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**The Shakespeare Hospice**

**Job Description**

**Job Title:** Staff Nurse (Working across Adult Community Services – Day Hospice & Hospice at Home)

**Band:** Band 5 (Agenda for Change)

£31,049 - £37,796 pro rata, dependent upon experience

**Hours:** 22.5 hours per week (Over a 7 day rolling off duty).

Permanent

**Responsible to:**  Hospice at Home/Day Hospice Team Leader

**Accountable to:** Head of Clinical and Operational Services

**Department Base:** The Shakespeare Hospice, Shottery, Stratford upon Avon CV37 9UL

**Closing Date:** 21st September 2025

**Summary of Role:**

As a staff nurse working within The Shakespeare Hospice Adult Community Services, you will be a core member of the multidisciplinary palliative care team. The role will involve working across our traditional Hospice at Home and Day Hospice services covering South Warwickshire. Working in close collaboration with our other Hospice and community teams, the post holder will promote holistic, person centred care for patients, their families and those who require specialist palliative support.

We provide care for patients with life limiting illnesses, also offering carer and bereavement support. Our staff nurses are key members of the team and are expected to work closely with the Team Leaders to maintain excellent standards and develop future service provision. The post holder will uphold our hospice values: to be responsive, compassionate, supportive, collaborative and innovative.

**Main Duties and Responsibilities:**

**Clinical**

* To act as a role model and provide exceptional nursing skill and care across The Shakespeare Hospice Adult Community Services (traditionally Hospice at Home and Day Hospice)
* To provide physical, psychological, social and spiritual care for patients and carers.
* To holistically assess, plan, implement and evaluate patient care, continuously reviewing patient-led goals and outcomes through effective care planning.
* To undertake specialist patient centred assessments, using an evidence-based practice approach, to support patients during end of life care, or where appropriate in maintaining and/or maximising their independence and quality of life.
* To confidently identify and respond to changes in the patients’ condition and symptoms, adjusting care and nursing interventions accordingly and with the knowledge of the Team Leaders.
* To respond appropriately in managing patient crisis/deterioration and to ensure that an effective plan of care is in place.
* To ensure that all necessary and recommended infection control precautions are taken at all times.
* To confidently liaise with other relevant professionals and statutory/voluntary organisations, as necessary, to facilitate appropriate patient care.
* To participate and promote advanced care planning discussions with patients and carers, considering and respecting their priorities of care and individual preferences at all times.
* To ensure that all patient and sensitive information will be treated confidentially and in line with local and national policies/legislation.
* To act sensitively and, where appropriate, as an advocate to enable patients to undertake informed decision making.
* To offer holistic support to carers and bereaved carers, identifying and responding to their individual and fluctuating psychosocial needs.
* To utilise national standards and NICE guidelines to underpin evidence-based practice.
* To utilise a range of effective communication and listening skills to facilitate complex and sensitive conversations.
* To complete contemporaneous and accurate clinical records.
* To be actively involved in caseload management and patient flow from point of referral to discharge.
* To prioritise workload accordingly and to work flexibly to meet the changing needs of patients and the organisation.
* To be able to work both autonomously and within close partnership with the Hospice team.
* To actively participate in relevant multi-disciplinary team meetings, team handovers and case conferences to ensure optimal patient care.
* To assist in the delivery of health promotion and educational programmes to patients, families and carers.
* To be a source of expertise and an advocate for hospice palliative care.

**Managerial**

* To supervise and support other members of the team, including both staff and volunteers, acting as a role model demonstrating our Hospice values at all times.
* To support junior staff members, as delegated to you by the Team Leaders, with 1:1’s, appraisals and objective setting.
* To deputise for the Team Leaders, with support from other senior staff as required.
* To demonstrate proficient IT skills in order to maintain and develop data collection and reporting.
* To support the Team Leaders in local audit and evaluation, assisting with any improvement plans that might be identified.
* To take a proactive approach towards service development, using initiative and creativity to implement new ideas and ways of working, where mutually agreed with the Team Leaders to be of benefit to patients, staff and the organisation.

**Organisational**

* To demonstrate on a day to day basis the organisational values of the Hospice, acting as a role model to others.
* To support the organisation to ensure that all clinical staff and clinical volunteers are appropriately equipped and trained to fulfil their duties.
* To undertake administrative tasks for the purpose of your role and utilise volunteer support as appropriate.
* To work in accordance with all Hospice policies and procedures.
* To work in accordance with the Nursing and Midwifery Council Professional Code of Conduct, maintaining professional requirements to comply with revalidation requirements.
* To participate in the Hospice appraisal process, responsible for complying with mutually agreed personal objectives.
* To actively participate in clinical supervision, both in group scenarios and in one to one provision.
* To raise any areas of risk or concern in accordance with hospice policy, including incident reporting.
* To be involved with the wider organisational aspects of the hospice, such as promotion of the charity and its services. This may include representing the hospice at certain key events, where clinical support is required.

**Educational:**

* To adhere to all statutory and mandatory training requirements as designated by the organisation.
* To be responsible for your own Continuous Professional Development (CPD).
* To attend and participate in learning and development opportunities as deemed mutually beneficial for both yourself and the organisation.
* To keep abreast of current policy and key developments in palliative care, both locally and nationally.
* To be prepared to teach and share knowledge with the wider teams, within own scope of confidence and competence, and with support from other team members.
* To actively engage with the assessment and supervision of nursing students, medical students and to take a key role in supporting work experience students.
* To be involved in the induction programmes for new staff members and volunteers.

**Other:**

1. To participate in mandatory training annually.
2. To participate in the annual appraisal programme.
3. Maintain high professional standards and continuing professional and personal development.
4. Adhere to all Hospice policies and procedures.
5. To undertake any other duties commensurate with the post and as requested by the Head of Clinical Services.
6. This job description is subject to periodic review in negotiation with the post holder and may be revised/updated as service requirements change and develop.

Revised: May 2025

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| **Signed (Employee): Date:** |
| **Signed (Line Manager): Date:** |

**The Shakespeare Hospice**

**Person Specification**

**Job Title:** Staff Nurse (Adult Community Services)

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| **Factor** | **Essential Criteria** | **Desirable Criteria** |
| **Qualifications** | Degree or Diploma in Adult Nursing (RGN)  Evidence of current NMC registration    Evidence of ongoing CPD | Evidence of further relevant post-qualification training, such as oncology, palliative care, bereavement support  Mentoring / Assessing qualification or equivalent |
| **Experience** | Previous experience in palliative/end of life care.  Ability to organise work and develop programmes of care.    Experience of working in a variety of settings, including community settings and with a variety of patient groups.  Ability to reflect and adapt practice to suit individual’s needs.  Experience of multi-disciplinary team working.  To advocate professionally on behalf of patients  Ability to work autonomously and as part of a team.  Ability to supervise other members of staff and volunteers  Ability to identify risks and risk management  Ability and willingness to participate within service development.  Ability to motivate others  Effective time management skills | Two years post qualification experience  Ideally some previous community experience.  Experience working directly in palliative care or life  limiting illness management.  Experience in practice assessor role  An ability and understanding of how to undertake advanced care planning. |
| **Knowledge** | Knowledge of range of palliative conditions, including oncology, neurology, respiratory and cardiac conditions  Good understanding of the role of carers in palliative and end of life support.  Excellent understanding and application of caseload management skills.    Excellent knowledge surrounding the safeguarding of patients.  Ability and confidence to apply and use own initiative  Good understanding and application of IT skills  Committed to teaching and supporting others. | To have an interest in the provision of bereavement support |
| **Communication Skills** | Excellent listening & communication skills and ability to communicate with patients and families in distress  Ability to communicate effectively with MDT staff, across all levels.  To demonstrate an enthusiastic, approachable and friendly manner.  Excellent and effective written communication.  Ability to teach and coach patients, carers and colleagues | Advanced Communication Skills training  Good presentation and teaching skills |
| **Personal Attributes** | Motivated and enthusiastic  Compassionate  To be committed to expert patient care  To adopt an enabling and empowering approach  Ability to identify own learning needs and interests.  Ability to reflect and critically appraise own performance.  Demonstrate personal insight and the ability to cope with personal emotions in distressing situations  Willingness to develop collaborative working with other provider groups  Commitment to the work and values of The Shakespeare Hospice  Current Driving License and use of car for business purposes. |  |