



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

**Re : Registered Nurse-Bank**

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

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

Yours sincerely

**Gaynor Lewis**  
**HR Manager**  
Encs.

## Severn Hospice – Bank Registered 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.

- **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 a Disclosure provided by the Disclosure Barring Service (DBS)

- **SALARY**

The **hourly rate** for this post is £13.88. This is based on Pay Band 5 on the Hospice pay scales  
Nightshift hours are paid an addition of 0.33 of basic time; Sunday nights are paid an addition of 0.66 of basic time.

Salaries are paid monthly by credit transfer to a bank or building society account.

- **MUTUALITY OF OBLIGATION**

You must understand that although appropriate work may be offered to you if available, the Hospice is under no obligation to do so, and similarly you are under no obligation to accept any offer of work from us.

You will be asked to submit your availability for work on a weekly basis (ideally providing at least 2 nights availability per month).

You will receive a standby allowance for those nights when you have stated that you are available for work but are not needed by the Hospice at Home service. The following rates will apply:

Monday to Friday	£10	}
Saturday / Sunday	£15	} per night
Bank Holiday	£20	}

- **HOLIDAY**

Not applicable. your hourly rate includes an amount per hour in respect of holiday entitlement as required under the Working Time Regulations 1998 (as amended).

- **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. Staff will be required to travel up to 25 miles to a patient's home

- **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.)

- **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.**

## **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.*

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

## AGE

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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

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

## GENDER

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Male		Female		Transgender	
				Prefer not to say	

## SEXUAL ORIENTATION

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Heterosexual		Lesbian		Gay		Bisexual	
Prefer not to say							

## DISABILITY

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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

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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.

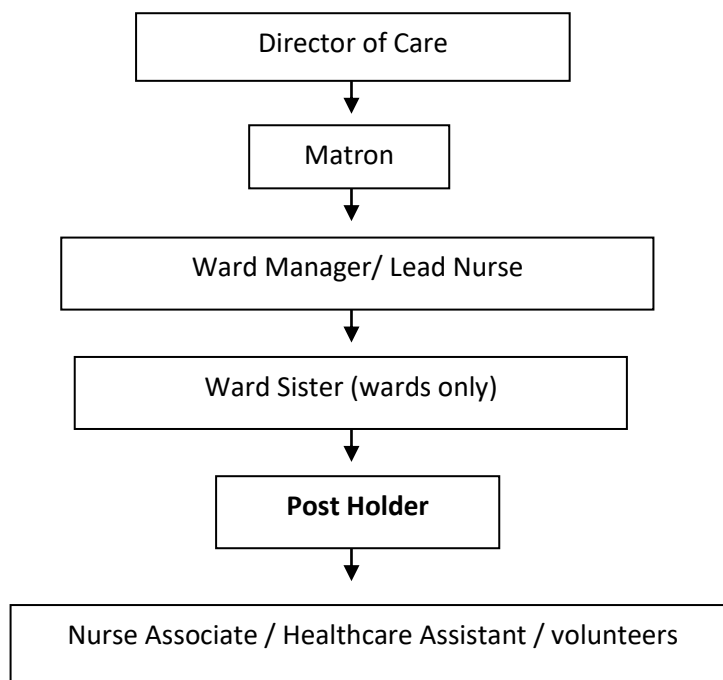
I agree to the use of my personal information as explained above

Signature:	Date:
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**Job Description**

<b>Post Title:</b>	<b><i>Registered Nurse</i></b>
<b>Reports to:</b>	Ward Manager / Ward Sister
<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 Sister/ 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 Ward Manager / Lead Nurse Day Services / Ward Sister 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 Ward Manager / Lead Nurse Day Services / Ward Sister in implementing and reviewing clinical practices to ensure that they are cost effective.
6. To support the Ward Manager / Lead Nurse Day Services / Ward Sister 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 multi-disciplinary team throughout the hospice.**
8. **To ensure agreed polices within area of responsibility are adhered to.**
9. In the absence of the Ward Manager / Lead Nurse Day Services / Ward Sister 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 Ward Manager / Lead Nurse Day Services / Ward Sister in the process of change demonstrating professionalism and integrity.
14. Promote and incorporate equality and diversity in all aspects of the team's operations and in the public domain

## **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 adhered 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 policies, 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.
5. Promote and incorporate equality and diversity in all aspects of the team's operations and in the public domain

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.

*Last updated Sep 2021 (CG)*



### **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>	
<p><b>Other Requirements</b></p>	<p>DBS disclosure</p> <p>Prepared to work at other sites</p> <p>Willingness to undergo further training as required</p>	