

Reports To: Head of Community Nursing	Band: 5 to 6
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**Supporting Evidence:** In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification

<b>Criteria - Knowledge, Training and Experience</b>		
<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Registered General Nurse (Level 1) Evidence of Continuing Professional Development with an enthusiasm to continue to learn and develop. Proven post registration nursing experience. Proven experience of working effectively in a team. Proven experience of using IT systems. Good organisational skills. Ability to perform assessment, planning, implementation and evaluation of nursing care.	Proven experience of working in diverse communities, understanding and overcoming the impact of discrimination Diploma in Palliative Care Community experience Experience in palliative care/oncology Knowledge of symptom control	A/C/II
<b>Criteria - Communication &amp; Relationship Skills</b>		
<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Excellent written and verbal communication skills Demonstrate an ability to supervise and support others. Ability to work effectively in an emotionally demanding environment. Caring and empathetic approach Excellent listening and interpersonal skills Good team player who is willing to support others/learn new skills	Experience working with volunteers Advanced communication skills Experience of Systm1 electronic patient record system	A/I
<b>Criteria – Analytical &amp; Judgement Skills</b>		
<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Excellent judgement and good decision making skills. Ability to work with confidential sensitive information & understand boundaries and support others to work in this way	Excellent understanding of unconscious bias in your own practice with a solution focussed approach to identifying and resolving the blocks access and engagement	I
<b>Criteria – Planning &amp; Organisational Skills</b>		
<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Good team member and ability to work autonomously		A / I

Flexible and adaptable to a variety of tasks Ability to prioritise effectively and work under pressure Strong planning and organisational skills		
<b>Criteria – Management Skills</b>		
<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Drive and enthusiasm Self-motivated		I
<b>Criteria – Physical Skills</b>		
<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Flexible working to defined shift patterns including weekend working. Confident under pressure		A / I
<b>Criteria - Autonomy</b>		
<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Able to use initiative and work without close supervision Judgement to be able to ask for help and direction Keen to develop self within role		I
<b>Criteria – Financial and Physical Resources</b>		
<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Able to fulfil Occupational Health requirements for the post Car owner and driver	Numerical fluency to identify and proactively address unwanted variation, trends and key performance information	A / I
<b>Criteria - Other</b>		
<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Commitment to the aims and ethos of the Hospice Continually strive to improve the business Development of others to succeed Keen to develop self within role	Ability to speak, write and/or sign more than one language relevant to the population served	I

### **.Confidentiality**

During the course of your employment, you may see, hear or have access to information on affairs of patients, staff and volunteers. Post holders may only use such information as appropriate to carry out their normal duties.

Post holders must not disclose personal, clinical or commercial information to any unauthorised third party; any such disclosures will be investigated and may lead to disciplinary action and possible dismissal.

These obligations are in line with common law duty, the Caldicott principles on patient data, the Data Protection Act, the Freedom of Information Act and other legislation which apply to both during employment and after the termination of employment.

### **Safeguarding Children and Adults**

The Hospice as an organisation and its employees are committed to safeguarding and promoting the welfare of children and vulnerable adults and meeting our statutory obligations in line with Section 11 of the Children Act 2014.

The Hospice meets all statutory requirements in relation to Disclosure and Barring Service (DBS) checks and the process of pre-employment checks is managed through a robust centralised process. All employees are expected to know how to respond when there are concerns for the safety of a child, young person or vulnerable adult.

### **Health and Safety**

All staff are required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law whilst following the recognised codes of practice and Hospice policies on health and safety.

### **The Hospice of St Francis Diversity Position Statement**

The Hospice of St Francis view equality and diversity as a creative opportunity to embrace, respond and be relevant to its local community. We recognise that we need to create an environment where all patients, carers and their families feel they are treated equally as individuals and enable our staff and volunteers to thrive and achieve their full potential.

Diversity is about understanding, recognising, valuing and respecting difference in the broadest sense. It's about creating a working culture through the implementation of practices that harness difference for the benefit of its patients, carers and families and its workforce.

### **Smoking Policy**

Our policy is to ensure a safe and pleasant working environment for everyone. Smoking presents possible hazards related to fire risks, an unpleasant working environment, and the health risks to non-smokers associated with passive smoking. The Hospice has obligations under health and safety legislation to ensure a safe working environment for all employees, volunteers, patients and visitors. Smoking is therefore not permitted on the Hospices premises or in any external areas that are enclosed (e.g. porches). Smoking is also not permitted in the Hospices vehicles, or in vehicles that are being used on business where non-smokers are also present.

### **The person specification incorporates the Hospice of St Francis Values.**

They define the behaviours which support our culture, help us deliver results and underpin the Hospice Values. Recognising that people in different jobs in the organisation will be expected to reflect and support the Values in different ways, the competencies are described for different populations: team members; specialists; people managers and strategic leaders.

Interview questions will cover the requirements outlined in the Person Specification & the Hospice Values.

<b>The Hospice of St Francis Values</b>		We show this through the following behaviours:
<b>Respectful Relationships</b>	We create a caring and compassionate environment: demonstrating appreciation and respect in all our interactions, and taking account of individual's needs and circumstances.	Team work/cooperation The way we deal with others Respect for diversity Integrity
<b>Constructive Communication</b>	We encourage open, clear and honest communication, where everyone can be heard.	Listening & responding Two way communication Understanding the audience Diplomacy
<b>Excellence through Innovation</b>	We strive for excellence in everything we do; encouraging innovation, maximising opportunities and exploring fresh ideas in order to see continuous improvement.	Adapting to change Innovation Creative problem solving
<b>Encouraging Learning</b>	We educate and develop to enhance knowledge and skills, improve performance and help people to reach their potential.	Developing others Giving and receiving feedback Self-development
<b>Sustainable Service</b>	We work hard to provide a professional and sustainable service which is fair, efficient and co-ordinated.	Delivering against objectives Planning and prioritising Managing resources Monitoring and evaluating
<b>Community Engagement</b>	We involve and engage with our community, building mutually supportive relationships which maximise our contribution.	Representing the organisation Being service oriented Understanding our community
<b>Integrity &amp; Trust</b>	We act with integrity, building trust by demonstrating our loyalty to the Hospice, its people, aims and vision.	