

**Pendleside
Hospice**

Care, compassion and support



J O B V A C A N C Y

**Staff Nurse Nights
BANK REGISTER
(Inpatient Unit)**

www.pendleside.org.uk

AWARDS & ACCREDITATIONS



BANK REGISTER - STAFF NURSE (INPATIENT UNIT NIGHTS)

PAY:

£18.95 - £20.94 per hour – Dependent on Palliative Care Qualification

Thank you for your interest in the Bank Staff Nurse position at Pendleside Hospice. We hope you find all the information you need in this pack to help you decide if you are the right person for this role.

Pendleside Hospice was founded as a charity in 1988 and is one of the principal providers of palliative and end of life care services to adults in Burnley and Pendle. Pendleside is widely known throughout the area of Burnley and Pendle and is held in deep affection by the local community. It is truly a privilege to work here.

All our care is free of charge to the patients and their families/carers but, of course, it isn't free to provide and most of it is funded through the generosity of the local community in which we serve. This financial year it is expected that Pendleside's running costs will exceed £6.5 million and less than 20% of those costs will come from government funding.

We have opportunities for Registered Nurses to join our Inpatient night team on the bank register. You will be able to demonstrate clinical excellence and maintain consistently high standards of individualised care, compassion and bereavement support. Our aim is to make living with dying better for patients and their families and, as a registered nurse, you will be there for people in their time of need. If you are enthusiastic and have a passion for palliative care you may be the person we are looking for.

As a nurse on the bank register, you will work on an ad hoc basis, as and when we require hours to be filled on the Inpatient Unit. Flexibility will be essential, along with positivity and enthusiasm. You will have the communication and interpersonal skills that enable you to thrive in a friendly working environment.

At Pendleside Hospice, you will find a fantastic team spirit and a commitment to developing you and your skills so that you can choose a long-term career with us.

If you wish to know more about the role, we warmly welcome you to arrange an informal visit to the Hospice or speak to Rebecca Smith by emailing rebecca.smith@pendleside.org.uk.

Thank you,

Rebecca Smith

Inpatient unit and Hospice at Home Manager

ABOUT US

OUR MISSION:

Pendleside exists to enhance the quality of life for people living in our community with advancing long term and life limiting illnesses, through to end of life and in bereavement.

OUR VISION:

Every adult with advancing long term and life limiting illnesses and those most important to them within our community will receive timely and equitable access to high quality services, delivered by appropriately trained staff and volunteers.

PHILOSOPHY OF CARE:

Pendleside endeavours to promote and enhance quality of life for people with advancing long term and life limiting illnesses and those important to them. It does this by delivering specialist and holistic palliative and end of life care, which addresses each person's individually assessed physical, psychological, social and spiritual needs.

Our care is planned and continually monitored to ensure appropriateness as needs may change. Effective communication with the people we serve is fundamental to our relationship with them. Their confidentiality, privacy, dignity and choice are respected at all times.

Our multi-disciplinary approach facilitates integrated support in our inpatient, outpatient, day service, community and family support services, in collaboration with other local care providers.

Care is underpinned by relevant research, best practice guidance and professional codes of practice.

OUR AIM:

To provide the highest quality services possible to our local community, which are easily accessible to all who need them.

To achieve this through the five pillars of Pendleside: -

Proud to be Pendleside
Community collaboration
Care delivery
Governance
Sustainability

OUR VALUES:

Our values underpin everything that we do:

- **Care**
We ensure a professional standard of high quality care provision delivered with kindness, dignity and respect
- **Compassion**
We ensure that a compassionate and a non-judgemental approach remains central to the delivery of our services

- **Support**

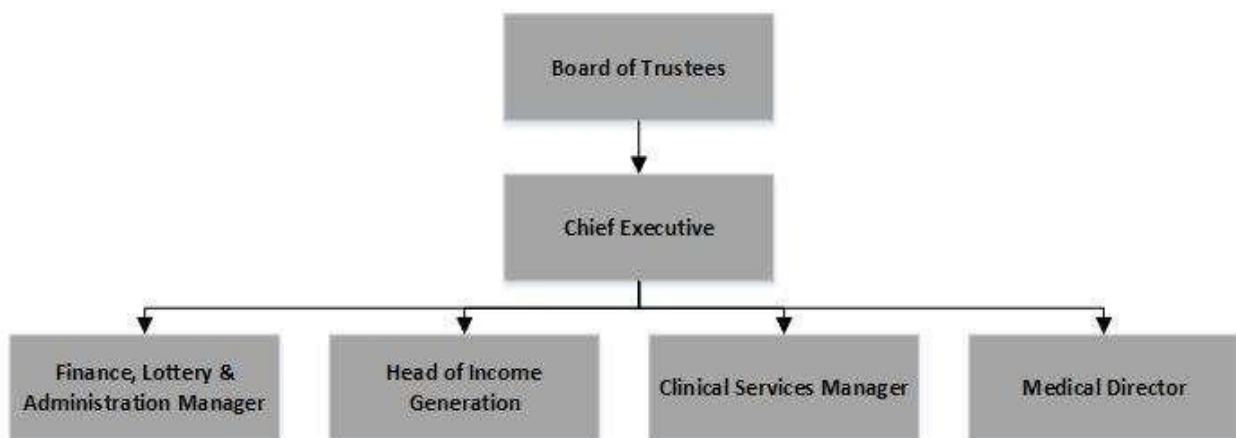
We ensure that people are listened to, their contribution valued and that necessary support is provided according to each individual need.

OUR PEOPLE:

Pendleside is governed by a Trustee Board that takes overall responsibility for its work and managed by a Senior Management Team.

The Board of Trustees is made up of volunteers with particular skills and expertise in a variety of fields and led by a Chairman.

The Senior Management Team is led by the Chief Executive and has four other members with specific responsibilities.



Pendleside currently has 140 employees across the organisation. In addition, we have several staff work under Practising Privileges agreement and the Hospice has a Bank of Registered Nurses and Auxiliary Nurses.

Volunteers are an integral part of the Hospice Team with over 450 active volunteers, each one playing an invaluable role either within the Hospice and/or our local community.

OUR SERVICES:

Pendleside cares for over 2000 people each year, across a number of services. These include:

- Inpatients
- Hospice at Home
- Health, Wellbeing & Rehabilitation
- Outpatients
- Complementary Therapy
- Family Support
- Admiral Nursing Service (Dementia)
- Psychological Support
- Bereavement Support

Clinical services are available to adults, 18 years and over. In exceptional circumstances patients between the age of 17 and 18 will be allowed to access Hospice services. This will be assessed on an individual basis and only agreed when access to external children's services is not appropriate.

The Family Support and Bereavement Service provide support to children, adolescents and adults.

Services are supported by Pendleside's Catering and Domestic, Maintenance, Finance and Administration, Fundraising and Retail teams.

JOB DESCRIPTION

JOB TITLE: Bank Staff Nurse

REPORTS TO: Departmental team Leader / Clinical Services Manager

MAIN RESPONSIBILITIES:

- To deliver high quality nursing care to people with palliative care needs on the Inpatient unit, Day Services and Outpatient department and in the patient's own home

CORE TASKS:

- Ensure that Hospice policies, procedures and standards are adhered to at all times; with particular regard to those concerning confidentiality, information governance, health and safety, and infection control.
- To plan, assess and implement patient care plans according to Hospice policies and procedures.
- Monitor patients' condition, identify changes in condition and adapt care according to changes identified, incorporating high standards of individualised care.
- Ensure patient's nutritional needs are met.
- Maintain accurate and legible records.
- To prioritise workload according to patient need.
- Communicate effectively with service users at all times.
- To provide family and bereavement support to relatives/carers.
- Ensure that Hospice policies, procedures and standards relating to drug control are adhered to at all times in accordance with NMC Standards for Medicines Management (NMC 2010).
- To communicate effectively and work collaboratively with members of the multidisciplinary team (MDT) ensuring the delivery of a coordinated service and the maintenance of good working relationships with all members of the MDT.
- Ensure the correct storage, handling and utilisation of Hospice equipment and supplies.
- Ensure that effective health and safety procedures are implemented and maintained and any risks to patient/staff safety are highlighted for action.
- Apply infection control measures ensuring that any risk associated with the prevention and control of infections are reported immediately.
- To utilise basic IT skills including use of Microsoft office, internet, email and inputting onto the Hospice patient data base.
- To enter shift availability onto the Hospice eRostering system.

- Maintain competency to practise by regularly updating nursing skills and completing mandatory training.
- Deal with questions, concerns and complaints from patients, their families and carers as appropriate and according to Hospice policies and procedures.
- Record and report all accidents, complaints and untoward incidents according to Hospice policies and procedures.
- Contribute to team meetings and handovers.
- To comply with the NMC Code of Professional Conduct (NMC 2008).

This document is intended to convey an outline of the post and the post-holders responsibilities.

JOB SPECIFICATION

Attributes	Essential	Desirable	How assessed
Experience	• Experience of working with adult patients. • Understanding of professional nursing issues. • Ability to relate nursing experience to a palliative care setting.	• Experience of working in a palliative care setting	• Application form • Interview
Education, Qualifications and Training	• First Level Registered Nurse Qualification (NMC registered) • Documentary evidence of continuing professional development • Willingness to work towards a degree level module in end life/palliative care • Knowledge of current best practice in nursing care.	• Palliative care qualification, e.g. • ENB 931 or equivalent • ENB 285	• Application form • NMC Registration • Certificates • CPD file / portfolio
Practical & intellectual skills	• Understanding and sensitivity to the needs of patient with a life limiting illness/ their families and carers • Liaison with other agencies and professionals • Good communication, record keeping and organisational skills • Computer literacy	• Counselling skills/communication skills training	• Application form • Interview
Disposition / attitude	• Evidence of an ability to work independently and as part of a team • Ability to relate positively to colleagues and members of the MDT • Demonstrate an understanding of confidentiality and information governance • Positive attitude to change and flexible working practices		• Application form • Interview
Health & Physical	• Good attendance record • Ability to move and handle people and equipment		• Interview • References

	• Vaccination appropriate to the job role		• Employee Health
Circumstances	• Work shifts over 7 days including weekends • Work flexibly according to the needs of the service		• Interview
Equal Opportunities	• To have an understanding of, and an ability to promote and implement equal opportunities • Commitment to client-centred, non discriminatory practice		• Interview

MAIN BENEFITS TERMS AND CONDITIONS

Annual leave: The annual leave entitlement for a 37.5 hour per week post is 262.5 hours

Healthcare Scheme: all staff are eligible to access the Benenden Healthcare Scheme www.benenden.co.uk

Meals and drinks: all employees and volunteers based at Pendleside Hospice can access meals if working over a meal time and drinks at no charge

Notice period: 1 month

Parking: all employees and volunteers can park for free at Pendleside Hospice

Pension: Pendleside Hospice has a stakeholder pension scheme; the Hospice will match contribute up to 5% of an employee's salary into the pension scheme. Employees joining Pendleside Hospice from the NHS may continue with their NHS pension

Sick pay: If the employee is unable to attend work because of sickness or some other health-related incapacity, the Hospice will pay full salary net of any statutory sick pay entitlement, subject to the following conditions:

During probationary period (first 3-6 months)	No Hospice sick pay, but will receive Statutory Sick Pay (if appropriate)
From completion of probation up to 12 months service	Two months sick pay at half-pay
From 12 months service	A maximum of 13 weeks full sick pay followed by 13 weeks at half-pay

HOW TO APPLY

If you are interested in this position please complete the application form on the Pendleside Hospice website www.pendleside.org.uk/jobs, referring to the job description and person specification.