



Jersey Hospice Care
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JOB DESCRIPTION

Job Title:	Palliative Sister/Charge Nurse Band 5
Reports to:	Senior Nurse
Department:	In Patient Unit
Hours:	37.5 hours per week
Working Pattern:	Rotational Shift Patterns 24/7, 365 days per year including nights, weekends and Bank Holidays
Contract Type:	Permanent

General

Jersey Hospice Care is an independent charity which provides palliative care services within the community and the hospital, as well as through the King Centre and In Patient Unit (IPU) facilities. All services benefit from a well-resourced multi-professional team with skills and expertise in palliative and end of life care. These services are provided at no cost to the patient or their family.

Job Summary

The post holder will act as a practitioner with professional accountability to effectively plan, deliver and evaluate palliative care to patients within Jersey Hospice Care.

Working with the Senior Nurse you will provide leadership and effective operational management of the In Patient Unit Nursing Team. They will ensure timely, responsive, and high-quality service is maintained and well organised for patients, their families, and visitors to the hospice.

The post holder will provide professional leadership, management, and expertise to the In Patient Unit and wider Multi professional team. Promoting a positive working environment with an emphasis on professionalism, teamwork, and co-operation. They will take responsibility for creating and maintaining a culture of continuous improvement, ensuring high quality standards of care are maintained. They will have responsibility for quality assurance across the In Patient Unit and to act on any concerns / issues raised with professionalism.

The post holder will support the delivery of the Jersey Hospice Care Business Plan through projects and delivery of clinical excellence. They will role model the Jersey Hospice Care values and behaviours each day as a senior member of the clinical team.

The post holder will work closely with the Senior Nurse ensuring the service delivers high quality, evidence-based specialist palliative care to patients and their families with care, compassion, and dignity.

Job Context

The inpatient unit provides care 24 hours a day, 7 days a week. The post holder will be required to work a range of shifts across the 24 hours, including rotation between days / nights. The post holder will be based at the main Clarkson House site within the In Patient Unit, however as Jersey Hospice Care delivers a service island wide, there may be occasions where they are required to work across all health boundaries in order to ensure adequate staffing levels and to gain experience of the wider hospice delivery of care.

Flexibility to work extended hours to suit the needs of the role, the charity and the patients and their families is required.

Nature and Scope of Role

The accountabilities of the role will include but are not limited to supporting the IPU Manager in the following areas:

1. **Clinical Practice**
2. **Management**
3. **Governance**
4. **Education and Training**
5. **Professional Responsibilities**
6. **Other Duties**

In addition, the post holder is required to operate in adherence to Jersey Hospice Care Culture Pathway, Vision, Mission, Values and Behaviours.

1. Clinical Practice

- The post holder will co-ordinate admissions and facilitate daily admissions meetings and be responsible for all completed admission paperwork prior to patient transfer/admission.
- Responsible for the assessment of patient care needs and the development, implementation, and evaluation of plans of care, ensuring high standards of evidence-based care using a defined model of care, involving the patient as much as possible.
- To ensure all baseline risk assessments are completed within 6 hrs of admission.
- To ensure early discharge/transfer planning is carried out enabling appropriate arrangements to be in place for patients leaving Jersey Hospice Care / transferring to an alternative place of care, making referrals, and providing information to community services, as required, in order to achieve a safe and timely discharge from Jersey Hospice Care.
- To ensure that all patients are cared for in a clean and well-maintained clinical area, ensuring that all employees are aware that they are directly responsible for cleanliness standards when in charge and escalating issues when necessary.
- To undertake all nursing procedures in accordance with Jersey Hospice Care policies and ensure that these procedures and policies are understood and adhered to by all staff, within own management responsibility.
- To contribute to the development of evidence-based guidelines/policies.
- To ensure accurate and comprehensive nursing records are maintained using appropriate written and electronic documentation.
- Utilise the electronic patient administration system (EMIS) and make full use of the information and technology resources available, supporting staff to become skilled in the system to ensure high quality patient care.

- To monitor and record planned vs actual staffing levels and escalate variance.
- To implement safe working practices regarding Jersey Hospice Care Risk Management Policy.
- To lead on handovers, MDTs, and family meetings. Assist the MDT to achieve effective and appropriate length of stay and occupancy outcomes by encouraging robust discharge procedures and thorough assessment of referrals.
- To supervise Band 4 employees, or unqualified staff, in all aspects of care and within the sphere of competency.
- Demonstrate specialist palliative care expertise and act as a professional role model.
- Actively participate in the development of initiatives to identify best practice and facilitate the involvement of fellow team members within Jersey Hospice Care.
- Facilitate the development of nursing practice through specific quality improvement projects in line with Jersey Hospice Care's objectives.
- Co-ordinate ward activity and encourage a team approach to the provision of patient care through safety huddles.

2. Management

- In the absence of the Senior Nurse, responsible for the day-to-day management of nursing and in supporting colleagues within the unit.
- In the absence of the Senior Nurse, proactively monitor the health roster on a daily basis, looking ahead to ensure shifts are covered and escalate to the Senior manager on call any concerns that may compromise appropriate cover for the service.
- In conjunction with the Senior Nurse, support the writing of the off duty to ensure this is published in accordance with the health roster off duty policy.
- In conjunction with the Senior Nurse/ Charge Nurse, plan and maintain appropriate staffing levels and skill mix to meet the care needs of the patient population.
- To act as an effective mentor and preceptor and support other unit-based colleagues in performing this role.
- To participate in the recruitment and selection of staff to help mitigate and maintain a low vacancy rate.
- To investigate incidents following JHC Policies and Procedures and complete Jersey Care Commission statutory notifications as required.
- To develop skills in understanding the management and monitoring of the non-pay budget.
- To contribute to the planning and organising of service improvements.
- Assist the Senior Nurse and Volunteer Manager in ensuring that all the team and volunteers undertake mandatory training within the required time frames.
- In conjunction with the Senior Nurse, ensures that Jersey Hospice Care's policies, procedures and guidelines are available within the clinical area and are used to guide practice. Ensure that policies and procedures are reviewed, updated, and disseminated appropriately.
- Maintain hospice information systems as required by the organisation and encourage staff awareness and compliance with JHC Data Protection policies and procedures.
- Direct and develop roles of volunteers present on the ward.
- Manage staff performance / attendance issues in conjunction with the Senior Nurse.
- Undertake performance reviews for junior members of the IPU team.

3. Governance

- In conjunction with the Senior Nurse and Senior Clinical Leadership Team, ensure robust systems and processes are in place to prepare for Jersey Nursing Assessment Accreditation (JNAAS) and Jersey Care Commission (JCC) inspection visits through the provision and update

of key documentation and the regular assessment of performance in relation to statutory requirements.

- Assist the Senior Nurse to manage the IPU's quality and standards of service ensuring patients, staff, volunteers, and the public reside in a safe, effective, responsive, caring and well led environment.
- Ensure that the IPU upholds and can evidence compliance with the requirements of regulatory bodies such as Jersey Care Commission and JNAAS through key performance indicators.
- Promote and uphold the principles of clinical and information governance.
- In conjunction with the Senior Nurse investigate any errors/issues and refer to safeguarding as appropriate and complete Jersey Care Commission statutory notifications as required.
- Refer patients who may lack capacity to the appropriate healthcare professional and ensuring all relevant paperwork is completed, i.e., Mental capacity Act, Best Interest meeting, Significant Restriction of Liberty (SRoL).
- In conjunction with the Senior Nurse and the Senior Leadership Team, support the development of a rolling programme of service outcomes measures which captures the effectiveness of Hospice services, which supports the requirements of the Jersey Care Commission and other statutory bodies.
- The postholder understands and promotes all health and safety and security measures in line with Jersey Hospice Care policies.
- Promote a culture of openness and proactively support staff to recognise and report incidents via the incident reporting system and medium and high risks are escalated to the Senior Nurse in a timely manner.
- Respond to complaints and concerns reported by team members and service users in a timely manner and in accordance with JHC Policies and Procedures.

4. Education and Training

- Participate in the orientation, induction and mentorship of students and new staff, ensuring mentorship skills training is up to date in accordance with organisational policy.
- In conjunction with the Senior Nurse, work closely with the education team to ensure all IPU staff are compliant with mandatory and statutory training, and that planned training days are attended in accordance with the roster requirements of the Unit.
- Undertake and ensure continued compliance with own mandatory and statutory training in line with JHC requirements.
- Share clinical knowledge and expertise with staff by delivering and participating in teaching sessions within the hospice and externally as required.

5. Professional Responsibilities

- Maintains current registration with the NMC ensuring revalidation requirements both personally and for all clinical teams are submitted in a timely manner.
- Work within the guidelines laid down by the NMC's Code of Professional Conduct and accept professional accountability for own clinical practice.
- Support and supervise the allocated workload and care delivery of non-registered members of the team in accordance with organisational and NMC requirements.
- Adhere to all policies of JHC.
- Actively participate in the hospice's individual performance review process to identify own learning needs and take necessary steps in order to reach personal and professional objectives.
- Manage own time and work effectively to meet the objectives, skills and competencies required for the role within contracted working hours and thereby leading by example.

- Keep up to date with the developments within nursing, in particular in the field of palliative care, and maintain own continuous professional development in line with appraisal objectives and revalidation requirements.

6. Other Duties

- This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

GENERAL DUTIES

In addition to the key job responsibilities detailed in this job description all employees at Jersey Hospice Care are expected to comply with the general duties detailed below:

Infection Prevention and Control - Maintain a clean, safe environment, ensuring adherence to Jersey Hospice Care's standards of cleanliness, hygiene and infection prevention and control.

Safeguarding - Jersey Hospice Care is committed to safeguarding and promoting the welfare of adults, children, and young persons. All employees are therefore expected to behave in such a way that supports this commitment.

Foundation Level Safeguarding Training will be provided to all non-Clinical employees and all Clinical employees will be required to attend Safeguarding training in line with the Intercollegiate Document recommendations (RCN, 2018).

Information Governance - Jersey Hospice Care has undertaken to ensure that it meets its obligations to comply with the Data Protection (Jersey) Law 2018 and other guidance and standards of confidentiality and information security.

All employees have an individual responsibility for creating accurate records of their work and for making entries into and managing all records effectively in line with policies and procedures and to ensure Jersey Hospice Care meets its legal, regulatory and accountability requirements.

Governance - Actively participate in governance activities to ensure that the highest standards of care and business conduct are achieved.

Health & Safety - Ensure a safe working environment and be aware of responsibilities under the Health and Safety at Work (Jersey) Law 1989, taking appropriate action in the event of an accident to patients, employees, self, or any other person in the work area.

To co-operate fully in discharging the policies and procedures with regard to health and safety matters.

Whilst the aim of Jersey Hospice Care is to promote a co-operative and constructive view of health and safety concerns in the organisation, all employees must be aware that a wilful or irresponsible disregard for safety matters may give rise to disciplinary proceedings.

Volunteers – All employees have an individual responsibility to recruit, train and support volunteers as appropriate, to achieve Jersey Hospice Care objectives, making best use of volunteers and to minimise costs.

OTHER INFORMATION

Data Protection - Applications made in respect of this position will remain confidential, those that are unsuccessful will be kept for a period of 12 months from date of receipt at which point they will be destroyed. The application of the successful candidate will be kept on their personnel file for three years post termination of employment. For further explanation see Appendix A 'fair processing statement'.

Equal opportunities statement - Jersey Hospice Care is committed to eliminating discrimination and encouraging diversity amongst our workforce. We demonstrate commitment to equality and fairness for all in our employment and do not discriminate on the grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion, or age. We oppose all forms of unlawful and unfair discrimination.

Jersey Hospice Care operates a strict no smoking policy.

NB: Although this is a comprehensive job description, you may be required to undertake other duties assigned by the Organisation in response to organisational or service demands.

PERSON SPECIFICATION		
Palliative Sister / Charge Nurse Band 5		
	Essential Criteria for selection	Desirable Criteria for selection
Qualifications and Training	<ul style="list-style-type: none"> • First level Registered Nurse with current NMC registration • Degree in Nursing • Committed to undertaking master's level learning. • Mentorship / Teaching qualification 	<ul style="list-style-type: none"> • Masters in Palliative Care or evidence of working towards.
Knowledge and Experience	<ul style="list-style-type: none"> • Experience at Band 4 caring for patients with specialist palliative care needs in hospice, hospital or the community • Understanding of steps involved in Audit, research, and quality improvement. • Understanding of steps involved in introducing change. • Understands benefits of working with a patient-centred philosophy of multidisciplinary team working • Evidence of research-based practice • Up to date knowledge of current palliative care issues • Understands the importance of developing and following policies and protocols. • Understanding and support of the benefits of clinical supervision and reflective practice 	<ul style="list-style-type: none"> • Experience of formal and informal teaching

Technical abilities	<ul style="list-style-type: none"> • Basic IT skills (word, excel, PowerPoint) including use of electronic record systems e.g., Trak Care, EMIS, Teams and Office 365 	
Personal attributes	<ul style="list-style-type: none"> • Ability to contribute as part of a team to a dynamic environment. • Excellent communication skills both written and verbal. • Ability to offer mutual support and demonstrate a 'can-do attitude'. • Ability to be an effective team player who works well within the multidisciplinary team. • Ability to manage time, self and own workload and prioritise affectively. • Confidential in approach and demonstrates high levels of discretion in all matters. • Is confident and assertive with ability to exercise good judgment in a variety of situations. • Ability to develop effective interpersonal relationships with colleagues. • Is able to work under pressure whilst effectively managing competing demands of a wide variety of activities and meet deadlines. • Demonstrates emotional resilience to thrive in a fast-paced, rapidly changing and often sensitive environment. • Demonstrates commitment to work for a charitable organisation and appreciation of the organisation's values. • Ability to remain calm under pressure. • Motivated and enthusiastic • Genuine commitment to providing high quality care 	

JERSEY HOSPICE CARE BACKGROUND

Specialist Palliative Care Team – works collaboratively with all healthcare professionals island wide to ensure patients and their families receive expert advice and support in relation to palliative and end of life care in all community settings whether this is at home, in nursing and residential care homes or in hospital. The team will adopt a multidisciplinary approach to ensure that it provides complex symptom management and holistic care in order to provide patients with the optimum quality of life possible.

King Centre - The King Centre provides wellbeing services based on a rehabilitative approach that support patients affected by life limiting illnesses to enable them to live life as fully as possible,

alongside their illness. The King Centre Team offers a comprehensive range of day services, including day hospice, physiotherapy, and complementary therapies. These services are provided by skilled practitioners through individual and group activities and are based upon the personal priorities, goals and needs of each patient.

In Patient Unit – The In Patient Unit comprises of twelve single en-suite bedrooms and provides specialist 24-hour, individualised care with the aim of maintaining independence and dignity in a caring and supportive environment. Care is delivered by experienced, specialist Registered Nurses and Health Care Assistants, working with other members of the multi-disciplinary team, to ensure a holistic approach to the care of patients and their families.

Children & Young People Services - The Children & Young People (CYP) Services are designed to support children and families with the challenges that having a life-threatening condition can bring. The CYP multidisciplinary team ensures each child and young person will have bespoke care, tailored to their individual medical, emotional, cultural, religious, and spiritual needs. However long or short a child's life may be, Jersey Hospice Care's is there to support every member of the family, every step of the way.

Bereavement & Emotional Support Service – The Bereavement & Emotional Support Service offers free, confidential counselling and support to anyone in the community who has suffered a loss, regardless of the nature of the bereavement. Both life limiting illness and grief following a loss can have a huge emotional impact. Our service is made up of a small team of qualified and experienced counsellors and trained volunteer bereavement support workers.

Education, Learning and Development Team - The Education, Learning and Development Team co-ordinate a broad range of academic and competency-based education programmes to support our employees irrespective of which department they work in to ensure competence and confidence in their roles. We also deliver external education across Jersey's health and social care community which focus on the principles and practice of palliative and end of life care. The overall aim is to achieve Island wide excellence in standards from a single point of education delivery.

Retail - There are two Jersey Hospice Care shops; a town shop in St Helier and a country shop in St Ouen, both operated by Jersey Hospice Care Retail Limited a wholly owned subsidiary trading company of Jersey Hospice Care. The shops are important sources of income, as well as providing a vital contact with the Island community.

Income Generation team - Are responsible for generating efficient, effective sustainable income for now and for the future. Notable key fundraising events are Million Pound Lottery, Dragon Boat Festival, 5000 Club and Christmas Tree collections.

Volunteers - Jersey Hospice Care depends on the generous support of a large body of volunteers who assist in a wide range of roles across all areas of the charity. These include helping in the shops, Day Hospice, In Patient Unit, Community Bereavement Service, fundraising and garden.

Support Services - The Support Services' employees are responsible for: People activities and support; administration tasks and projects; accounts management; reception; housekeeping; and our catering services. They provide support to Council, the Executive Team and Senior Management, and are the first point of call for those ringing or calling at Jersey Hospice Care. They are vital to the smooth running of the charity.

Privacy Notice – Employees of Jersey Hospice Care

Who we are?

We are Jersey Hospice Care (Jersey Charity Number 30), a charity that provides specialist palliative care for everyone who requires it, irrespective of cause.

We are also a Data Controller, as specified in the Data Protection (Jersey) Law 2018, in relation to any personal data you provide to us. We take the privacy and security of your personal data very seriously. This privacy policy sets out how we do that.

Why we collect your personal data?

We collect personal data for various reasons. These reasons will differ based on the types of personal data we collect and also how we use it.

Reasons will include:

- We collect and hold contact information, such as your name, address and telephone number so that relevant correspondence can be sent to you or so you can be contacted in case of an emergency.
- We will ask for details, including name and telephone number, of people you would like to be contacted in case of an emergency.
- We collect and hold bank account details such as your bank account number and sort code so that your salary can be paid to you.
- We will collect information on tax contributions you have paid whilst employed by us so that the relevant tax authorities can be informed.
- We will collect information on Social Security contributions you have paid whilst employed by us so that the relevant authorities can be informed.
- We will hold information on file relating to your performance and attendance.
- We will hold copies of sick notes that you provide to us.
- We will hold copies of any references that were provided as part of your recruitment.
- Closed Circuit Television (CCTV) is in operation within certain areas of Jersey Hospice Care premises and your image may therefore be captured. This is for your security and the security of other visitors or service users.

When do we collect your personal data?

- During the recruitment process such as when you complete a job application.
- At times throughout your employment such as when you change your address, the bank account you would like your salary paid into or if other relevant personal data changes and you inform us.
- When you fill in any forms. For example, if you are involved in an accident on our premises and we need to fill in an accident form on your behalf.
- You may also wish to take advantage of the private medical insurance or pension which Jersey Hospice Care offers as part of its employment package. This will involve the provision of personal data some of which, in the case of medical insurance, will be sensitive information as it relates to health.

What personal data do we collect?

Personal data is any information that might allow you to be identified, such as your name, address, date of birth, credit card details, I.P. address, photo or video image or voice recording. Some information you provide may also be classified as sensitive such as personal data relating to your health and wellbeing.

Types of personal data we collect will include:

- Name.
- Address and other identifying information.
- Telephone numbers and email addresses.
- Bank account details such as bank account number and sort code.
- Tax contributions.
- Social Security contributions.
- Your image, such as those captured by Closed Circuit TV (CCTV) or if you consent to us using your image in promotional material.
- Medical information contained within any sick notes you have provided to us.
- Notes from appraisals and performance reviews.

What do we use your personal data for?

As with why we collect personal data and what personal data we collect, there are many uses of personal data that we collect. These include:

- To comply with any legal obligation to which Jersey Hospice Care is subject to such as the passing of personal data to relevant Tax authorities.
- To ensure that we are meeting any contractual obligations Jersey Hospice Care has, such as the collection and processing of bank account details so that we can pay employees.
- To contact next of kin in case of an emergency.
- To develop our employees through training and education.
- To manage employee's performance through formal appraisals.

How do we protect your personal data?

We take the matter of data security very seriously. We will treat your personal data with the utmost care and will take all steps to protect it. These include:

- Training and education of employees on aspects of Data Protection
- Access to systems which contain personal data is limited to only allowing employees that need access.
- A wide range of technical security measures including firewalls to safeguard from cyberattack.

How long do we keep your personal data for?

We will only keep personal data for as long as is necessary for the purpose for which it was collected. This is known as the retention period. The retention schedule containing all retention periods is available on SharePoint.

At the end of the retention period your personal data will be deleted.

Who has access to your personal data?

Any Jersey Hospice Care employees member or representatives, permanent or temporary, who come into contact with your information, must be aware of and adhere to the requirements of the Data Protection (Jersey) Law 2018. We will not sell or rent your personal data to third parties. Access to personal data is restricted to only members of employees who need access to that information.

Lawful basis for collecting personal data

In the circumstances where Jersey Hospice Care is required to use personal data, we will only do this if;

- We have gained consent from you to use your information for a specific purpose or purposes such as direct marketing of our products and services or fundraising events.
- To comply with a legal obligation to which Jersey Hospice Care is subject to.
- It is necessary to the performance of a contract you have entered into with us.
- It is necessary for the legitimate interests of Jersey Hospice Care to process your personal data, but our legitimate interests do not outweigh your rights.

Sharing your personal data

The sharing of personal data is strictly controlled by law. There are circumstances where the sharing of information is valid.

Jersey Hospice Care protects itself financially through the application of certain types of insurance such as income protection insurance. In order to do this some personal data, such as name and salary, is shared with our insurers. This is in order to provide the relevant level of protection and also for the relevant pay out to be made in the event of an insurance claim. Not all insurance policies taken out by Jersey Hospice Care will involve the passing of personal data to a third party.

Personal data can also be shared to a third party if:

- Where we have been instructed to do so by law
- Where we believe the reasons for sharing are so important, they override our obligation of confidentiality. Such as to support the investigation and prosecution of offenders or to prevent serious crime.
- Where we are legally required to do so.

What are your rights in relation to your personal data?

Under the Data Protection (Jersey) Law 2018 you have certain legal rights in relation to how your personal data is processed. These are:

- **Right of Access** (We have to tell you if we have your personal data, what it is used for and let you have access if you request it, which is known as a Subject Access Request).
- **Right to Rectify** (We have to correct your personal data if you request us to).
- **Right of Erasure** (If we do not have a lawful basis for holding your information, for instance we are relying on your consent and you withdraw that consent, then we have to delete your personal data).
- **Right to Restriction** (If you want us to stop processing your personal data but do not want it deleting).
- **Right of Portability** (If you request us to give you your personal data in a common, machine readable format).
- **Right to Object** (You can object to your personal data being used for direct marketing, including profiling for direct marketing or being processed for scientific / historical research or statistics).

Under the new Data Protection law, you have the Right of Access to the personal data that we have collected and processed about you. This right includes both the right to know if we have collected personal data on you and also the right to see what personal data we have collected.

In most cases, it is likely that we would be able to deal with any requests to see personal data we hold on you in an informal way. For example, if you want to see a single, specific document, this would be fulfilled at the time the request is made.

If a request is made to see lots of different documents or, for example, the information also contains the personal data of another individual, this is likely to be more complex and therefore requires a more formal request. This is known as a **Subject Access Request**.

If you wish to make a **Subject Access Request**, this should be done in writing, either by post or email and can be sent to either of the following addresses: **Governance Team, Jersey Hospice Care, Mont Cochon, St Helier, Jersey JE2 3JB** or email: **GovernanceAndQualityTeam@jerseyhospicecare.com**

You can also contact us about anything else relating to your personal data.

Your right to lodge a complaint with a supervisory authority

If you feel that your data has not been handled correctly, or you are unhappy with our response to any requests you have made to us regarding the use of your personal data, you have the right to lodge a complaint with the Office of Information Commissioner.

You can contact them by calling **+44 (0)1534 716530** or go online to: **<https://oicjersey.org/online-enquiry/#/complain/form>**