



# Nottinghamshire Hospice

adding life to days

## PROPOSED JOB DESCRIPTION

### **SECTION IDENTIFICATION**

Job Title:	<b>Registered Nurse - Wellbeing</b>
Responsible to:	Director of Care
Grade:	Nottinghamshire Hospice Band 5
Hours:	Tuesday and Thursday 15 hours per week
Contract Type:	One Year Fixed Term Contract
Team:	Wellbeing Team
Location/Base:	Nottinghamshire Hospice, Nottinghamshire Clifton (Tues) and Radford (Thurs) with travel to Woodborough Road when necessary and patient homes for initial assessments

### **SECTION 1 – JOB SUMMARY**

The key responsibilities and duties are:

- Provide caseload management and lead the delivery of high-quality palliative and end of life care that delivers on CQC and quality standards for the Wellbeing Service.
- Promote the service and patient outcomes achieved by Nottinghamshire Hospice, liaising with Healthcare Professionals on clinical issues in relation to the provision of care.
- Provide line management for allocated Health Care Assistants (HCAs) Relief Driver and Volunteers within the Wellbeing team.

### **SECTION 2 - ORGANISATION CHART/ ACCOUNTABILITY**



### **SECTION 3 - MAIN DUTIES AND RESPONSIBILITIES OF THE POST**

Ensure Nottinghamshire Hospice's commitment to equality, diversity and inclusion is embedded in all areas of practice within Wellbeing.

Act as a champion for equality, diversity and inclusion, challenging poor or inappropriate practice in all areas of Nottinghamshire Hospice delivery of service. This is not restricted to the Wellbeing team.

#### **Management:**

- Provide clinical management advice to Wellbeing staff to ensure safe, high-quality palliative care.
- Line manage Wellbeing staff and volunteers, including recruitment, induction, supervision, PACs, and identification of training needs.
- Support the Head of Community Services in the delivery of effective clinical services.
- Act as a positive role model and foster collaborative working across hospice services and with multi-disciplinary partners across Nottinghamshire.
- Report and support investigation of accidents, incidents, complaints, and concerns in line with hospice policy.
- Maintain accurate, timely clinical records and complete required documentation in line with organisational standards.

#### **Clinical Responsibilities:**

- Triage and accept referrals to the Wellbeing service, prioritising workload based on clinical need.
- Manage a clinical caseload, ensuring patients and families receive timely, appropriate care, including discharge and onward signposting.
- Undertake holistic assessments, develop and review personalised care plans, and evaluate outcomes in partnership with health and social care professionals.
- Support patients attending Wellbeing sessions, including personal care, moving and handling, and emotional support as required.
- Provide clinical oversight, supervision, and support to Wellbeing HCAs and assist with planning and delivery of group activities.
- Monitoring of changes of the patient's condition and symptoms with appropriate reporting.
- Build therapeutic relationships with patients and families and involve them in care planning as far as they wish.
- Maintain high standards of clinical documentation using SystemOne and other relevant systems.
- Adhere to and contribute to the development of clinical policies and procedures.

#### **Education, Training and Development:**

- Maintain professional competence, including NMC revalidation and mandatory training.
- Engage in appraisal, supervision, and personal development planning.
- Support induction, supervision, and development of new staff.
- Assist the Education Lead with delivery of training and learning activities as appropriate.

#### **Communication:**

- Communicate effectively with patients, families, colleagues, external professionals (multi-disciplinary team), and the public, in line with patient wishes.
- Participate in team meetings and promote awareness of hospice services.

#### **Quality, Audit and Governance:**

- Keep up to date with developments in palliative and end of life care.
- Contribute to audit, service evaluation, and service user feedback.
- Promote high standards of practice and continuous improvement across the service.

**Legal & Ethical:**

- Practice within the legal and ethical framework as established by the Nursing & Midwifery Council and national legislation to ensure the patients interests, well- being and safety are met.

**Health & Safety/Risk:**

- Undertake risk assessments and work within hospice health and safety policies.
- Safeguard patients and their property and report concerns appropriately.
- Use equipment safely and within scope of competence, including hoists, wheelchairs, beds, oxygen equipment, and feeding pumps.
- Report any incidents via Vantage and follow the incident reporting process and policy.

**Safe use of a range of equipment including:**

- Hoists
- Slide sheets
- Wheelchairs
- Electric or patient's own bed
- Oxygen concentrators
- Feed pumps (within scope of competence)

**Administrative:**

- Maintain accurate record keeping using SystemOne and paper documentation where appropriate.
- Complete all appropriate forms/documentation within the given time span and submit to the Hospice as required.

**SECTION 4 - THE PERSON SPECIFICATION****ESSENTIAL**

- Registered Nurse (Level One)
- Post registration experience of working in an acute or community setting.
- Evidence of working with patients with palliative care needs.
- Excellent interpersonal and communication skills.
- Sound understanding of palliative care philosophy.
- Ability to use initiative and to work autonomously.
- Experience of managing others.
- Ability to solve problems.
- Willingness to participate in training and updates.
- Ability to demonstrate our hospice values of Compassion, Trust and Ambition.
- Computer literacy.
- Access to a car for work, including evidence of 'Business Use' car insurance purchased at your own expense.
- Possession of a full UK driving licence.
- Understanding of Data protection and confidentiality.

**DESIRABLE**

- Community experience would be an advantage
- Use of SystemOne
- Degree level education
- Audit experience
- Previous NHS experience.

## **SECTION 5 - WORKING CONDITIONS / EFFORT**

- Working on a laptop for part of the role.
- Working from own transport at times, including making notes on a laptop and making phone calls.
- When based at the Hospice Hub, it is a historic building, therefore lift is not available.
- Assessing patients within their own home.
- Caring for patients within various community settings.
- The role requires travel within the geographical boundaries of Nottinghamshire Hospice's referral criteria to undertake patient assessments within their home.
- Physical skills required include a range of dexterity and sensory skills necessary for patient care and well-being, e.g.: Moving and handling of patients and equipment in a safe manner. Effective operation and monitoring of equipment (for example, oxygen concentrators, feed pumps, syringe pumps, tracheostomy tubes within scope of professional practice and competence).

## **SECTION 6 - COMMITMENT TO HEALTH AND SAFETY, CONFIDENTIALITY AND EQUAL OPPORTUNITIES**

### **HEALTH AND SAFETY / SECURITY**

It is the duty of every employee to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

### **INFORMATION GOVERNANCE**

Nottinghamshire Hospice is required to maintain compliance with the NHS Information Governance Toolkit. All staff must ensure compliance with the requirements for information management and security. Should a breach occur all staff are required to report it immediately to their Line Manager and the Data Protection Legislative Controller.

### **INFECTION CONTROL**

Nottinghamshire Hospice has its own policy for Infection Control. All staff must keep up to date with the new policies and subsequent implementation in practice.

All staff must contact their Line Manager if they are suffering from any form of infection with may put patients and other staff at risk.

### **NO-SMOKING POLICY**

Nottinghamshire Hospice has its own smoking policy which details the Hospice is a non-smoking organisation. The policy applies to all staff at all times.

### **DIVERSITY, INCLUSION AND BELONGING**

Nottinghamshire Hospice is committed to fostering a culture of equity, diversity, inclusion and belonging across our workforce and in the way we care for our patients, families and communities. We are continually learning and evolving to create a working environment in which people belong and thrive. We actively

challenge discrimination and work together to create an environment where all voices are heard, and everyone has a genuine sense of belonging.

We warmly welcome people from all backgrounds, recognising that diverse experiences, identities and perspectives strengthen our organisation and enrich the services we provide. We particularly encourage applications from people within minoritised ethnic communities, people with disabilities, and men, as these groups are currently under-represented within our workforce.

Our Diversity, Inclusivity and Belonging Policy is available on the Hospice's Intranet. It applies to all Nottinghamshire Hospice staff, and we rely on each member of our team to champion these principles in their everyday work—treating all individuals with dignity and respect, and reporting any behaviour that does not align with our values or that discriminates on the basis of protected characteristics.

### **PERFORMANCE REVIEWS**

The Hospice is committed to regular Progress & Achievement Conversations (PAC), including setting and reviewing objectives and developing/implementing personal development plans for all staff to enhance and support their ability to fulfil the requirements of their post.

### **SECTION 7 - CONFIDENTIALITY AND FREEDOM OF INFORMATION**

Information relating to patients' records, diagnosis and/or treatment of patients, staff records, or information concerning contracts, tenders and other commercially sensitive matters etc. are considered to be confidential and must not be divulged without prior authority other than in accordance with the provisions of the Policy on raising concerns about Health Care Services as may be amended from time to time. All information held by Nottinghamshire Hospice is subject to the UK General Data Protection Regulations 2021. You will be required to observe Nottinghamshire Hospice policy on the data Protection applicable to your role, functions and wider organisation requirements. Breaches of the regulations or any aspect of confidentiality will result in disciplinary action and may result in dismissal. Managers are also required as a condition of this Contract to represent the views of the Hospice in any dealing they may have with employees, their representatives, the media, general public or other organisations in which he/she may come into contact. In addition to the above confidentiality requirements, you must also comply with all aspects of the law concerned with information handling. For this purpose, the relevant legislation is the Freedom of Information Act 2000. This Act places a legal duty on all staff to comply with the rights of the public to access information. Any altering, destroying or concealing of information held by the Hospice with the intention of preventing the legitimate disclosure of all or part of that information will result in disciplinary action, and may result in dismissal.

### **SECTION 8 - JOB DESCRIPTION AGREEMENT**

This job description is a guide to the duties you will be expected to perform immediately on your appointment. It is not an exhaustive list, and such duties may well be altered from time to time to meet changes in the Hospice's requirements. Any such changes will be commensurate with the grade of the post and will be discussed with the post holder prior to the changes being made.