

Job Description

Job Details:	
Job Title:	Junior Sister - In-patient Unit (IPU)
Grade:	Band 6
Department:	In-Patient Unit (IPU)
Directorate:	Patient & Family Services
Reporting to:	Care Services Directorate Services Lead (CSD Lead)
Location	Dorothy House Hospice, Winsley

Job Summary / Main Purpose:

- To work as part of the IPU Team to provide specialist palliative care to those with a life limiting illness and their families and carers within a Multi-Disciplinary Team, in partnership with health and social care colleagues
- To provide professional leadership and line management to the junior staff in line with Dorothy House Hospice Care Services Strategy
- To work with the Care Services Directorate Services Lead (CSD Lead) and Junior Sister Team to ensure that In Patient Unit (IPU) is integrated into all multi- disciplinary teams and enables multi-disciplinary working
- To deliver and enable staff to deliver, safe, quality care

Principal Duties and Responsibilities

Clinical

- To demonstrate clinical expertise which is focused on the needs of patients, families and carers
- To support, educate and work alongside In Patient Unit (IPU) staff to promote outstanding patient and family care
- To Support her CSD Lead in leading, directing, and coordinating the care in line with the CQC key lines of enquiry on the In Patient Unit (IPU) for patients and families.
- To be an integrated member of the multi-disciplinary team
- To promote an environment of reflective practice and learning
- To support an environment of open and honest accident and incident reporting and promote lessons learnt
- To work alongside the CSD Lead and Junior Sister Team to monitor, develop and improve nursing practice in accordance with local and national policies and practice
- To ensure safe admission and discharge of patients using quality improvement methods to continue to improve this for patients and their families and carers

- Use clinical skills and knowledge to provide specialist advice and support to peers, patients and families this includes answering the 24-hour Advice Line
- Lead in the development of and recording of clinical quality standards

Managerial

- To develop and participate in revision of policies, procedures, protocols, care pathways and documentation
- To work with the CSD Lead and Junior Sister Team to arrange induction and mentorship programmes for new members of staff and volunteers.
- To line manage allocated junior staff, volunteers, assistant roles
- To mentor and supervise pre and post registration students
- To plan, develop and evaluate staff practice through Personal Development Reviews and objective setting
- To contribute to funding proposals and income generating opportunities
- To adhere to Dorothy Houses management and HR policies and procedures
- To work with the CSD Lead and Junior Sister Team to highlight opportunities and areas of development for the IPU team
- To make most effective use of clinical time to continually review ways of working and workforce development
- To lead on quality improvement methodology to improve patient, family, carer and staff experience
- To attend meetings as appropriate
- To have an awareness of budget management and work within contract requirements and the budget for the service
- To listen and respond to any concerns and/or complaints from patients, families or professionals, informing the Senior Sister, or in their absence the CSD Lead, and record the concerns, follow-up and outcome in line with the Complaints Procedure
- To prioritise own workload and organise and carry out work effectively
- To represent Dorothy House at internal and external forums
- Participate in the development, revision and monitoring of clinical practice
- Be aware of occupational hazards and take all appropriate steps to safeguard the health and safety of those involved in patient care
- To work within the Health and Safety Policy, identifying risks within the working environment and addressing these risks accordingly.
- To provide staff support on a day to day basis, to address staff issues as they arise and to promote methods, such as clinical supervision, for personal and professional development.
- Ensure staff competence using competency framework, including underpinning knowledge and practical skill
- To support the CSD Lead, achieve compliance with statutory and regulatory requirements e.g. CQC
- To act as Senior Leadership within Inpatient Unit as required

Education

- To keep up to date with the current research and practice, and identified extended scope activities with specific application to palliative and end of life care
- To identify educational needs of staff in relation to the development of nursing practice and priorities of the organization
- To act as a mentor for new nursing staff
- To participate in clinical supervision, reflective practice and coaching
- To train and become a clinical supervisor
- To participate in the Education programme for Dorothy House Hospice Care

Research

- To use reflective skills to evaluate current practice
- To participate in clinical audit
- To identify areas for research and work alongside the Dorothy House Research team
- To participate in research, as appropriate, and apply relevant findings to practice and teaching

Professional

- To utilise the database systems, keep professional and confidential notes as appropriate
- To contribute to the keeping of appropriate statistics for audit purposes and for the evaluation of Dorothy House Services.
- To adhere to the Professional Code of Practice as specified by the Health and Care Professionals Council or Nursing and Midwifery Council
- To maintain links with the relevant Professional Bodies and other specialist interest groups to ensure best practice and to keep up to date with national and local legislation and policy developments.
- To identify own development needs and initiate a plan to meet these with the Clinical Lead
- To receive external clinical supervision for own personal and professional development
- To provide internal clinical supervision to other nominated members of the clinical services on a regular basis and with the appropriate training in place.
- To participate in performance development review and coaching where identified as beneficial to the individual
- To comply with mandatory training requirements and contribute to the provision of training across the Organisation

Structure Chart**Contacts**

- Patients, families, carers and friends.
- All members of the Hospice Multi-Disciplinary Team.
- All health and social care colleagues.
- Appropriate Hospital Team colleagues.
- Dorothy House Education Team.
- Other hospices and Specialist Palliative Care Teams.

Special Note

This job description does not form a part of the contract of employment but indicates

how that contract should be performed. The job description will be subject to amendment in the light of experience and in consultation with the post holder.

Leadership Commitment

As a People Manager at Dorothy House, you play a vital role in shaping our culture, supporting our teams, and delivering our purpose **“to empower, collaborate and deliver so that no one faces death alone”**.

As part of our Manager Role Profile, this role is identified as a **“Service Leader”**. This means that you will commit to:

Lead Me Well:

- Help your teams focus on what matters most.
- Tackle poor behaviour or contribution early - with clarity and respect.
- Support your managers to grow as confident people leaders.

Support My Development and Wellbeing:

- Make development a core part of the job - not an add-on.
- Offer growth opportunities (e.g. projects, mentoring).
- Act when seeing pressures or when morale is off.

Listen to Me and Keep Me Informed:

- Communicate clearly, early and often.
- Create space for questions and challenge.
- Escalate feedback where needed and follow up.

No Smoking Policy

Dorothy House operates a No Smoking Policy for all staff, volunteers and visitors in relation to promoting health. It applies to the Hospice premises and grounds at Winsley, all Dorothy House shops and when staff are on duty in patients homes.

Confidentiality

All of the work relating to patients, carers, donors, staff and volunteers and any other information gained are of a confidential nature and must not be communicated to other persons except in the course of duty.

Health and Safety at Work Act

It is the responsibility of all employees to ensure that the requirements of the Health and Safety at Work Act are complied with safe working practices are adhered to and that hazards are observed and reported to the appropriate office.

Safeguarding

Dorothy House is committed to promoting the wellbeing of all adults and children who use our services, ensuring that they live a life that is free from harm, abuse and neglect. We work in an open and transparent way and encourage staff, volunteers, patients and families to raise any safeguarding concerns. All staff should ensure that they are aware of their responsibilities and attend the mandatory training as required.

Person Specification		
Criteria	Essential	Desirable
First Level Nurse and relevant degree or post graduate qualification(s)	X	
Clinical experience at Band 6 level or equivalent	X	
Can demonstrate continued professional development and evidence of palliative care knowledge	X	
Demonstrates skills in assessing, planning, delivering, and evaluating individualised patient care.	X	
Excellent communication/interpersonal skills	X	
Ability to manage own workload alongside supporting other members of the team	X	
Demonstrates an awareness of Health and Safety requirements and risk assessments	X	
Has completed a Care of the Dying course or has willingness to undertake it	X	
Experience in teaching/Education		X
Understands the role of research in developing and improving clinical practice.		X
Experience working within palliative care		X