

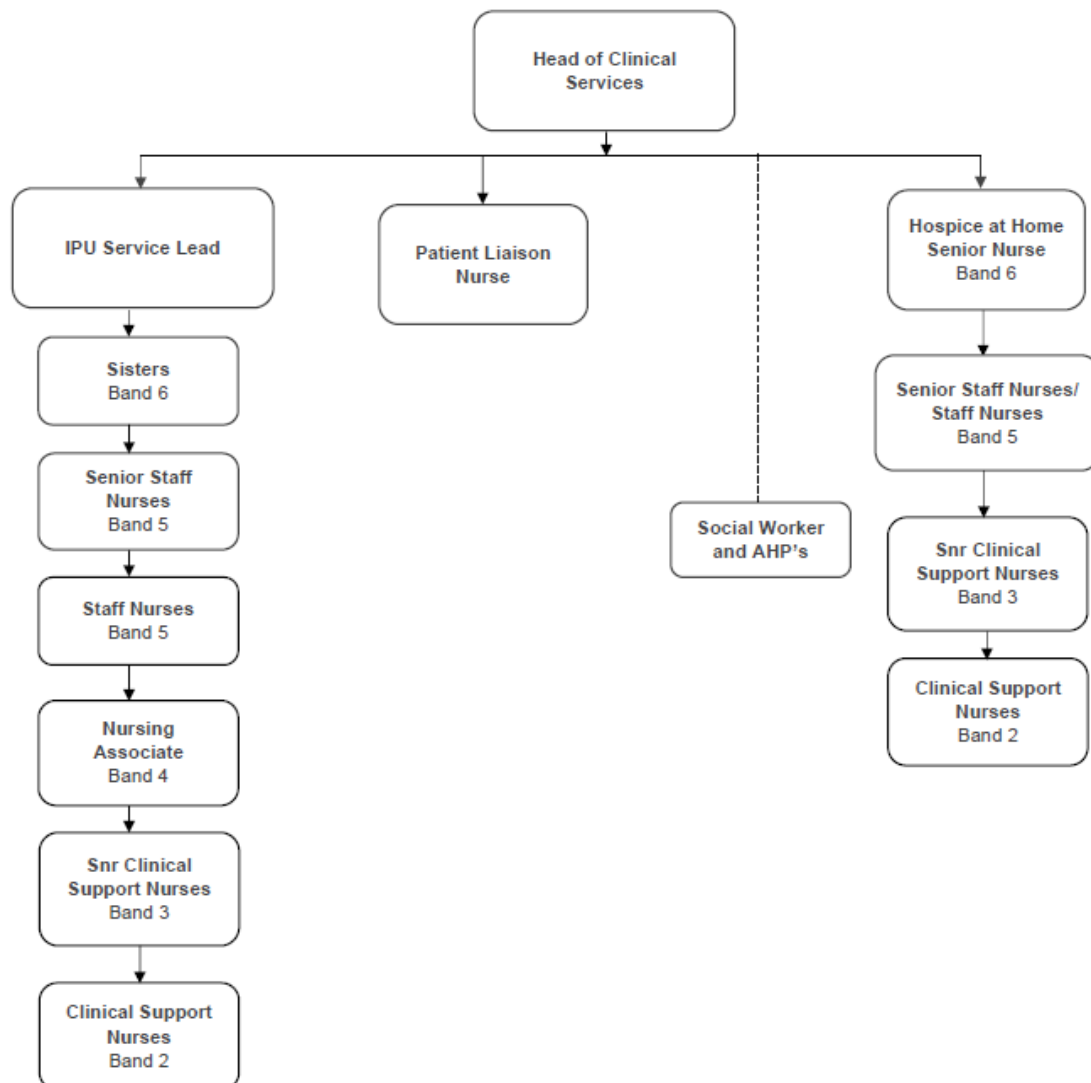


Bolton Hospice
caring from the heart

JOB DESCRIPTION

Job Title:	Sister
Department:	Clinical Nursing Team
Post Holder:	tbc
Grade:	Band 6
Reports to:	Service Lead
Accountable to:	Head of Clinical Services

Organisation Chart:



Job Purpose:	To ensure that the highest quality of care and comfort is provided to the patient in accordance with Bolton Hospice policy and agreed nursing practice and available resources.
---------------------	---

	<p>To be responsible for maintaining continuity of care to patients and providing leadership to staff and volunteers.</p> <p>To be responsible for leading the Nursing team in the absence of the Senior Sister/Service Lead and making decisions based upon knowledge and experience.</p>
Key Working Relationships:	<p>Chief Executive Officer</p> <p>Head of Clinical Services</p> <p>Service Leads</p> <p>Senior Sisters</p> <p>Sisters</p> <p>Senior Staff Nurses</p> <p>Medical team</p> <p>Facilities team</p> <p>Administration team</p> <p>Porters</p> <p>AHPs</p> <p>Volunteer Co-ordinator</p>

The duties and responsibilities of this post have been assessed as levels of competence required and reflect the skill and knowledge needed to satisfactorily perform the duties of the post.

Role Responsibilities:

Key Objectives

- To promote and maintain the philosophy of the hospice.
- To make decisions based upon knowledge and experience in respect of patient care and to be accountable for those decisions.
- Act as a role model at all times.
- Ensure standards are maintained at all times.
- To promote and maintain high quality patient care by acting as a role model for more junior staff.
- The post holder may be required to rotate onto nights, or to different departments in the hospice, to reflect the needs of the service.

Professional / Clinical Practice

- To demonstrate proficiency in the skills and practice of palliative care.
- To work as part of the multi-disciplinary team.
- To maintain and develop evidence-based holistic care.
- To contribute to the development of effective communication between team members and users of the service.
- To be aware of and work in accordance with National Standards.
- To ensure that accurate record keeping is maintained.
- To work in accordance with the Nursing & Midwifery Code of Conduct.
- To provide clinical leadership, commensurate with the grade.
- To plan, implement and evaluate nursing care.
- To provide support to relatives and carers.
- To supervise more junior and unqualified members of staff and volunteers.
- To promote collaborative working across primary, secondary and tertiary care.
- Ensure that all nursing care is carried out in accordance with Nursing & Midwifery Council Scope of Professional Practice.

- Prescribe medication for patients when appropriate and in accordance with hospice Non-Medical Prescribing (NMP) policy and procedure [trained NMP's only].

Evidence Based Care, Quality and Standards

- Contribute to ensuring that research and evidence based practice findings form the basis of nursing practice.
- With others, identify, formulate and undertake appropriate audit.
- Ensure quality initiatives are encouraged.

Organisational/Managerial/Leadership

- Take overall responsibility for the department.
- To be involved in the recruitment and selection of staff as appropriate.
- To manage departmental budget.
- With others, implement and monitor all relevant hospice policies and procedures, health and safety guidelines and professional regulations and guidelines.
- To be actively involved in the appraisal process for all staff.
- To have increased awareness of current issues relating to the provision of supportive and palliative care.

Education and Training

- To identify own learning needs, based upon nationally and locally agreed requirements for the delivery and development of palliative care.
- Support and participate in Preceptorship Programme for new staff members.
- Assist learners in achieving educational objectives during their clinical allocation; monitoring and evaluating clinical placements and providing written feedback as required.
- Assist with induction programmes for newly appointed staff, providing support and guidance.
- Work with others to ensure a clinical environment, conducive to learning.
- To participate in teaching and training.
- To attend all mandatory training in accordance with hospice policy.

Clinical Governance

- To participate in the monitoring and evaluation of care and clinical services.
- To work in adherence to the organisational policies and guideline of Bolton Hospice.
- To maintain personal and professional development.
- To ensure all untoward incidents, complaints and accidents are dealt with promptly and in accordance with hospice policy.

Communication

- Attend and participate in organisational meetings to ensure awareness of developments within the area of practice and across the organisation.
- Maintain effective communication networks, written, verbal and electronic.
- Communicate with other service users to provide support and efficiency, both internally and externally.
- Liaise with external agencies to plan discharges.
- Promote positive communications and relationships with the public.

Other

- The post holder may be required to rotate internally on an agreed basis to reflect the needs of the service.
- Any other requirements as appropriate to the post and location.

General Responsibilities:

Health and Safety

All employees have a duty to report and accidents, complaints, defects in equipment, near misses and untoward incidents, following hospice procedure.

Ensure health and safety legislation is complied with at all times, including COSHH and Workplace Assessment.

Confidentiality

All information relating to patients, patients' families, staff, volunteers, supporters and suppliers gained through your employment with Bolton Hospice is confidential. Disclosure to any unauthorised person is a serious disciplinary offence.

Infection Control

Prevent spread of infection. Comply with policies and procedures for correct disposal of waste, sharps and soiled linen.

Training

Managers are required to take responsibility for their own and their staff's development. All employees have a duty to attend mandatory training as required by the Hospice.

Safeguarding Vulnerable People (Children and Adults)

All employees have a responsibility to protect and safeguard vulnerable people (children and adults). They must be aware of child and adult protection procedures and who to contact within the Hospice for further advice. All employees are required to attend safeguarding awareness training and to undertake additional training appropriate to their role.

Disclosure & Barring Service Check

This post is subject to a Disclosure & Barring Service check.

Valuing Equality and Diversity

All hospice staff should carry out their duties in accordance with the values and principles of our Equality and Diversity strategy. It is the responsibility of all employees to support the hospice commitment to do all we can to ensure we do not exclude, alienate or discriminate in any way and to promote a positive attitude to equality and diversity in adherence to our Equality and Diversity policy.

The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the post holder.

This job description is an outline of the main responsibilities. It will be subject to periodic review and amendment.

Employee Name:			
Employee Signature:		Date:	

Manager Name:			
Manager Signature:		Date:	

PERSON SPECIFICATION

Job Title:	Sister
Department:	Clinical Nursing Team
Grade:	Band 6

The person specification sets out the qualifications, experience, skills, knowledge and personal attributes which the post holder requires to perform the job to a satisfactory level.

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	Registered General Nurse ENB 285/931 or 237 ENB 998/mentorship or equivalent experience EOLC Module or willingness to undertake the module Advanced Communication Skills <i>(or willing to undertake on commencement of role)</i> Management qualification <i>(or willing to undertake on commencement of role)</i> Degree or equivalent level of experience	Non-Medical Prescribing course	Certificates Application Form Interview
EXPERIENCE	Minimum of three years managing speciality/ward or department Proven experience of managing change Application of evidence to practice Evidence of multi-professional working Experience of appraising staff Understanding and evidence of application of the NMC, and other, professional codes of conduct to practice	Experience of writing policies Experience of developing business cases Appraisal training	Application Form Interview

KNOWLEDGE	Up to date knowledge base of speciality Awareness of the local and national influences in relation to speciality Knowledge of retention and recruitment processes	Awareness of the need for succession planning	Application Form Interview
SKILLS	Clinical credibility within the sphere of palliative care Ability to manage risk effectively Ability to plan personal and professional development of self and others Ability to manage poor performance effectively Computer literacy Excellent written and oral communication skills Punctual, reliable and flexible Strategic thinker Ability to prioritise and manage time effectively	Presentation skills	Application Form Interview

Continued overleaf...

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
PERSONAL ATTRIBUTES	Able to work proactively, independently and on own initiative Adaptable and able to work in a team environment. Assertive and confident Able to inspire trust and respect Able to work under pressure. Excellent attendance record A commitment to the vision and values of Bolton Hospice.	Full clean driving licence and access to vehicle for business use subject to the Equality Act 2010.	Application Form Interview