

Job Description

Job Title	Grade/Salary
Inpatient Unit (IPU) Sister/Charge Nurse	£40,287
Accountable to	Responsible for
Clinical Team leader (CTL)	Registered Nurses, Healthcare Assistants, Volunteers

Job Purpose and Role

To provide clinical leadership and management of the IPU nursing team.
 Work as part of the team delivering and maintaining high-quality evidence-based care to patients.
 Promote and maintain an atmosphere which reflects the Hospice values and behaviours promoting a culture of learning, enquiry and continuous improvement.

Main Duties and key result areas

Clinical Practice	- As a visible clinical leader will support the provision of direct, holistic, care for those requiring specialist palliative and end of life care on the unit. - Utilising advanced specialist knowledge and skill in assessing, planning, implementing and evaluating programmes of care for patients within IPU from admission to discharge - Ensure that clinical practices accurately reflect IPU and hospice policies whilst respecting the patients' needs and dignity. - Provide advice and support to patients and their families in complex and highly emotive situations whilst respecting their cultural and spiritual values. - Plan a timely, organised, discharge of patients ensuring good communication with patient and their families and/or professionals involved in their care. - As per hospice medicines policy follow the safe ordering, storage and administration of medicines. - Act in the patients' best interests working to protect values and rights of the patient with integrity and insight. - Responsible for infection control and cleanliness standards on a shift-by-shift basis by ensuring that self and staff follow hospice policy. - Always adheres to the NMC Code of conduct and acts as the patient advocates. - Work as an effective member of the multidisciplinary team, providing visible nursing leadership within multidisciplinary discussion - Empower and support patients and the nursing team, confidently advocating for the nursing perspective and constructively challenging decisions where required to promote safe person-centred care
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	• Ensure nursing views and clinical concerns are appropriately considered in treatment planning, risk management and discharge decision-making. • Ensure standards of documentation are maintained in accordance with NMC and hospice guidelines for records and records keeping. • Lead and participates in audit and evidence-based practice. • Demonstrates effective communication skills systems with patients, their relatives and friends and other visitors.
Management	• Deputise for the IPU CTL • To act as an effective role model and resource/adviser to colleagues in the delivery of nursing care. • To provide visible clinical leadership, support and guidance to staff in monitoring the planning delivery and evaluation of individualised care. • Deputise for IPU Clinical Team Leader as and when required • Responsible for monitoring the workload/patient complexity and dependency using an evidence base tool within the unit when on shift to ensure that nurse staffing is adequate to provide a safe standard of nursing care. • Ensure the cost-effective and appropriate use of staffing and materials with consideration and due regard to budgetary control. • Exercise leadership and professional role modelling to motivate members of staff, achieve high morale and promote effective communication within the unit. • Investigate all accidents, incidents and complaints, reporting them to the appropriate personnel, along with the relevant documentation, in a timely manner. • Inform Clinical Team Leader when changes in circumstances occur which may affect safe and competent practice. • Encourage new ideas and facilitate their implementation following discussion with the wider senior team. • Facilitate the process of continuous quality improvement. • Undertake regular performance reviews and appraisals in the development of Professional Development Plans for staff within team. • Recognise and address poor performance or competency concerns promptly, taking appropriate action in line with organisational policies and procedures. • Participate and lead in any grievance, disciplinary, performance or sickness issues as appropriate and in accordance with hospice procedures. • Ensuring bank timesheets, you sign are an accurate representation of the time worked. • The post holder will need to maintain a personal duty of care when handling patient valuables/property. • Develop as a member of the wider senior hospice team. Generic Competencies • Will be accountable for their actions and act in accordance with NMC Code of Professional Conduct. • Will act in accordance with hospice and statutory guidelines & policies including health and safety initiatives. • Be responsible for own education, professional development (PDP) and professional portfolio for revalidation. • Establish a relationship with a Clinical Supervisor.



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	• Will act as supervisor, where appropriate to junior members of staff and unqualified members of staff. • Will work in accordance with Corporate Objectives. • Will adopt a service-orientated approach to work. • Will practice in a cost effective and cost aware manner.
Education & Training	• Provides visible clinical and managerial leadership to nursing, support staff and volunteers. • Participate in the orientation of new staff to their duties, ensuring that expectations of the roles are discussed and developed. • Provide support for and give guidance to junior staff. • Support the delivery of formal and informal teaching sessions for all staff internal and external to the organisation. • Act as a mentor and preceptor and assist in the management of preceptorship and mentorship arrangements for staff new to the unit. • Provides clinical supervision to other staff and students. • Participate in educational audits and ensure that the unit always provides an appropriate learning environment. • Provide support to non-nursing, clerical and administrative staff and volunteers. • Participate in the recruitment and selection of staff for the unit. • Assist in the maintenance and review of information technology systems within the unit.
Data Compliance and Confidentiality	• Within the constraints of patient confidentiality, ensure pertinent information is accurately conveyed to relevant personnel in a timely manner i.e. the multi-disciplinary team and all other health professionals. • Communicate extremely sensitive or emotive information to families or visitors. • Assist, in conjunction with IPU Clinical Team leader in ensuring that agreed programmes and standards of care are implemented and evaluated, thus providing high standards of patient care at all times. • Work as an effective member of the multi-disciplinary team and individually. • Ensure that nursing care and clinical practice is research and/or evidence based.
Safeguarding	• To comply with Teesside Hospice and Tees Local Safeguarding Boards Policies, Procedures and Practice • To follow Teesside Hospice policy regarding the management of safeguarding concerns. • To access mandatory safeguarding training and demonstrate competence at the required level.
Equality, Diversity and Rights	Teesside Hospice statement on ED is committed to improving the quality of its services to all people, irrespective of race/ethnicity, disability, gender, religion or belief, age or sexual orientation. Our objective is to deliver high quality services that are accessible, responsive, and appropriate to meet the diverse needs of different groups and individuals. As such, we will continue to take action to ensure that staff and volunteers employed by Teesside Hospice are culturally aware and treat every person with dignity, respect and fairness, in a way that is sensitively responsive to differences and similarities. Unlawful discrimination and other forms of exclusion have no place within Teesside Hospice. To support equality, diversity and rights of all patients and their families, staff and volunteers. • To actively promote the consultation of patients and families and their involvement and participation in decision making. • To work to the Hospice Equality and Diversity Policy.
Health & Safety	• To carry out duties placed on employees by the Health and Safety at Work Act 1974.



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- To comply with Health and Safety Policy.
- To take reasonable care for the Health and Safety of themselves and others who may be affected by their acts or omissions at work.
- To co-operate with their employer as far as is necessary to meet the requirements of the legislation.
- To not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in the pursuance of any of the relevant statutory provisions.
- To be aware of and always adhere to current policies regarding infection control.
- To maintain a high standard of personal hygiene and presentation.
- To act at all times in a professional manner, respecting the needs of colleagues and cooperating to maintain a harmonious working environment.

Delivering to our Values

Accountable

- Able to justify actions or decisions
- Takes personal responsibility for their actions
- Able to describe the impact of their work in a way others understand
- Welcomes feedback as an opportunity to grow and develop

Trustworthy

- Working collaboratively with beneficiaries, colleagues, partners and supporters
- Being authentic and transparent
- Trusted to respond to needs and deliver what is expected of us
- Projecting a professional image that engenders trust

Principled

- To adhere to professional and clinical standards
- Maintain appropriate boundaries and relationships which are built on trust and honesty
- Avoid and speak out against any actions, or behaviours, that conflict with our values or could cause harm to any stakeholders
- Demonstrate strong moral principles which embody Teesside Hospice's vision and bring our values to life
- Do the right thing even in difficult situations, and always endeavour to work effectively and efficiently to maximise results and service

Skilled

- Having and showing the knowledge, ability or training to work well
 - Seeking opportunities to learn from a wide range of sources
 - Contributing to the provision of excellent, safe and effective care no matter what your role is in the organisation
- Ensuring that the treatment, support and services we offer are effective

Compassionate

- *Feeling or showing kindness and concern for others*
- *Able to empathise with people who dealing with a terminal illness*
- *Being kind in use of language and behaviour*
- *Caring for others who need our support and help*

All employees are expected to:

- Live the Hospice's values so that the highest standards of patient and customer care can be achieved.
- Be committed to diversity and inclusion of all, promote and improve service standards, so that excellence in all that we do is perused through continuous improvement.
- Contribute to development of and strive to meet departmental, team and individual targets
- Participate in the staff appraisal and development scheme, one to one performance discussions and attend identified training to ensure continuous learning and improvement
- Comply fully with the Code of Conduct, health and safety requirements, legislation, regulations, policies and procedures
- Attend meetings or provide services outside of the usual working hours where reasonably requested to do so
- Have an overall understanding of the risks and implications associated with the requirements of the role and takes appropriate action to mitigate any potential consequences.
- Embrace digital ways of working to help improve efficiency and save costs to the Charity.
- Always respect privacy and dignity.



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- Fulfil safeguarding responsibilities by maintaining a high level of awareness and vigilance for all forms of abuse, neglect and exploitation, recognising that safeguarding concerns may be overt or subtle. Respond promptly and appropriately to any concerns, policies and procedures. Ensure that concerns, observations, actions taken and outcomes are accurately and contemporaneously recorded, including where appropriate any action not taken. Work proactively with colleagues and partner agencies to ensure that patients and others are protected from harm, supported appropriately and always safeguarded.

The duties outlined in within this document are not exhaustive and other duties may be expected in line with the level of the role at the discretion of the Head of Service. Teesside Hospice reserves the right to amend the job description at any time.

I have read and understand the duties required for the role.

Signed Date

Print name



Person Specification

Attribute	Detail	Essential or Desirable
Skills & Abilities	Able to inspire, lead and develop the nursing team	E
	Excellent interpersonal and organisational skills	E
	Excellent verbal and written communication skills	E
	Able to facilitate and lead a team and to act as a positive role model	E
	Ability to prioritise own workload and that of others.	E
	Excellent IT Skills, specifically Microsoft word, Excel	E
Knowledge & Experience	Demonstrable clinical expertise, relevant to the area	E
	Ward/unit skills and experience	E
	Experience of leading multi professional teams.	E
	Experience of participating in Audit, Research, Quality Improvement initiatives and service development	E
	Experience of teaching and assessing staff at all levels and learners in clinical practice	E
	Experience of staff development, staff induction, preceptorship and assessment of clinical competencies	E
	Experience of performance review, and continuous professional development	E
	Registered Nurse (level 1) with Degree	E



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Education & Qualifications	Post registration experience at Registered Nurse level	E
	Evidence of ongoing professional development	E
	Post Graduate qualification in Palliative, End of Life Care or other relevant post registration qualification.	E
	Advanced Communications Qualification	D
	Specialist Palliative & End of Life Care competencies	D
	Master's qualification or working towards	D
	Leadership &/ or Management Qualification	D
Personal Attributes/ Key skills	Professional at all times	E
	Motivated with a 'Can Do' attitude and able to motivate others	E
	Ability to deal with conflict/challenging situations	E
	Alignment to Hospice values	E
Other	Disclosure through DBS	E
	Ability to work flexible hours to meet service needs	E



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