Home Registered Nurse - Day Service

### 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.

- **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.

- **REFERENCES**

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

- **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.

- **PROBATIONARY PERIOD**

Your appointment will initially be for a probationary period of up to 6 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.

- **SALARY**

The salary for this post is £22,758 - £29,395 per annum 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

- **HOURS OF WORK**

37 ½ hours per week normally Monday to Friday 8.30am to 4.30pm with a 15 minute paid break and ½ hour unpaid lunchbreak. Successful candidates will be expected to be fully flexible with how these hours are worked and will include day, evening and night duty as required.

- **HOLIDAY**

Full time entitlement is 262 ½ hours holiday per annum (rising to 277 ½ hours after five years continuous service and 307 ½ hours after ten years continuous service). This includes bank holidays. The holiday year runs from 1 January to 31 December.

- **NOTICE**

During your probationary service the period of notice to terminate your employment is one week by either party.

- **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.)

- **MILEAGE**

|                      | <b>First 10,000 business miles</b> | <b>Over 10,000 business miles</b> |
|----------------------|------------------------------------|-----------------------------------|
| <b>Cars and vans</b> | 45p per mile                       | 25p per mile                      |

Mileage paid from base / home to patient home - excess mileage is payable over and above that which would normally be incurred from home to base journey

NB. You will need to have business car insurance to cover your Hospice journeys.

- **INDUCTION**

A full induction day will be required - you will be advised of the date if successful.

- **FURTHER INFORMATION**

**If you would like an informal chat or to discuss anything further prior to submitting your application, please do not hesitate to do so – 01743 261506.**

## **An example of the Hospice at Home Service In Action**

We received a referral for Mr M via Clinical Nurse Specialist (CNS) at Severn Hospice. This gentleman and his wife wanted him to come into the hospice for end of life care. Unfortunately, when he was ready to come in, there were no beds available. His condition was rapidly deteriorating and it was Friday afternoon. Therefore, the CNS made a referral to H@H with the aim of supporting Mr and Mrs M at home. No formal day care was in place as Mr M had declined up to this point. Mr M's home was in Shrewsbury.

Mr and Mrs M were nervous of the changing situation. The District Nurse Team were heavily involved. On liaising with Mrs M on the telephone, due to the emotive nature of the situation, Mrs M was unsure what level of input her husband required. Hospice at Home (H@H) staff visited to introduce our service and to assess the level of care and support required. A flexible schedule was agreed, depending on Mr M's changing condition. Night care was agreed with Mr and Mrs M; initially, Mr M felt that his wife would benefit from this more than himself.

Routes of communication were established between the H@H team and the District Nurse who was caring for this couple at this time. This enabled prompt and timely responses to changes in Mr M's condition when updates were received from family or hospice staff.

Mr M's condition rapidly deteriorated over 24 hours and he died at home on the Saturday afternoon with his family in attendance. A H@H nurse had cared for him over Friday night. The H@H healthcare assistants had visited four times in the last 24 hours for varying lengths of time to give personal and supportive care including performing verification of death administration.

Mrs M stated that she felt supported during this period and was very grateful about the care that her husband had received.

The District Nurse also complimented the care given by the team. This was the first time that she had experienced the service. She stated that she had found it very responsive to her patient's changing needs and that this was very positive for herself as she was informed of changes promptly (perhaps more so than the usual route of communication of retrieving messages from an answer phone, which often delays response to patient's needs) She stated this improved the situation for both Mr M and his family. The flexibility of the H@H service to be able to change visit times and lengths dependent on the needs of the patient was remarked on by the District Nurse.

## **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



|                             |  |
|-----------------------------|--|
| <b>Post Title:</b>          | Registered Nurse – Hospice at Home Day Service   |
| <b>Band :</b>               | 5  |
| <b>Reports to:</b>          | Hospice at Home Sister / Matron for Community Services   |
| <b>Purpose of the post:</b> | <p>To work alongside the Severn Hospice teams to provide palliative nursing care to patients and their families by phone and face to face visits. To work with our hospital and community partners with discharge and admission prevention. To support patients to achieve their preferred place of care/death. To identify and implement measures which will improve the quality of life for the patient and carers.</p> <p><b><u>Organisation Position</u></b></p> <div style="text-align: center; margin: 20px 0;"> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Director of Care</div> <div style="text-align: center; margin: 10px 0;">↓</div> <hr style="border: 1px solid black;"/> <p><b>CLINICAL RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Implement palliative and end of life care for patients who receive care at home.</li> <li>• Have working knowledge of common symptoms and methods of symptom control.</li> <li>• Demonstrate clinical excellence and maintain consistently high standards of individualised care and bereavement support</li> <li>• Communicate highly emotive information clearly, sensitively and unambiguously with staff, patients, families and carers by telephone and/or electronic means.</li> <li>• Maintain close liaison with the sister, working on a daily basis to help coordinate/manage workload.</li> <li>• Enable patients and their carers with palliative care needs to have informed choices, based on accurate evidenced information.</li> <li>• To assess new patients, to adjust level of care and service needed. To seek advice or refer to other hospice services when needed.</li> <li>• Contribute to the planning, delivery and evaluation of patient care.</li> </ul> </div> |

- Work effectively with community professionals, support services and members of other hospice, hospital and palliative care teams, ensuring effective communication between all service providers.
- Follow Hospice procedures and statutory regulations relating to custody and administration of drugs.
- Be responsible for identifying and acting on any safeguarding risk to patients and their families in accordance with relevant policies and procedures.
- Assist in maintaining own and others health, safety and security.
- Integrate research-based evidence in all aspects of palliative care into clinical practice.
- Ensure all written and verbal communication is constructive, effective, accurate and appropriate, following Hospice procedures and NMC guidelines.
- Maintain confidentiality of information at all times.

#### **MANAGEMENT RESPONSIBILITIES**

- In conjunction with the sister, take responsibility for the day to day running of the H@H day team e.g. Rotas and deploying staff.
- To maintain patient statistics, and comprehensive patient records.
- To work collaboratively within the sisters to support the development of the service.
- To ensure all HCA's have a clear understanding of their duties and responsibilities, standards of performance and conduct expected of them during their span of duty.
- To record all equipment loaned out, ensuring records are kept up to date that that equipment is returned

#### **PERSONNEL RESPONSIBILITIES/COMMUNICATION**

- To facilitate and participate in professional staff placements and lay person visits to the community service.
- To participate in the induction new staff as requested.
- To participate in professional placements and to recognise the value of volunteer contribution and play an active part in their support & development where appropriate.

#### **EDUCATIONAL RESPONSIBILITIES**

- To undertake desirable education/ qualifications.
- To complete Hospice competencies and to take advantage of training and study opportunities when possible.
- To participate in continual professional development as required maintaining common training standards across the Hospice.
- Attend supervision/ peer assessment as required.
- To ensure that feedback from education programmes attended by defined nursing team is made available to all colleagues.

#### **PERSONAL DEVELOPMENT**

- To identify with the Sisters a personal development plan to include the Hospice operational objectives and considered personal aims and set goals in order to realise and maximise their potential.
- To develop personal, clinical and managerial skills
- To fulfil and maintain NMC revalidation requirements.

#### **ORGANISATIONAL**

- To work within the procedures and guidelines of the Hospice and act within the Care Standards and NMC code at all times.

- To participate in the development of clinical standards within the total quality framework of the Hospice and participate in clinical audit.
- To understand your role and ensure effective use of resources.
- To respect at all times the confidentiality of information covering patients, staff and volunteers.
- To play an active part in the development and maintenance of good relationships with all who have business with the Hospice.
- To promote the Hospice philosophy of care towards patients, relatives and visitors.
- Responsibilities and duties may include other tasks as determined by the Matron for Community 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 permanent Hospice employees are on a 6 month 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 participate in the Hospice's appraisal process.

*Updated February 2020 BR/HD*

**Person Specification : Registered Nurse – Hospice at Home Day Service**

|  | <b>Essential</b>   | <b>Desirable</b>   |
|--|--|--|
| <p>Qualifications / Training</p> <p>Level of education necessary</p> <p>Professional and post basic qualifications</p> <p>Specialised training required for post</p> | <p>Palliative care study days or courses</p> <p>RGN</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>Post qualification nursing experience</p> <p>Palliative care in community experience</p>  |  |
| <p><b>Skills &amp; Knowledge</b></p> <p>Range and level of skills</p> <p>Depth and extent of knowledge required</p>  | <p>Competent in symptom control and syringe drivers</p> <p>Excellent interpersonal and communication skills</p> <p>Excellent nursing skills</p> <p>Good understanding of palliative care philosophy</p> <p>Good listening skills</p> <p>Good counselling skills</p> <p>IT literate</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><b>Aptitudes &amp; Attributes Required</b></p>  | <p>Happy to work alone</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>Team player</p> <p>Able to solve problems</p> <p>Able to prioritise and time manage work.</p>                     | <p>Good sense of humour</p>  |
| <p><b>Other Requirements</b></p>   | <p>Enhanced DBS disclosure</p> <p>Prepared to work flexible hours inc. nights</p> <p>Willingness to undergo further training as required</p> <p>Car owner / driver</p>   |  |

