

**JOB DESCRIPTION:** IPU TEAM LEADER (B6)  
**REPORTS TO:** HEAD OF NURSING  
**ACCOUNTABLE TO:** DIRECTOR OF PATIENT SERVICES  
**BASED AT:** ST ELIZABETH HOSPICE



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## **JOB SUMMARY**

To work within a group of Team Leaders on the Inpatient Unit (IPU) at St Elizabeth Hospice. Assisting the Band 7 Team Leader to bring an integrated approach to the day-to-day running of the IPU (Ipswich). To work with the Band 7 Team leader to line manage the nursing team, support their development and provision of high levels of standards. To work within the multi-professional team (MDT), providing specialist physical, psychosocial and spiritual care to patients admitted to the IPU. To liaise with the Band 7 Team Leaders and the Head of Nursing and Care Coordinators in the management of patient flow and staffing. To provide specialist palliative nursing care to patients and their families within a service that works every day and at all hours, by phone, by visits and advising and teaching others.

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## **CLINICAL RESPONSIBILITIES**

- To act as a good role model, carrying out all relevant forms of care, assessing, planning, implementing and evaluating care for patients, ensuring high standards of care.
- To ensure documentation is of a high professional standard, in line with Hospice policies and procedure, and System One records are maintained and up to date.
- To supervise and evaluate the care for patients and families being given by other Registered, un-Registered and non-paid staff working on IPU. To ensure the smooth running of the IPU.
- To promote effective communication with patients, families and other members of the Hospice multi-professional and community teams.
- To contribute to medical ward rounds, MDM's, attend case conferences/family meetings, as required.
- To represent the IPU Nursing Team at the Referral Meetings.
- To facilitate and attend case conference/family meetings, as required.
- To work collaboratively to support the development of One Team across all clinical areas.
- To work with the MDT to promote a palliative rehabilitation model.
- To have an understanding of safeguarding principles and be able to apply these within everyday practice and intervention/within your role.

## **MANAGEMENT RESPONSIBILITIES**

- To ensure excellent management of the inpatient unit.
- To ensure the allocation of staff is sufficient in relation to patient need.
- To perform regular 1:1s and APRs for a defined Nursing Team.
- To attend and actively participate in the daily referral meeting and support other team members to attend as appropriate.
- To assist the Band 7 team Leader in the recruitment of nursing staff, as required, inducting/mentoring RN's, HCA's, Volunteer HCA's & Bank. Work with the other Team Leaders to manage annual leave, absence management & performance issues.
- To identify the training and education needs of the nursing team and others on placements.
- To assist in the implementation of change
- To arrange and facilitate monthly IPU staff meetings and attend other meetings as required.
- To liaise with the Head of Nursing and Clinical Governance Lead and in matters of disciplinary actions where appropriate.

## **PERSONNEL RESPONSIBILITIES**

- To recognise indications of staff stress and to facilitate staff support.

- To complete staff APR's for the nursing team, encouraging personal and professional development of nursing staff.
- To complete 1:1 with a designated group of nurses identifying both challenges and accomplishments.
- To supervise and participate in the induction of all new staff.
- To facilitate and participate in professional placements and lay person visits to the IPU.
- To ensure safety and familiarity of lone working.

### **EDUCATIONAL RESPONSIBILITIES**

- With the Head of Nursing and Head of Education and Band 7 Team Leader, contribute to identifying the educational needs of the nursing team.
- To participate in education programmes as required.
- To ensure that feedback from educational programmes attended by defined nursing team is made available to all colleagues

### **PERSONAL DEVELOPMENT**

- To devise a personal development plan with the Team Leader (band 7) in line with the Hospice objectives and personal needs.
- To maintain and increase personal, clinical and managerial skills.

### **ORGANISATIONAL RESPONSIBILITIES**

- To work at all times within the policies and guidelines of the Hospice and Care Standards at all times.
- To ensure effective use of resources.
- To play an active part in the development and maintenance of good relationships with all who have business with the Hospice.
- To respect at all times the confidentiality of information covering patients, staff and volunteers.
- To promote the Hospice philosophy of care towards patients, relatives and visitors.

Because of the special nature of the Hospice and its work, you may on occasion be asked to undertake other duties to help maintain our high standard of care.

THIS JOB DESCRIPTION IS NOT NECESSARILY EXHAUSTIVE AND MAY BE SUBJECT TO REVIEW BY THE DIRECTOR OF PATIENT SERVICES IN CONJUNCTION WITH THE POST HOLDER.

## O U R V A L U E S



[stelizabethhospice.org.uk](http://stelizabethhospice.org.uk)

**PERSON SPECIFICATION  
IPU TEAM LEADER (B6)**

Requirement	Essential/Desirable
<b>Qualifications &amp; Training</b>	
State registered Nurse registered with the NMC.	Essential
Palliative care qualification at degree level or willingness to undertake.	Essential
Experience with palliative care patients, long term conditions etc.	Essential
Leadership and management qualification or be prepared to undertake relevant training.	Essential
Prepared to develop clinical skills & knowledge in all areas of the within the Hospice.	Essential
Experience of supervising staff and ward management.	Essential
<b>Knowledge &amp; Experience</b>	
Minimum 2 years' experience in palliative care/oncology/or district nursing	Essential
Experience of working within a multi-disciplinary team	Essential
Ability to plan, deliver and evaluate appropriate care for palliative care patients and their families	Essential
Ability to assess patient needs that may be complex and subject to change	Essential
Ability to contribute to service development	Desirable
Experience of the management of an inpatient ward and supervising staff	Desirable
Experience of budget management	Desirable
To have an understanding of safeguarding principles and be able to apply these within everyday practice and intervention/within your role.	Essential
<b>Specific Skills</b>	
Excellent communication and organisational skills, with the ability to deal with complex matters, advanced communication skills or willing to undertake.	All Essential
Supervisory – ability to supervise the work of others e.g. RN's, HCA's, Volunteers	

<b>Personal Attributes and Other Requirements</b>	
Demonstrable experience of team working and leadership/management and potential to develop.	Essential
Be willing and able to develop own knowledge and skills and to contribute to the development of others.	Essential
Ability to withstand sensitive and potentially stressful situations.	Essential
Be adaptable, flexible, responsive & positive to change and service development.	Essential
Fully vaccinated against Covid	Desirable