



**Re : Bank Staff Nurse**

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 Criminal Records Bureau.

**PLEASE STATE CLEARLY ON YOUR APPLICATION FORM WHICH SITE YOU ARE INTERESTED IN WORKING AT – TELFORD or SHREWSBURY**

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

Yours sincerely

**Gaynor Taylor  
HR Advisor**

## Severn Hospice –Bank Staff 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 an Enhanced Disclosure provided by the Criminal Records Bureau (CRB)

- **SALARY**

The **hourly rate** for this post is £11.78 - £15.21 depending on experience. This is based on Pay Band 5 under the Agenda for Change arrangements.

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.

- **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).

***For further information regarding Severn Hospice, our website address is :***  
[www.severnhospice.org.uk](http://www.severnhospice.org.uk)

**Severn Hospice**  
**Equal Opportunities Policy 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, colour, creed, 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 CRB Code of Practice and undertake to treat all applicants fairly. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed. Candidates are selected for interview based on their skills, qualifications and experience.

A Disclosure 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 Disclosure is required, all application packs will contain a statement that a Disclosure 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 criminal record check from the Criminal Records Bureau, 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 Enhanced Disclosure, other relevant non-conviction information, such as police enquiries and pending prosecutions will be included.

Severn Hospice is committed to compliance with the Criminal Records Bureau Code of Practice for Registered Persons and other recipients of Disclosure information.

*A copy of the CRB Code of Practice and the Hospice's Equal Opportunities Policy are available upon request.*



## SEVERN HOSPICE

### JOB DESCRIPTION

#### A. MAIN JOB PARAMETERS

<b>Title of Post</b>	Staff Nurse
<b>Grade</b>	Band 5 (linked to Agenda For Change)
<b>Responsible to</b>	Hospice Manager / Ward Manager
<b>Reports to</b>	Teamleader

#### B. OVERALL PURPOSE OF THE JOB

To assess patient needs and to implement and evaluate programmes of care to ensure high standards are maintained.

To generate and maintain a friendly team spirit with all the staff and volunteers of the Hospice.

To provide a safe environment for patients, visitors, staff and volunteers.

#### C. PRINCIPAL RESPONSIBILITIES

1. Assessment of care needs, implementation and evaluation of programmes of care following the basic guidelines laid down by the Hospice. Revising care plans depending upon patient's changing condition and using evidence based practice in consultation with the Teamleader.
2. Ensuring that clear, precise documentation is carried out at all times with regard to patient care (including DNAR forms).
3. Supervising of work of nursing staff and volunteers. Carrying out appropriate nursing procedures as laid down by the Hospice Nursing Policies. To carry out procedures within the bounds of the nurse's extended role maintaining, at all times, a high level of patient care.
4. To inform Hospice Manager / Ward Manager or Senior Nurse on duty and Medical Director or Doctor on call of any significant changes in the patient's condition and any relevant factors significant to the patient care plan.
5. Regularly take charge of work base in absence of Teamleader.
6. Maintaining custody of controlled drugs, ordering and administration of same as laid down by NMC. Ordering, storage, administration, of any prescribed drug, ensuring that treatments are given correctly, in accordance with the Hospice drug policy/procedure.
7. Be aware of the needs of relatives and give them advice and support.
8. Encourage patient participation in their care and recreational activities to help these lead as full and happy life as possible.
9. Arrange for patients meals, special diets and participate in meal service.
10. Ensuring that the established system of continuous communication is effective, with regard to the nursing process and reporting of patients conditions.

11. Instructing and monitoring clinical procedures to ensure the safety and welfare of the patients.
12. Participating with the nursing, medical and paramedical personnel in undertaking Clinical Audit.
13. Participating in programmes for rehabilitation and resettlement of patients in conjunction with paramedical personnel and other relevant agencies, taking into account relevant research.
14. Keeping abreast of current developments in clinical nursing. To attend such courses/lectures/in-service training as indicated by needs of the service and own personal developments as identified.
15. Being responsible for own personal professional development by participating in Clinical Supervision and debriefing.

#### **D. ADMINISTRATION**

1. In the absence of Hospice Manager / Ward Manager /Team Leader / Senior Nurse, organising the reception of patients and providing care in accordance with any standing instructions e.g. Financial Instructions, Personnel policies, Health and Safety policies and Infection Control policies.
2. Liaising with Community Services, Macmillan Nurse and other agencies to facilitate adequate provision of care of patients on discharge. Co-operating with other nursing units/Hospitals, departments where necessary. Co-ordinating activities at Day Unit and ward level e.g. Admissions, Catering, Chaplains, Medical records, Occupational therapy, Social Workers, Pathology, Physiotherapy, Transport, clinical instructors, follow up co-ordinators.
3. In the absence of Teamleader and Hospice Manager / Ward Manager, rendering returns by any branch of the Hospice administration including notification of patient deaths and incidents.
4. To participate in the education and training of junior staff. To mentor NVQ trainees and student nurses as requested.
5. In accordance with Hospice Policy respond appropriately to complaints, report accidents and other untoward occurrences and report to the Hospice Manager / Ward Manager or in her absence to Nursing Director.
6. Reporting any building/equipment deficiencies in the Hospice to the Senior Steward / Maintenance Teamleader

#### **E. PERSONNEL**

1. Allocate and co-ordinate the day to day duties of the nursing team in the absence of the Team Leader / Senior Staff Nurse.
2. Advise and support other members of the team and volunteers as appropriate in accordance with Hospice policies and procedures.
3. Participate in teaching as requested.

4. Ensure annual attendance for all mandatory training.
5. Taking all steps possible to safeguard the welfare, health and safety of patients and visitors. To abide by security procedures relating to staff, patients, visitors and their property.
6. To act up as Team Leader/Senior Nurse at meetings if required.
7. To participate in shift rotation as and when requested (subject to 4 weeks maximum per year).

Responsibilities and duties may include other tasks as determined by Hospice Manager/ Ward Manager.

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**

A CRB 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.

*Last updated January 2007 (AR / GT)*



## Person Specification: Bank Staff 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>Post registration exposure to workshops/study days re palliative care RGN</p>	<p>Post registration module in palliative care</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>General post registration experience – minimum of 6 months</p>	<p>2 years post-registration 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>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>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>Good sense of humour</p>
<p><b>Other Requirements</b></p>	<p>Enhanced CRB disclosure</p> <p>Prepared to work flexible hours inc. nights and at other sites</p> <p>Willingness to undergo further training as required</p>	