



Children's Hospices Across Scotland

## JOB DESCRIPTION – STAFF NURSE

### Job Details

Job Title – **Staff Nurse**  
Responsible to – **Charge Nurse**  
Job Family – **Care**

Location – **Rachel House or Robin House**  
Salary – **CHAS Band 5**

### Job Purpose

Working within the culture, ethos and philosophy of Children's Hospices Across Scotland (CHAS) as part of a nursing team, delivers a high standard of specialist palliative nursing care and support for babies and children, (hereafter referred to as child or children) and young people with life-shortening conditions and their families.

On a day to day basis works as part of the team to deliver nursing care for children and young people.

### Main Tasks

- Nursing care of children, young people and their families
- Leadership
- Learning and Development
- Service Development

### Job Activities

#### **Nursing Care of children, young people and their families**

- Provides a high standard of palliative nursing care to children and young people who have life-shortening conditions, through assessment, planning, implementation and evaluation of care plans, ensuring that the care provision is adapted to meet the complex needs of the individual
- Provides nursing care at end of life and bereavement support including last office procedures, for the child, young person and their family, with support as required
- With support from the senior nursing team, prioritises workload to meet the needs of the child, young person and their family
- With the support and leadership of the senior nursing team, works as part of an active key working team of Nurses and Nursing Support Workers to provide emotional and practical support to the child, young person and their family ensuring contact is maintained between visits and that the wishes of the family are delivered

- As necessary, provides care for the child, young person and their family in a variety of settings, ensuring the care plan meets the needs of the individual
- Collaborates and liaises with a range of professionals to meet the needs of the child, young person and their family taking opportunities to promote and raise awareness of the services provided by CHAS
- Maintains and accurately updates all written and electronic records in accordance with appropriate legislation and organisational standards
- Participates in the rolling rotation of staff to work in the CHAS at Home team and NHS secondment programme

### **Leadership**

- Acts as a role model and promotes effective teamwork across the service to meet the needs of children, young people and families
- As a source of nursing knowledge and skill, mentors the Nursing Support Worker Team, students and care support volunteers, ensuring that knowledge and skills are utilised effectively to maintain high standards of care
- Under supervision may occasionally co-ordinate a shift, or part of a shift, delegating tasks to staff according to the requirements and their individual abilities making sure that high standards of nursing care are maintained
- Participates in induction and training for new nursing staff, nursing support workers, care support volunteers and students, enabling them to maintain the expected standards of care set by the organisation
- Participates in teaching of registered and non-registered staff with the support and guidance of the Nursing Clinical Effectiveness Team
- Working within professional competences, maintains high standards of care within the defined policies and procedures of CHAS to ensure a high quality service is delivered
- Incorporates clinical governance into own practice and supports others to do so

### **Service Development**

- Participates in the development, implementation and review of CHAS care policies, procedures, standards and protocols ensuring best practice in the provision of care in collaboration with Nursing Clinical Effectiveness Team
- Collaborates with Nursing Clinical Effectiveness Team and participates in quality assurance and practice development activities for example audit, evaluation and research, so that best practice is developed and promoted by everyone on the team
- Participates in supporting CHAS in the development of the service and achieving the organisational goals and objectives in the CHAS Strategic plan

### **Learning and Development**

- Takes responsibility for continuing professional development by maintaining and developing clinical skills and knowledge relevant to the needs of the service, identifying own training and development needs that contribute to organizational goals and objectives through participating on staff review and development programme
- Participates in the clinical competencies programme as an identified specialist in areas of care, with support as required
- Participates in the CHAS Clinical Supervision and Reflective Practice programme

### **Health and Safety**

- Responsible for complying with the CHAS Health and Safety Management Policy and associated procedures and co-operate with CHAS in complying with its legal duties

### **Information Governance**

- Responsible for complying with the CHAS Information Governance Framework and associated policies and co-operate with CHAS in complying with its legal duties

### **Volunteer Engagement**

- To work alongside volunteers and actively support their work by providing advice and information to help them in their roles

## **Dimensions**

- Works within the Nursing and Midwifery Council Code of Conduct
- Responsible for working as part of a key working team
- Supervises, motivates and supports the Nursing Support Workers
- In exceptional circumstances may occasionally co-ordinate a shift, or part of a shift
- Frequently responsible for handling petty cash and occasionally receives donations
- The nursing team supports around 200 families and supports the management of 8/9 beds

## **Decisions and Communications**

### **Decisions**

- As a registered nurse and practicing within agreed parameters and own professional competences, has freedom to take action based on safe interpretation of clinical care, providing advice to clinical colleagues and families on a daily basis

### **Communications**

- Frequently communicates sensitive information effectively to the child or young person and the family
- On a daily basis, communicates complex information about the child, young person and their family to the Clinical Nurse Managers, Charge Nurses, Nursing team, Allied Healthcare Professionals, Hospice Support Services Manager, Medical Team, Family Support Team, Activities Team, CHAS at Home, Volunteers and external health care professionals working collaboratively to deliver the care
- Develops and maintains relationships with the child or young person, their family, the Charge Nurses, Clinical Nurse Manager, the multidisciplinary care team, Clinical Effectiveness Team and the volunteers
- Occasional contact with other staff across the organisation including Fundraising and Communications, Organisational Development, Finance and Facilities Participates in multidisciplinary care team meetings and contributes towards ensuring that the highest standard of care is maintained throughout the organisation
- Positively promotes the organisation, through internal and external contacts, by hosting professional visits and speaking at internal events
- Maintains confidentiality at all times as required by CHAS and regulatory bodies



Children's Hospices Across Scotland

## PERSON SPECIFICATION – STAFF NURSE

### Education, Qualifications, and Training

#### Essential

- First Level Registered Nurse
- Educated to degree level or can evidence equivalent experience
- Demonstrates evidence of commitment to professional development

#### Desirable

- First Level Registered Nurse (Child Branch/RSCN)
- Palliative Care Qualification or willingness to work towards
- One year relevant post registration experience working with children who have complex nursing needs

Method of Assessment – Application Form

### Skills, Abilities, and Knowledge

#### Essential

- Thorough and up-to- date knowledge of nursing theory and best practice at the level of a newly qualified nurse
- Demonstrates effective clinical practice
- Experience of undertaking specific nursing procedures involving invasive clinical skills, for example, ventilation or parenteral nutrition care
- Evidence of moving and handling of children and equipment
- Good communication skills, innovative thinker, self- motivated and problem solver
- Evidence of good supervisory and assessment skills
- Evidence of prioritising a busy workload and demonstrating good time management skills
- Evidence of training and education to meet the complex nursing care needs of children, young people and their families
- Excellent numeracy skills
- Demonstrates knowledge and application of evidence base relevant to own area of practice
- Evidence of working competently with IT equipment and software packages in a care setting including accurately inputting patients' notes
- Interpersonal skills to motivate others
- Working knowledge of undertaking last office procedures
- Working knowledge of child protection and vulnerable adults' policies and procedures
- Can demonstrate an understanding of health and safety, standard infection control precautions and information governance principles and policies

**Desirable**

- Demonstrates awareness of audit and quality issues and able to apply this
- Good teaching skills
- Knowledge in Children's Palliative Care field

Method of Assessment – Application Form and Interview

## Experience

**Essential**

- Gained relevant and consolidated experience from student placements
- Demonstrates effective nursing practice in all basic registered nurse procedures
- Relevant experience of working without direct supervision and as part of a multidisciplinary team
- Experience of working with the whole family
- Experience of assessing, planning, organising, implementing and evaluating nursing care for children, young people and families
- Experience of documenting observations, results, decisions and actions and communicating these accurately to members of a multidisciplinary team

**Desirable**

- Relevant post- registration experience of working with children or young people with complex nursing care needs
- Experience of working in a palliative care setting

Method of Assessment – Application Form and Interview

## Personal Qualities

**Essential**

- Acts with integrity
- Acts as a role model
- Works co-operatively with colleagues to improve service
- Forms meaningful relationships with others
- Demonstrates initiative and acts with effectiveness
- Accountable for own actions and decisions
- Commitment to ongoing learning and development
- A commitment to CHAS core value vision and purpose
- A commitment to working with/supporting volunteers
- Professional attitude to work
- Motivated to work within speciality
- Views change as a natural, positive and a continuing process

**Desirable**

- None

Method of Assessment – Interview

## Other Requirements

### **Essential**

- Willingness to travel between CHAS sites and other care sites
- Access to a car and a full driving licence

### **Desirable**

- None

Method of Assessment – Application Form and Interview