

# Registered Nurse Hospice at Home Days

Inspected and rated

Outstanding 



21.02.2024



## Employer of the Year - 2022

*With a workforce comprising of over 140 staff and 450 volunteers, over 95% of the Pendleside team report enjoying the work they do, feel they can make a real difference, believe in the aims of the charity and are proud to work at Pendleside.*

## **REGISTERED NURSE**

**22.5 hours per week (3 shifts over 7 days)**

**£18.40/hr - £21,585 p.a** (with palliative care qualification)

**£16.65/hr - £19,536 p.a** (without palliative care qualification)

Thank you for your interest in the post of Registered Nurse 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 inspiring and exciting 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. In the last financial year, it cost almost £4.5 million to run Pendleside Hospice of which over £3.5 million was raised through voluntary donations.

We have an exciting opportunity for an experienced and Registered Nurse to join us working as part of our Hospice at Home and wider multidisciplinary teams. 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.

This 22.5 hours/week (3 shifts over 7 days) permanent position will work flexibly within the Hospice at Home Team, 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.

This appointment is a crucial one for Hospice and we want to be sure of finding the right person. However, we recognise it is probably also a big step for you. So if you wish to know more, we warmly welcome you to arrange an informal visit to the Hospice. You can do that by emailing [alison.sutcliffe@pendleside.org.uk](mailto:alison.sutcliffe@pendleside.org.uk) or phoning 01282 440106.

Thank you,

Anne Huntley  
Clinical Services 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.

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:** our people identify Pendleside as a good place to work/volunteer and we are the health care organisation of choice to work/volunteer for
- **Community collaboration:** to build a compassionate community involving, influencing and working in partnership with all stakeholders to enhance palliative and end of life care
- **Care delivery:** to reach out to as many people as possible who need our care
- **Governance:** the Hospice meets its regulatory requirements and manages risk effectively

Pendleside Hospice, Recruitment Pack, Registered Nurse, May 2024

- **Sustainability:** services are sustainable in the changing external environment

## 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**

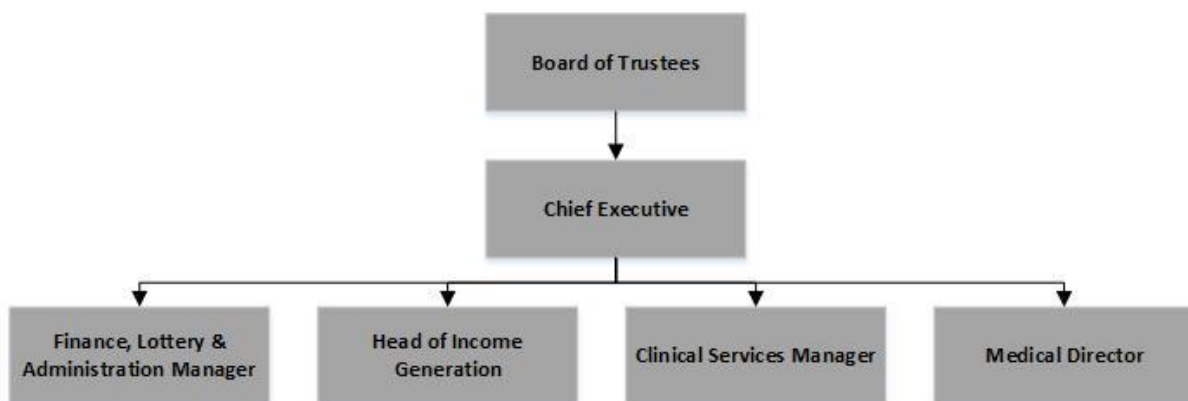
We ensure that people are listened to, their contribution valued and that necessary support is provided according to each individual need.

## 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 including this role.



Pendleside currently has 130 employees across the organisation which equates to approximately 90 whole time equivalent (WTE). In addition, we have several staff work under a 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 600 active volunteers, each one playing an invaluable role either within the Hospice and/or our local community.

## **OUR SERVICES:**

Pendleside cares for over 1500 people each year, across a number of services. These include:

- Inpatients
- Hospice at Home
- Health, Wellbeing and Rehabilitation Services
- Outpatients
- Family support
- Spiritual Care
- Rehabilitation
- Complementary therapy
- 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.

## **Description of Hospice Services**

- **Inpatient Unit** – Pendleside Hospice has a 10 bedded inpatient unit for the short term assessment of patients for symptom management, end of life care and rehabilitative for those with palliative care needs. The IPU provides care for patients residing in Burnley, Pendle and Rossendale. The unit is supported by a multi-disciplinary team and holds daily medical handovers, weekly discharge planning and MDT meetings. The unit accepts planned weekday admissions and crisis admissions 7 days per week. In 20/21, the IPU admitted 197 patients of which 80% had a cancer diagnosis. The medical team is currently supported by Consultants in Palliative Medicine employed by East Lancashire Hospitals Trust and the following employed staff in addition to the Medical Director role:

- Hospice Physician 1.9 WTE
  - Advanced Nurse Practitioner 1.4 WTE
  - On call Hospice Physician (GP working 1 in 10 weekends)
  - GP Trainee (6 month rotation)
  - FY1/2 (4 month rotation)
- **Hospice at Home** – The service is one of the largest Hospice at Home services in the NW region, with a caseload of c. 100 patients and approx. 550 referrals per year. The team consists of specially trained Registered and Auxiliary Nurses who provide palliative and end of life care to patients residing in Burnley and Pendle localities. Services include specialist Nursing assessment, emotional support, respite care, night sits and extended service (24hr care for patients in the last days of life who’s PPC is home). The H@H service is also the single point of access for the co-ordination of District Nurse fast track applications and co-ordination of Marie Curie and domiciliary care night sits.
  - **Health, Wellbeing and Rehabilitation** – The multidisciplinary team provides support to patients with palliative and rehabilitative needs. Services are offered either within the community, as an outpatient or by attending group sessions within the Day Services unit. Groups include Living with Dementia, Breathlessness, Fatigue Management, Exercise sessions, creative therapies, peer support, specialist palliative sessions. Complementary Therapy treatments are also available for patients and their carers.
  - **Family Support** – The Family Support team provide pre and post bereavement counselling to adults and Children residing in the Burnley and Pendle localities. Sessions are either individual or through specialist groups.
  - **Consultant led Medical Outpatient Clinics** – these are currently delivered twice a week by Palliative Care Consultants employed by East Lancashire Hospitals Trust

## JOB DESCRIPTION (1)

**JOB TITLE:** Registered Nurse (RN) with Palliative Care qualification

**REPORTS TO:** Hospice at Home Team Leader

**ACCOUNTABLE TO:** IPU/H@H Manager

**REPORTED TO BY:** Healthcare Assistants and Apprentices

### MAIN RESPONSIBILITIES:

- Provide a high standard of holistic, skilled, patient-centred, palliative care to all inpatients.
- Support and supervise the work of health care assistants, apprentices, students and volunteers
- To support and contribute to an environment of continuous quality improvement and learning
- To act as shift lead on a regular basis
- To be a link nurse for specific specialist clinical topic areas

### CORE TASKS

#### Clinical

- To have in-depth knowledge in specialist palliative care and act as a knowledge base / resource for others including staff and patients
- Ensure uniformity of the quality of nursing care across the service
- Provide competent clinical care in areas such as tracheostomy, percutaneous endoscopic gastrostomy (PEG), venepuncture, cannulation, catheterisation, administration of subcutaneous and intravenous therapies and verification of death, where competence has been proven and verified
- To lead the process of admission ensuring all relevant patient records are completed within the agreed timeframes and according to statutory requirements
- Along with other staff to identify and assess physical, psychosocial and spiritual needs of patients and their families/carers
- To lead the planning delivery and evaluation of evidence based nursing care for patients and their families in collaboration with other members of the multi-disciplinary team
- To lead the discharge planning, including the completion of continuing care checklist and fast track documentation, to ensure patient transfers are timely and coordinated
- To oversee and support the bereavement process
- To ensure that all clinical policies, procedures and guidelines are adhered to
- Ensure medicines are managed in accordance with all internal policies, procedures and standard operating procedures and the misuse of drugs act 1971
- To ensure that patient documentation is completed accurately and fully in line with the NMC guidance on documentation



## **Management and Leadership**

- Manage and maintain a safe clinical environment utilising allocated resources safely and effectively
- Lead and co-ordinate shifts, managing the team of RNs and Health Care Assistants ensuring appropriate skill mix to maintain the highest standard of care for patients and their families
- To provide support and direction to volunteers
- Be aware of and adhere to the Hospice policies and procedures and act at all times with the NMC standards, Code of Conduct and guidelines
- To undertake appraisal, one to one's and competency assessments of health care assistants and apprentices
- To participate in and support the development of organisational and departmental objectives
- Commit to attendance at team meetings, contributing positively and constructively

## **Communication Skills**

- Contribute to the daily handover, admission meetings and the weekly multidisciplinary meeting (MDT) giving clear concise reports of patient progress
- Foster good working relationships with all Hospice departments and members of the multidisciplinary team
- Communicate effectively with patients and families ensuring they contribute and consent to treatment and care plans
- Communicate information to distressed and/or bereaved people in a sensitive manner
- Manage situations where people are distressed or angry in an effective, safe manner
- Be able to communicate effectively with people exhibiting challenging behaviours, ensuring they are respected but expectations are made as clear as possible
- Have excellent telephone communication skills, taking calls from patients, carers and professionals managing their concerns effectively and sensitively
- Manage complaints in a sensitive manner ensuring that the Hospice policy and procedure is adhered to
- Advocate for service users ensuring their views are known to the team including supporting advance care planning discussions and documentation

## **Personal and People Development**

- Ensure that NMC requirements for nurse revalidation are fulfilled and revalidation takes place within required timeframe
- Develop and maintain relevant knowledge and skills and be responsible for own continuing professional development
- Attend mandatory training and any other essential training relevant to the job role
- Provide mentor support to new staff, apprentices, students and volunteers
- To identify and participate in the development of teaching and educational programmes
- To participate in one to one supervision with own line manager

### **Quality and Service Improvement**

- Be aware of organisational strategic direction and future issues pertaining to the provision of specialist palliative and supportive care, and contribute to and participate in organisational service development
- Contribute to the identification of practices that could improve service delivery outcomes and participate in the development of appropriate action plans through:
  - Audit, Research, Evaluation, Education/training, User involvement
- Participate in the implementation and review of subsequent action plans
- Take an active role in unit meetings, highlighting areas requiring quality improvement
- Use and maintain resources efficiently and effectively and encourage others to do so

### **Health, Safety and Security**

- Identify risks as they arise and carry out risk assessments, taking immediate remedial action as required and updating risk assessments regularly
- Adhere to the adverse event and serious incident reporting policy and take appropriate action
- Be familiar with and support implementation of safeguarding policies, the Mental Capacity Act and Deprivation of Liberty Safeguards
- Promote an environment that supports infection prevention and control policies and procedures, ensuring staff practice accordingly
- Use equipment safely and in accordance with instructions and departmental procedures, reporting faults as necessary
- In the absence of or in consultation with senior nursing staff, ensure that the off-duty rota meets the requirements of safe staffing risk assessment for the department

### **Governance**

- 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, prevention and control infection and medicines management
- Ensure the effective utilisation of the Hospice's computer based patient record system, promoting the use of information technology for recording patient information, communication and information sharing; implementing procedural change as necessary
- Ensure that the department is compliant with the requirements of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 and contribute to the Care Quality Commission inspection process
- Contribute to effective outcome monitoring of service delivery in line with the above regulation

This document is intended to convey an outline of the post and the post-holders responsibilities. You may be asked to carry out other duties relevant to your job role.

## JOB DESCRIPTION (2)

**JOB TITLE:** Registered Nurse (RN) without Palliative Care qualification

**REPORTS TO:** Hospice at Home Team Leader

**ACCOUNTABLE TO:** IPU/H@H Manager

**REPORTED TO BY:** Healthcare Assistants and Apprentices

### MAIN RESPONSIBILITIES:

- Provide a high standard of holistic, skilled, patient-centred, palliative care to all patients.
- Support and supervise the work of health care assistants, apprentices, students and volunteers
- To support and contribute to an environment of continuous quality improvement and learning
- To act as shift lead when required

### CORE TASKS

#### Clinical

- Ensure uniformity of the quality of nursing care across the service
- Provide competent clinical care in areas such as tracheostomy, percutaneous endoscopic gastrostomy (PEG), venepuncture, cannulation, catheterisation, administration of subcutaneous and intravenous therapies and verification of death, where competence has been proven and verified
- To lead the process of admission (IPU or H@H) ensuring all relevant patient records are completed within the agreed timeframes and according to statutory requirements
- Along with other staff to identify and assess physical, psychosocial and spiritual needs of patients and their families/carers
- To lead the planning delivery and evaluation of evidence based nursing care for patients and their families in collaboration with other members of the multi-disciplinary team
- To lead the discharge planning, including the completion of continuing care checklist and fast track documentation, to ensure patient transfers are timely and coordinated
- To oversee and support the bereavement process
- To ensure that all clinical policies, procedures and guidelines are adhered to
- Ensure medicines are managed in accordance with all internal policies, procedures and standard operating procedures and the misuse of drugs act 1971
- To ensure that patient documentation is completed accurately and fully in line with the NMC guidance on documentation

### **Management and Leadership**

- Be aware of and adhere to the Hospice policies and procedures and act at all times with the NMC standards, Code of Conduct and guidelines
- Manage and maintain a safe clinical environment utilising allocated resources safely and effectively
- Lead and co-ordinate shifts as required
- To provide support and direction to volunteers
- To undertake appraisal, one to one's and competency assessments of health care assistants and apprentices
- To participate in and support the development of organisational and departmental objectives
- Commit to attendance at team meetings, contributing positively and constructively

### **Communication Skills**

- Contribute to the daily handover and admission meetings giving clear concise reports of patient progress
- Foster good working relationships with all Hospice departments and members of the multidisciplinary team
- Communicate effectively with patients and families ensuring they contribute and consent to treatment and care plans
- Communicate information to distressed and/or bereaved people in a sensitive manner
- Manage situations where people are distressed or angry in an effective, safe manner
- Be able to communicate effectively with people exhibiting challenging behaviours, ensuring they are respected but expectations are made as clear as possible
- Have excellent telephone communication skills, taking calls from patients, carers and professionals managing their concerns effectively and sensitively
- Manage complaints in a sensitive manner ensuring that the Hospice policy and procedure is adhered to
- Advocate for service users ensuring their views are known to the team including supporting advance care planning discussions and documentation

### **Personal and People Development**

- Ensure that NMC requirements for nurse revalidation are fulfilled and revalidation takes place within required timeframe
- Complete a post graduate accredited palliative/end of life care training module
- Develop and maintain relevant knowledge and skills and be responsible for own continuing professional development
- Attend mandatory training and any other essential training relevant to the job role
- Provide mentor support to new staff, apprentices, students and volunteers
- To identify and participate in the development of teaching and educational programmes
- To participate in one to one supervision with own line manager

### **Quality and Service Improvement**

- Be aware of organisational strategic direction and future issues pertaining to the provision of specialist palliative and supportive care, and contribute to and participate in organisational service development
- Contribute to the identification of practices that could improve service delivery outcomes and participate in the development of appropriate action plans through:
  - audit
  - research
  - evaluation
  - education/training
  - user involvement
- Participate in the implementation and review of subsequent action plans
- Take an active role in unit meetings, highlighting areas requiring quality improvement
- Use and maintain resources efficiently and effectively and encourage others to do so

### **Health, Safety and Security**

- Identify risks as they arise and carry out risk assessments, taking immediate remedial action as required and updating risk assessments regularly
- Adhere to the adverse event and serious incident reporting policy and take appropriate action
- Be familiar with and support implementation of safeguarding policies, the Mental Capacity Act and Deprivation of Liberty Safeguards
- Promote an environment that supports infection prevention and control policies and procedures, ensuring staff practice accordingly
- Use equipment safely and in accordance with instructions and departmental procedures, reporting faults as necessary
- In the absence of or in consultation with senior nursing staff, ensure that the off-duty rota meets the requirements of safe staffing risk assessment for the department

### **Governance**

- 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, prevention and control infection and medicines management
- Ensure the effective utilisation of the Hospice's computer based patient record system, promoting the use of information technology for recording patient information, communication and information sharing; implementing procedural change as necessary
- Ensure that the department is compliant with the requirements of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 and contribute to the Care Quality Commission inspection process
- Contribute to effective outcome monitoring of service delivery in line with the above regulation

This document is intended to convey an outline of the post and the post-holders responsibilities. You may be asked to carry out other duties relevant to your job role.

## JOB SPECIFICATION

Attributes	Essential	Desirable	How assessed
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with adult patients.</li> <li>• Understanding of professional nursing issues.</li> <li>• Ability to relate nursing experience to a palliative care setting.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a palliative care setting</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> </ul>
<b>Education, Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• First Level Registered Nurse Qualification</li> <li>• Documentary evidence of continuing professional development</li> <li>• Willingness to work towards a degree level module in end life/palliative care</li> <li>• Knowledge of current best practice in nursing care.</li> </ul>	<ul style="list-style-type: none"> <li>• Palliative care qualification, e.g.</li> <li>• ENB 931 or equivalent</li> <li>• ENB 285</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• NMC Registration</li> <li>• Certificates</li> <li>• CPD file / portfolio</li> </ul>
<b>Practical &amp; intellectual skills (including any specialist knowledge)</b>	<ul style="list-style-type: none"> <li>• Understanding and sensitivity to the needs of patient with a life limiting illness/ their families and carers</li> <li>• Liaison with other agencies and professionals</li> <li>• Good communication, record keeping and organisational skills</li> <li>• <b>Full UK driving licence and access to own vehicle</b></li> <li>• Computer literacy</li> </ul>	<ul style="list-style-type: none"> <li>• Counselling skills/communication skills training</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> </ul>
<b>Disposition / attitude / adjustment</b>	<ul style="list-style-type: none"> <li>• Evidence of an ability to work independently and as part of a team</li> <li>• Ability to relate positively to colleagues and members of the MDT</li> <li>• Demonstrate an understanding of confidentiality and information governance</li> <li>• Positive attitude to change and flexible working practices</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> </ul>
<b>Health &amp; Physical</b>	<ul style="list-style-type: none"> <li>• Good attendance record</li> <li>• Ability to move and handle people and equipment</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• References</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Work shifts over 7 days including weekends</li> <li>• Work flexibly according to the needs of the service</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> </ul>

<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• To have an understanding of, and an ability to promote and implement equal opportunities</li> <li>• Commitment to client-centred, non-discriminatory practice</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> </ul>
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## MAIN BENEFITS TERMS AND CONDITIONS

**Annual leave:** the annual leave entitlement for a 37.5 hour a week post is 262.5 hours (27 days plus 8 public holidays)

**DBS:** appointment is subject to an enhanced disclosure and barring check

**Childcare voucher scheme:** Pendleside Hospice offers a childcare voucher scheme

**Healthcare Scheme:** all staff are eligible to access the Benenden Healthcare Scheme [www.benenden.co.uk](http://www.benenden.co.uk)

**Vaccinations:** Appropriate to job role

**Meals and drinks:** all employees and volunteers at Pendleside Hospice can access subsidised meals if working over a meal time and drinks

**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 and submit the on line application form either via the NHS Jobs website <https://www.jobs.nhs.uk/> or on Pendleside Hospice website [www.pendleside.org.uk/jobs](http://www.pendleside.org.uk/jobs), referring to the job description and person specification.