



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

**Re : Band 6 Outreach Nurse – 2 year fixed term contract**

Please find attached the following documents:-

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

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

Closing date for completed applications is 18<sup>th</sup> June 2021.

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

Yours sincerely

**Gaynor Lewis**  
**HR Manager**

## Severn Hospice – Band 6 Outreach Nurse Fixed Term

### 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 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.

#### 5. SALARY

The salary for this post is **£28,219 – 38,229 per annum pro rata** (excluding premia) 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 various 30 hours per week

#### 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).

**9. 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

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

**10. INDUCTION**

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

**11. 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 236565 and ask to speak to Lynn Davies.**

**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 suitable 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.*

## **EQUALITY AND DIVERSITY MONITORING FORM**

Severn Hospice wants to meet the aims and commitments set out in its Equality and Diversity Policy. To assist the Hospice in meeting this aim, we need to monitor the equality and diversity profile of the workforce. We also need to ensure that we fully comply with the Equality Act 2010. The Act sets out 9 'protected characteristics' – age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

This form is voluntary and will not be used as part of the selection process nor will it be seen by anybody who is interviewing you. The information collected is only used for monitoring purposes in an anonymised format to assist the organisation in analysing the profile and make up of individuals who apply, are shortlisted and appointed to each vacancy. Should you not wish to complete this form your application will not be prejudiced in any way.

**Please can you complete the form and mark the box with an 'x', where applicable. Please place in a sealed envelope separate to our application form.**

<b>First Name:</b>		<b>Surname:</b>	
<b>Date of Birth:</b>		<b>Position applied for:</b>	

Are you married or in a civil partnership?

<b>Yes</b>		<b>No</b>		<b>Prefer not to say</b>	
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### **ETHNICITY**

<b>White</b>	British	
	Irish	
	Gypsy or Irish Traveller	
	Any other White background (please specify)	
<b>Mixed/ Multiple Ethnic Groups</b>	White and Black Caribbean	
	White and Black African	
	White and Asian	
	Any other Mixed/multiple ethnic (please specify)	
<b>Asian or Asian British</b>	Indian	
	Pakistani	
	Bangladeshi	
	Chinese	
	Any other Asian background (please specify)	
<b>Black/African/Caribbean/Black British</b>	African	
	Caribbean	
	Any other Black background (please specify)	
<b>Other Ethnic Groups</b>	Arab	
	Japanese	
	Any other ethnic group (please specify)	
<b>Prefer not to say</b>		

## AGE

Under 16		35-39		55-59	
16-24		40-44		60-64	
25-29		45-49		65+	
30-34		50-54		Prefer not to	

## RELIGION AND BELIEF

Buddhist		Jewish	
Christian		Sikh	
Hindu		No religion or belief	
Muslim		Prefer not to say	

## GENDER

Male		Female		Transgender	
				Prefer not to say	

## SEXUAL ORIENTATION

Heterosexual		Lesbian		Gay		Bisexual	
Prefer not to say							

## DISABILITY

A disabled person is defined in the Equality Act 2010 as someone with a physical or mental impairment that has a substantial and long-term impact on their ability to carry out day to day activities. Examples are: mobility, manual dexterity, speech, hearing, seeing and memory.

The definition also covers HIV, Multiple Sclerosis and Cancer from the time of diagnosis, and progressive conditions from the point at which they have an impact on day to day activities.

The Hospice will consider making such adjustments as are reasonable in compliance with the Equality Act 2010.

Having read this do you consider yourself to be covered by the definition?

Physical Impairment	Yes		No		Prefer not to say	
Mental Impairment	Yes		No		Prefer not to say	

## DECLARATION

The information you provide on this form will be used in anonymised form for the Hospice to internally record and monitor its progress against a number of indicators of workforce equality.

I agree to the use of my personal information as explained above

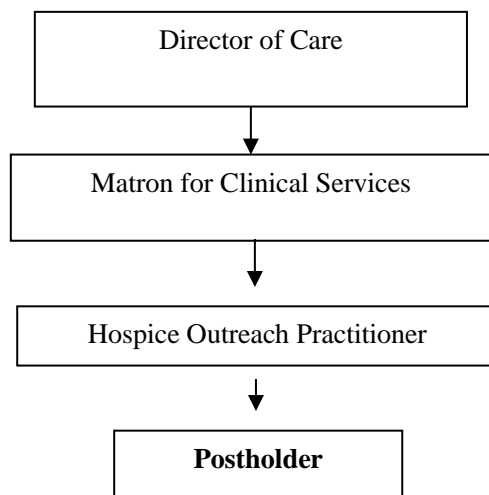


Signature:	Date:
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### Outreach Nurse Job Description

<b>Post Title:</b>	Outreach Nurse- 2 year Fixed Term
<b>Band :</b>	6
<b>Reports to:</b>	Hospice Outreach Practitioner
<b>Purpose of the post:</b>	<p>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.</p> <p>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.</p> <p>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.</p> <p>In conjunction with Outreach Practitioner, the post holder will participate in the planning, development and evaluation of palliative care services within the community</p> <p>The post holder will work as part of a multidisciplinary team and other care providers, demonstrating autonomy within a geographical area</p> <p>The post holder will take a supportive role in the provision of specialist palliative care education, promoting evidence based practice.</p> <p>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</p>

### Organisation Position



## **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 nurse 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 outreach Practitioner
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 Outreach Practitioner be responsible for implementing, monitoring and evaluating clinical standards protocols and policies.
10. Working with Outreach Practitioner, 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 Outreach Practitioner 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 Outreach Practitioner, 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 Outreach Practitioner, 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.
3. 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 6 month 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.

## Person Specification – Hospice Outreach Nurse

CRITERIA	ESSENTIAL	DESIRABLE
<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>