

Job Description

Job Title	Grade/Salary
Adult Inpatient Unit Clinical Charge Nurse/Sister	£38,367 subject to pay review
Accountable to	Responsible for
AIPU Clinical Team Leader (CTL)	Registered Nurses, Healthcare Assistants, Volunteers

Job Purpose and Role

To provide clinical leadership and management of AIPU staff.

Work as part of the team delivering and maintaining high quality care to patients.

Promote and maintain an atmosphere which reflects the Hospice values and behaviours promoting a culture of learning, enquiry and continuous improvement.

Main Duties and key result areas

General duties	• As a visible clinical leader will support the provision of direct, holistic, care for those requiring specialist palliative and end of life care on the unit. • Utilising advanced specialist knowledge and skill in assessing, planning, implementing and evaluating programmes of care for patients within AIPU from admission to discharge • Ensure that clinical practices accurately reflect AIPU and hospice policies whilst respecting the patients' needs and dignity. • Provide advice and support to patients and their families in complex and highly emotive situations whilst respecting their cultural and spiritual values. • Plan a timely, organised, discharge of patients ensuring good communication with patient and their families and/or professionals involved in their care. • As per hospice medicines policy follow the safe ordering, storage and administration of medicines. • Act in the patients' best interests working to protect values and rights of the patient with integrity and insight. • Responsible for infection control and cleanliness standards on a shift-by-shift basis by ensuring that self and staff follow hospice policy. • Adheres to the NMC Code of conduct and acts as the patient advocates at all times. • Work as an effective member of the multidisciplinary team and participate in multidisciplinary team discussions which affect patient care directly. • Ensure standards of documentation are maintained in accordance with NMC and hospice guidelines for records and record keeping. • Lead and participates in audit and evidence-based practice. • Demonstrates effective communication skills systems with patients, their relatives and friends and other visitors.
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Management	• To act as an effective role model and resource/adviser to colleagues in the delivery of nursing care. • To provide visible clinical leadership, support and guidance to staff in monitoring the planning delivery and evaluation of individualised care. • Deputise for the AIPU Clinical Team Leader as and when required. • Responsible for monitoring the workload/patient complexity and dependency using an evidence base tool within the unit when on shift to ensure that nurse staffing is adequate to provide a safe standard of nursing care. • Ensure the cost-effective and appropriate use of staffing and materials with consideration and due regard to budgetary control. • Exercise leadership and professional role modelling to motivate members of staff, achieve high morale and promote effective communication within the unit. • Investigate all accidents, incidents and complaints, reporting them to the appropriate personnel, along with the relevant documentation, in a timely manner. • Inform Clinical Team Leader when changes in circumstances occur which may affect safe and competent practice. • Encourage new ideas and facilitate their implementation following discussion with the wider senior team. • Facilitate the process of continuous quality improvement. • Lead service improvement initiatives on behalf of the AIPU and wider hospice. • Undertake regular performance reviews and appraisals in the development of Professional Development Plans for staff within team. • Participate and lead in any grievance, disciplinary, performance or sickness issues as appropriate and in accordance with hospice procedures. • Ensuring bank timesheets, you sign are an accurate representation of the time worked. • The post holder will need to maintain a personal duty of care when handling patient valuables/property. • Develop as a member of the wider senior hospice team. Generic Competencies • Will be accountable for their actions and act in accordance with NMC Code of Professional Conduct. • Will act in accordance with hospice and statutory guidelines & policies including health and safety initiatives. • Be responsible for own education, professional development (PDP) and professional portfolio for revalidation. • Establish a relationship with a Clinical Supervisor. • Will act as supervisor, where appropriate to junior members of staff and unqualified members of staff. • Will work in accordance with Corporate Objectives. • Will adopt a service-orientated approach to work. • Will practice in a cost effective and cost aware manner.
Education	• Provides visible clinical and managerial leadership to nursing, support staff and volunteers. • Participate in the orientation of new staff to their duties, ensuring that expectations of the roles are discussed and developed. • Provide support for and give guidance to junior staff. • Support the delivery of formal and informal teaching sessions for all staff internal and external to the organisation. • Act as a mentor and preceptor and assist in the management of preceptorship and mentorship arrangements for staff new to the unit. • Provides clinical supervision to other staff and students.

	• Participate in educational audits and ensure that the unit provides an appropriate learning environment at all times. • Provide support to non-nursing, clerical and administrative staff and volunteers. • Participate in the recruitment and selection of staff for the unit. • Assist in the maintenance and review of information technology systems within the unit.
Data Compliance and Confidentiality	• Within the constraints of patient confidentiality, ensure pertinent information is accurately conveyed to relevant personnel in a timely manner i.e. the multi-disciplinary team and all other health professionals. • Communicate extremely sensitive or emotive information to families or visitors. • Assist, in conjunction with IPU Clinical Team leader in ensuring that agreed programmes and standards of care are implemented and evaluated, thus providing high standards of patient care at all times. • Work as an effective member of the multi-disciplinary team and individually. • Ensure that nursing care and clinical practice is research and/or evidence based.
Safeguarding	• To comply with Butterwick Hospice and Tees Local Safeguarding Boards Policies, Procedures and Practice • To follow Butterwick Hospice policy regarding the management of safeguarding concerns. • To access mandatory safeguarding training and demonstrate competence at the required level.
Equality, Diversity and Rights	• To support equality, diversity and rights of all patients and their families, staff and volunteers. • To actively promote the consultation of patients and families and their involvement and participation in decision making. • To work to the Hospice Equality and Diversity Policy.
Health & Safety	• To carry out duties placed on employees by the Health and Safety at Work Act 1974. • To comply with Health and Safety Policy. • To take reasonable care for the Health and Safety of themselves and others who may be affected by their acts or omissions at work. • To co-operate with their employer as far as is necessary to meet the requirements of the legislation. • To not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in the pursuance of any of the relevant statutory provisions. • To be aware of and adhere to current policies regarding infection control at all times. • To maintain a high standard of personal hygiene and presentation. • To act at all times in a professional manner, respecting the needs of colleagues and cooperating to maintain a harmonious working environment.

Delivering to our Values

Community

We bring people together to create a caring and supportive community where no one faces illness, loss, or grief alone. Through connection, understanding, and shared purpose, we help people feel valued, included, and supported.

Care

We provide exceptional care with warmth, professionalism, and respect, placing the needs of each individual and their loved ones at the heart of everything we do. We strive to bring comfort, reassurance, and dignity to every moment.

Compassion

We lead with kindness and empathy, listening without judgement and responding with understanding. We recognise the courage of those we support and are committed to walking alongside them with compassion every step of the way.

Dignity

We honour the uniqueness of every person, respecting their wishes, choices, and beliefs. We are dedicated to ensuring that everyone is treated with dignity, respect, and compassion throughout their journey.

Compassionate

We offer strength, guidance, and encouragement to patients, families, carers, and those who are grieving. By providing support when it is needed most, we help people find comfort, confidence, and hope in difficult times.

All employees are expected to:

- Live the Hospice's values so that the highest standards of patient and customer care can be achieved.
- Be committed to diversity and inclusion of all, promote and improve service standards, so that excellence in all that we do is perused through continuous improvement.
- Contribute to development of and strive to meet departmental, team and individual targets
- Participate in the staff appraisal and development scheme, one to one performance discussions and attend identified training to ensure continuous learning and improvement
- Comply fully with the Code of Conduct, health and safety requirements, legislation, regulations, policies and procedures
- Attend meetings or provide services outside of the usual working hours where reasonably requested to do so
- Have an overall understanding of the risks and implications associated with the requirements of the role and takes appropriate action to mitigate any potential consequences.
- Embrace digital ways of working to help improve efficiency and save costs to the Charity.
- Respect privacy and dignity at all times.
- Fulfil obligations in relation to safeguarding, namely: recognising possible abuse, including knowing what abuse is, what to look out for, and how to be vigilant at all times. Respond quickly and appropriately to possible concerns. Sometimes a concern is obvious, sometimes it is not. Report my concerns to the appropriate person to ensure that me and my organisation does everything possible to keep our patients and people safe and supported and record my observations and concerns, including the actions I and others have (or haven't) taken.
- Mobility- Although you are usually employed at one site, it is a condition of your employment that you are prepared, whenever applicable, to transfer to any other of our sites. This mobility is essential to the smooth running of our business.

The duties outlined in within this document are not exhaustive and other duties may be expected in line with the level of the role at the discretion of the Head of Service. Butterwick Hospice reserves the right to amend the job description at any time.

I have read and understand the duties required for the role.

Signed Date

Print name

Attribute	Detail	Essential or Desirable
Skills & Abilities	Excellent written and verbal communication skills	E
	Excellent IT Skills, specifically Microsoft Word, Excel	E
	Excellent interpersonal & organisational skills	E
	Able to facilitate and lead a team and to act as a positive role model	E
	Ability to prioritise own workload and that of others	E
	Able to inspire, lead and develop the nursing team	E
Knowledge & Experience	Demonstrable clinical expertise, relevant to the area	E
	Ward/ unit skills and experience	E
	Experience of leading multiprofessional teams	E
	Understanding of clinical governance, quality and compliance programmes	E
	Experience of teaching and assessing staff at all levels and learners in clinical practice	E
	Experience of participating in audit, research, quality improvement initiatives and service development	E
Education & Qualifications	Registered Nurse (Level 1) with Degree	E
	Evidence of ongoing professional development	E
	Post graduate qualification in Palliative, End of Life Care or relevant post registration qualification	E
	Masters level qualification or working towards	D
	Advanced Communications qualification	D
	Leadership &/ or Management qualifications	D
Personal Attributes/ Key skills	Professional at all times	E
	Motivated with a 'Can Do' attitude and able to motivate others	E
	Ability to deal with conflict/ challenging situations	E
Other	Disclosure through DBS	E
	Ability to work flexible hours to meet service needs	E