

JOB DESCRIPTION

Job Details	
Job Title:	IPU Sister / Charge Nurse
Band:	7
Directorate:	Care Services Directorate
Reporting to:	Matron
Responsible for:	In-Patient Unit
Location	Winsley
Hours	Full-time, 37.5 hours per week on a rostered basis, including day, evening, night, weekend and bank holiday shifts to provide leadership and support to the In-patient unit (IPU)

Job Summary / Main Purpose:

To provide effective leadership, clinical expertise, and oversight of nursing care within the Dorothy House Hospice In-Patient Unit (IPU). The postholder will ensure high-quality, compassionate, safe, and holistic care for patients and their families, in line with the hospice's philosophy and values. The Sister / Charge Nurse will lead and support the nursing team, coordinate clinical activities, and promote a culture of excellence, learning, and continuous improvement.

Principal Duties and Responsibilities

Clinical Leadership

- Provide visible, accessible leadership and act as the senior nurse on duty for the 10-bed In-Patient Unit.
- Ensure safe staffing levels and effective skill mix, allocating staff appropriately across the unit.
- Support, mentor, and supervise registered nurses, healthcare assistants, and students, ensuring a culture of compassion, learning, and accountability.
- Deputise for the Matron in their absence, providing continuity of leadership and representation at meetings, forums and committees as required.
- Promote the highest standards of clinical and professional practice in line with NMC guidelines and Dorothy House hospice policy.

- Embed delivery of the Care Services Strategy and Organisational Strategy across the IPU.
- Lead with integrity, role-modelling and upholding the Leadership Framework in all that you do and expect.

Patient Care and Teamwork

- Oversee holistic assessment, planning, implementation, and evaluation of patient care, ensuring that physical, psychological, social, and spiritual needs are met.
- Support patients and families through symptom management, end-of-life care, and advance care planning.
- Work collaboratively within the multi-disciplinary team to ensure integrated, personalised care.
- Act as a patient and family advocate, promoting dignity, comfort, and respect at all times.

Quality, Safety, and Governance

- Ensure all care is delivered safely and in accordance with relevant policies, legislation, and clinical standards.
- Participate in and lead audits, quality improvement projects, and clinical governance activities.
- Identify, report, and manage clinical incidents, safeguarding concerns, and infection control issues in line with hospice procedures.
- Support the implementation of evidence-based practice and contribute to the ongoing development of clinical guidelines.

Staff Development and Support

- Lead by example, promoting a culture of continuous learning and professional development.
- Facilitate induction, mentorship, supervision, and appraisal for team members.
- Identify training needs and work with the Matron and Junior Sister to support skill development across the IPU team.
- Support staff well-being and resilience in the emotionally demanding field of palliative care.

Operational and Resource Management

- Maintain oversight of the IPU environment to ensure it is clean, safe, well-equipped, and conducive to high-quality patient care.
- Assist in managing resources effectively, including staffing, stock control, and equipment.
- Participate in rota management, annual leave planning, and sickness absence processes.
- Contribute to the efficient operation of the unit, balancing clinical priorities with service capacity and resource constraints.
- Manage allocated budgets and resources efficiently, following the principles of financial sustainability.
- Work with the senior leadership team for the Care Services Directorate utilizing Establishment genie to undertake safe staffing evaluation.

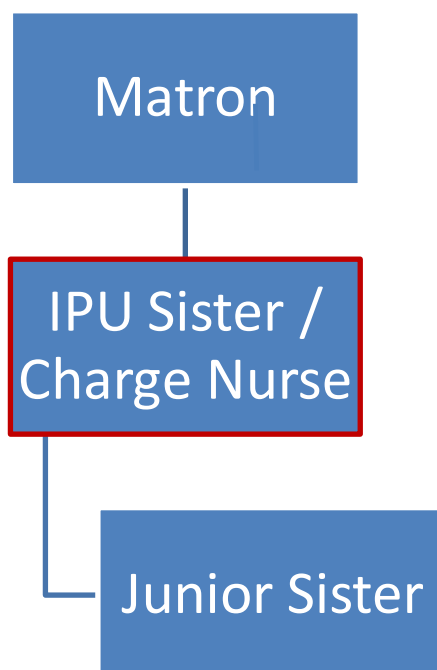
Workforce Development

- Line-manage senior staff including personal development reviews (PDR), Clinical competence, supervision and performance management.

- Identify training needs and support professional development, enabling the workforce to realise their full potential.
- Lead recruitment and retention initiatives as required.
- Promote a culture of accountability, inclusivity, and continuous learning.

Other

- Any other duties commensurate with role

Structure Chart**Contacts**

The IPU Sister / Charge Nurse is a core member of the Care Services Directorate Clinical Leadership Team and is expected to have close working relationships with:

- Care Services Directorate Leadership Team (COO, Medical Director, Head of Education & Research, Clinical Quality Lead)
- CSD Senior Leadership Team (Matron, Community Matron, Psycho-Social Services Lead, AHP Lead, Hospice at Home and Clinical Support Services Lead, Deputy Clinical Quality Lead)
- Medical staff (Consultants, Specialty Doctor, GPST)
- Advanced Nurse Practitioners
- IPU Registered nurses, Health care assistants
- Clinical Leads and community 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.

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.

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.

Person Specification –

Criteria	Essential	Desirable
Registered Nurse (Adult) with current NMC registration	X	
Significant post-registration experience at senior level in palliative and end-of-life care including in community or hospice setting, leading nursing teams and delivery of professional standards	X	
Demonstrable knowledge and experience in clinical governance and quality improvement, clinical audit, quality assurance processes and regulatory requirements.	X	
Inclusive and compassionate leadership coupled with effective communication and interpersonal skills.	X	
Effective organisational and time management skills	X	
Competence in IT systems (e.g. Systm 1) and champions clinical documentation standards	X	
Ability to manage complex situations and influence change	X	
Compassionate, resilient and adaptable. Demonstrates integrity and accountability. Commitment to continuous improvement and personalised care	X	
Operational management experience including delegated budget responsibility, resource management (to include oversight of staff rosters and safe staffing levels)	X	
Experience of collaborative working, influencing, delivering innovation and impact	X	
Experience of delivering formal and informal education provision in palliative and end-of-life care		X

Additional Requirements

Enhanced DBS clearance.

Compliance with mandatory training and professional standards.

Physical ability to meet the demands of the role, including moving and handling patients.

Ability to work flexible shifts including nights and weekends

