



Children's Hospices Across Scotland

## JOB DESCRIPTION – SENIOR STAFF NURSE

### Job Details

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

Location – **Rachel House or Robin House**  
Salary – **DC Level F**

### 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, children, (hereafter referred to as child or children), young people with life-shortening conditions, and their families.

On a day to day basis, works as part of the team and provides leadership and specialist clinical expertise to deliver nursing care for children, young people and their families.

### Main Tasks

- Nursing care of children, young people and their families
- Clinical leadership
- Line management and supervision
- Learning and development
- Service development

### Job Activities

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

- Provides a high standard of palliative nursing care for 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 specialist nursing care at end of life and bereavement support including last office procedures, for the child or young person and their family
- Prioritises workload to meet the needs of the child, young person and their family
- Supervises a team of nurses and nursing support workers in the day-to-day assessment of nursing needs of children and young people
- Leads a team of nurses and nursing support workers and, as part of an active key working team, provides emotional and practical support ensuring that 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 that every child or young person has an up to date care plan which meets the complex 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

### **Clinical Leadership**

- Supports the Senior Charge Nurses to oversee the work of the nursing team, care support volunteers and students, ensuring that resources are allocated appropriately and skills are used effectively in setting and maintaining excellent standards of nursing care
- Co-ordinates the delivery of safe and effective nursing care during the day and at night
- Deputises in the absence of a Senior Charge Nurse in leading the shift, delegating staff according to the requirements of the care needs and their individual abilities, ensuring that high standards of care are delivered and maintained
- In the absence of a Senior Charge Nurse, assume responsibility in emergency situations and for unplanned events and drawing on knowledge, skills and experience confidently manages situations to resolution
- Participates in induction and training for new nursing staff, nursing Support Workers, care support volunteers and student nurses, ensuring that they are aware of the specialist care required by the children or young people and enabling them to maintain the expected standard of care set by the organisation
- Undertakes formal and informal teaching of registered and non-registered staff on a regular basis with support and supervision from the 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
- Acts as a role model and promotes effective teamwork across the service to meet the needs of children, young people and families
- Incorporate clinical governance into own practice and support others to do so

### **Line Management and Supervision**

- Deputises for the Senior Charge Nurses in their absence including staff management.
- Assists the Senior Charge Nurses with the recruitment, selection and interviewing of staff
- Will have delegated line management responsibility for a team of Staff Nurses, Senior Nursing Support Workers and Nursing Support Workers and also provides supervision and mentoring for the Staff Nurses and Bank Nurses
- Undertakes the Staff Review and Development reviews for Senior Nursing Support Workers and Nursing Support Workers and Staff Nurses
- Undertakes the return to work interviews for Senior Nursing Support Workers and Nursing Support Workers and Staff Nurses, in line with the organisation's Promoting Attendance at Work Policy and Procedures

### **Learning and Development**

- Takes responsibility for continuing professional development through maintaining and developing clinical skills and knowledge relevant to the needs of the service, identifying own training and development needs that contribute to organisational goals and objectives through participating in staff review and development programme
- Is required to undertake training in advanced clinical care (including complex care equipment) and leadership to ensure an enhanced level of expertise
- Takes lead in supporting the clinical competencies programme as an identified specialist in areas of care
- Supervises, teaches, motivates and supports colleagues to complete their own competency programme
- Participates in the CHAS Clinical Supervision and Reflective Practice programme

### **Service Development**

- Participates in the development, implementation and review of CHAS policies, procedures, standards and protocols ensuring best practice in the provision of care in collaboration with the Clinical Effectiveness Team
- Collaborates with the Clinical Effectiveness Team participating 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

### **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**

- 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
- Has delegated line management responsibility for the team of Staff Nurses, Senior Nursing Support Workers and Nursing Support Workers
- In the absence of a Senior Charge Nurse, is responsible for co-ordinating a shift but will be supported by an on-call manager
- Is frequently responsible for handling petty cash and occasionally receives donations
- Is responsible for leading key working teams
- The nursing team supports around 200 families and supports the management of 8/9 beds

## Decisions and Communications

### Decisions

- As a registered nurse, practicing within agreed parameters and own professional competences, has freedom to take action based on agreed interpretation of clinical care, providing advice to clinical colleagues and families on a daily basis.
- Delegates staff to appropriate work areas, giving due consideration to the requirements of the care need and the abilities of the individual

### Communications

- Frequently communicates highly sensitive and emotional information to the child or young person and the family
- On a daily basis, communicates highly complex information about the child, young person and their family to the Service Managers, Senior Charge Nurses, Nursing team, Allied Healthcare Professionals, Hospice Support Service Manager, Medical Team, Family Support Team, CHAS at Home Volunteers and external health care professionals working collaboratively with them to deliver the care
- Frequently communicates complex, sensitive or contentious information about the management of staff and physical resources, often where there is a requirement for negotiation to the Senior Charge Nurse or Service Manager
- Occasional contact with other staff across the organisation including Fundraising and Communications, Organisational Development and Finance and Facilities
- Develops and maintains relationships with the child or young person, their family, the Senior Charge Nurses, Service Managers, the multi-disciplinary care team, Development Team and the volunteers
- 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 acting as speaker at conferences and internal events
- Maintains confidentiality on a daily basis as required by CHAS and regulatory codes of conduct



Children's Hospices Across Scotland

## PERSON SPECIFICATION – SENIOR 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
- Independent Prescribing qualification

### Skills, Abilities, and Knowledge

#### Essential

- Displays and applies the traits and behaviours of a Clinical Leader
- Demonstrates knowledge and application of evidence base relevant to own practice
- Demonstrates effective clinical practice
- Experience of undertaking specific nursing procedures that involved having skills to carry out invasive nursing care example ventilation, central line or parenteral nutrition care
- Moving and handling of children and equipment
- Advanced 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
- Relevant experience of working without direct supervision and as part of a multidisciplinary team
- Excellent numeracy skills
- Evidence of teaching skills
- Evidence of documenting clinical observations, results, decisions and actions effectively in patient notes and communicating these effectively to members of the multidisciplinary team
- Evidence of working competently and confidently with IT equipment and software packages in a care setting including accurately inputting patients' notes
- Interpersonal skills and ability to motivate others
- Knowledge in Children's Palliative Care field
- Evidence of training and education relevant to the role and as required to meet the complex nursing care needs of the children, young person and their families
- Working knowledge of undertaking last office procedures
- Working knowledge of child protection and vulnerable adults' policies and

- procedures
- Demonstrates an understanding of health and safety, standard infection control precautions and information governance principles and policies

#### **Desirable**

- Handling complaints
- Evidence of managing clinical incidents
- Demonstrates awareness of audit and quality issues and able to apply this

## Experience

#### **Essential**

- Experience of/or evidence towards developing leadership For example Line management responsibilities, developing and supporting students and leading change.
- Experience of assessing, planning, organising, implementing and evaluating nursing care for children, young people and families
- Experience of working with the whole family providing education and support to manage the child or young person's condition
- Experience of documenting observations, results, decisions and actions and communicating these effectively to members of a multidisciplinary team

#### **Desirable**

- Experience of working with children or young people with complex nursing and palliative care needs

## Personal Qualities

#### **Essential**

- Child and family focused
- 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
- Commitment to CHAS core value vision and purpose
- 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

## Other Requirements

#### **Essential**

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