



**Bicton Heath, Shrewsbury, SY3 8HS**

**Re : Healthcare Assistant – Permanent contract 22 ½ hours per week (Shrewsbury site)**

Thank you for your request for further information for the above mentioned post. Please find attached the following:

- 1. Information to Candidates**
- 2. Equal Opportunities Monitoring Form**
- 3. Job Description**
- 4. Person Specification**

As you will be aware, this post will be offered subject to an Enhanced Disclosure provided by the Disclosure Barring Service

Having read the enclosed information, your completed application form should be returned to me at the address above, to arrive no later than **7<sup>th</sup> June 2019**.

We will respond to all unsuccessful applications within 4 weeks of the closing date via email (if you have provided an e-mail address on your application form).

Thank you for the interest you have shown in this post.

Yours sincerely

**Gaynor Taylor**  
**HR Advisor**  
Encs.

**Severn Hospice**  
**Healthcare Assistant 22 ½ hours per week (permanent contract)**

**INFORMATION TO CANDIDATES - SUMMARY OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT**

The following information is intended as a useful guide to applicants considering joining the Hospice. Full details are supplied with an offer of appointment.

**1. MEDICAL**

As part of the Hospice's selection procedure for employment, we ask all prospective employees to complete a pre-employment medical questionnaire. The purpose is to fulfil our responsibilities under the Health and Safety at Work Act 1974 and to ensure that the proposed employment does not present any particular risks from a medical point of view.

No formal offer of appointment will be made until the Hospice, through its Occupational Health Service Provider, is satisfied about your medical fitness to undertake the job. Further details about this will be sent to any prospective employee following interview.

**2. REFERENCES**

No formal offer of employment will be made until we have received satisfactory references.

**3. DISCLOSURE**

Please note that, because of the sensitive nature of the duties the postholder will be expected to undertake, you are required to disclose details of any criminal record, and any offer of employment will be subject to an Enhanced Disclosure provided by the Disclosure Barring Service.

**4. PROBATIONARY PERIOD**

Your appointment will initially be for a probationary period of up to 3 months during which time your progress will be regularly assessed. Your line manager will work closely with you in order to help and support you as necessary throughout your probationary period. The Hospice reserves the right to extend the probationary period for any reason should this be deemed necessary eg. to provide additional training.

Your appointment will be confirmed in writing following the satisfactory completion of your probationary period. Your employment may be terminated at any time during the probationary period with appropriate notice. However, prior to this decision being made, every effort will be made to ensure that you reach the required standards.

**5. SALARY**

The salary for this post is £8.56 - £10.23 per hour (excluding premia) depending on experience. This is Band 2-3 under the Hospice's pay scale system. Salaries are paid monthly by credit transfer to a bank or building society account. Saturday and nightshift hours receive 33% premia; Sunday and bank holiday hours receive 66% premia

**6. HOURS OF WORK**

You will be contracted to work 22 ½ hours per week to include rotation (1 week in 4)

**7. HOLIDAY**

Holiday entitlement is 7 weeks per annum including bank holidays.

**8. PENSION**

The Hospice is able to offer ex NHS staff continuity of membership\* into the NHS Superannuation Scheme. Please note, as a direction employer, the Hospice is not able to provide access to the NHS (Compensation for Premature Retirement) Regulations or the NHS (Injury Benefits) Regulations. All other NHS Superannuation scheme benefits are applicable.

(\*Provided there is not a gap of more than twelve months between your last contribution to the scheme and applying to re-join it from the Hospice.)

## **Severn Hospice Equality and Diversity Statement**

**Severn Hospice (the Hospice) is committed to the equal treatment of all employees and job applicants and requires all staff, whatever their grade or authority, to abide by this general principle. The Hospice is committed to all employees being able to achieve their full potential in an environment characterised by dignity and mutual respect.**

No individual shall be treated less favourably than another on grounds of gender, age, religion or belief, marital status, race, nationality, ethnic or national origin, sexual orientation, disability, social background, trade union membership, criminal record, carer responsibilities or employment status. The policy of equality of opportunity extends to all services we provide.

Severn Hospice aims to promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a diverse range of candidates including those with criminal records. We comply fully with the DBS Code of Practice and undertake to treat all applicants fairly. We undertake not to discriminate unfairly against any subject of a DBS Check on the basis of a conviction or other information revealed. Candidates are selected for interview based on their skills, qualifications and experience.

A DBS Check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS Check is required, all application packs will contain a statement that a Check will be requested in the event of the individual being offered the post.

Details of criminal records must be sent under separate, confidential cover with your application form. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

All those involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. At interview, an open and measured discussion will take place on the subject of any offences or other matter that might be relevant to the position.

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an “unspent” conviction will not necessarily bar you from employment. This will depend on the nature of the position and the circumstances and background of your offences. However, any “unspent” convictions, which are not declared and subsequently revealed, may result in dismissal.

Under the Rehabilitation of Offenders Act 1974, a conviction will become “spent” (i.e. treated as if it had not occurred) where the individual has not, after a specified period of time, committed another serious offence.

Rehabilitation periods vary depending on the type and length of conviction originally incurred.

Severn Hospice has a legal obligation to protect vulnerable client groups from people who have committed serious offences, and as such meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment in a post that falls into this category will be subject to a Disclosure Barring Service Check, before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions, including “spent” convictions and where the post is subject to an Enhanced Check, other relevant non-conviction information, such as police enquiries and pending prosecutions will be included.

Severn Hospice is committed to compliance with the Disclosure Barring Service’s Code of Practice for Registered Persons and other recipients of DBS information.

*A copy of the Hospice’s Equality and Diversity Policy is available upon request.*

## Severn Hospice

### EQUAL OPPORTUNITIES APPLICANT MONITORING FORM

To help us ensure the effectiveness of our Equality and Diversity Policy **please complete this form, seal it in a separate envelope, and return it with your application form.** This will ensure that the appointing officer responsible for shortlisting or interviewing does not see the monitoring form before an appointment is made.

Post applied for .....

Full name of applicant .....

Date of birth ..... (age ..... )

• **Gender**

- ☐ Do not wish to disclose  
☐ Male ☐ Female ☐ Transgender

• **Sexual Orientation**

- ☐ Do not wish to disclose  
☐ Heterosexual / Straight ☐ Bisexual ☐ Gay / Lesbian  
☐ Any other sexual orientation – please specify .....

• **Religion or Belief**

- ☐ Do not wish to disclose  
☐ Baha'i ☐ Buddhist ☐ Christian ☐ Hindu ☐ Jain ☐ Jewish  
☐ Muslim ☐ None ☐ Pagan ☐ Sikh ☐ Zoroastrian  
☐ Any other religion or belief – please specify .....

• **Ethnic Group**

- ☐ Do not wish to disclose

**White**

- ☐ English, Welsh, Scottish, Northern Irish, British ☐ Irish ☐ Gypsy or Irish traveller  
☐ Any other White background – please specify .....

**Mixed / multiple ethnic group**

- ☐ White & Black Caribbean ☐ White & Black African ☐ White & Asian  
☐ Any other mixed background – please specify .....

**Asian / Asian British**

- ☐ Indian ☐ Pakistani ☐ Bangladeshi ☐ Chinese  
☐ Any other Asian background – please specify .....

**Black / African / Caribbean / Black British**

- ☐ Caribbean ☐ African  
☐ Any other Black, Caribbean, African background – please specify .....

**Other ethnic group**

- ☐ Arab  
☐ Any other ethnic group – please specify .....

• **Disability**

- Do you have a physical impairment? ☐ Yes ☐ No  
Do you have a mental impairment? ☐ Yes ☐ No

**Data Protection Act**

I agree that the information given on this form may be processed by the Hospice in accordance with the Data Protection Act, in particular, for the purposes of the equal opportunities monitoring. I agree to the storage of this information on manual and computerised files.

Signature ..... Date .....

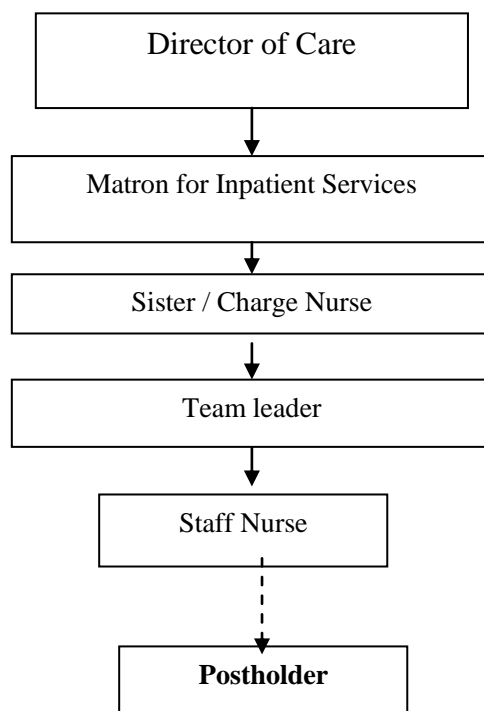
(please tick appropriate box)

Thank you for completing this form

### Healthcare Assistant Job Description

<b>Post Title:</b>	Healthcare Assistant - Wards
<b>Reports to:</b>	Team Leader
<b>Purpose of the post:</b>	<p>To assist in the care of patients with a life limiting illness under the direction of a Registered Nurse and to maintain a high standard of care. To support the patients and relatives through ongoing communication</p> <p>To generate and maintain a friendly team spirit with all the staff and volunteers of the Hospice.</p> <p>To provide a safe environment for patients, visitors, staff and volunteers.</p> <p>To assist in training of new HCAs into their duties</p>

### Organisation Position



## **PRINCIPAL RESPONSIBILITIES**

1. To support the trained members of the nursing team in the implementation of individualised care programmes for patients' comfort, safety and dignity at all times (e.g. checking drugs with trained members of staff/working within current risk assessments for individual patients)
2. To perform designated nursing tasks when deemed competent theoretically and practically by a qualified nurse with the Mentor qualification, as part of a planned programme of care (e.g. changing dressings, catheters, observing and documenting, testing urine).
3. To report to the Team leader / Nurse in Charge as appropriate for any changes in patients' condition or relevant information pertinent to patient care (e.g. dietary requirements).
4. To monitor and record observations (e.g. Temperature, Pulse, Respiration, Blood Sugar and Blood Pressure) on completion of relevant competency training.
5. To second check CD administration with qualified staff when theoretical and clinical competence has been achieved – WASP competency document.
6. To record information on care given in patient held records (written and / or electronic) and other documentation to comply with legal and professional requirements.
7. To maintain confidentiality at all times.
8. To comply with all appropriate policies and clinical practices and protocols.
9. To attend such courses/lectures/in-service training as indicated by needs of the service and own personal developments as identified via appraisal, actively participating in the appraisal process.
10. To give verbal handovers to other members of the team, including ward volunteers.
11. To act as a mentor to newly appointed HCAs in order to support them and enhance their progress.
12. To escort patients to hospital appointments or transfer to another place.
13. Assisting to carry out personal care after death incorporating family members if that is their wish.

## **GENERAL**

1. To have an understanding of the role of other professionals involved in the patient's care and provide support to them.
2. To work collaboratively alongside volunteers on a day-to-day basis. To give support, guidance and instruction to the volunteer team member(s) as and when required, incorporating handover at commencement of session.
3. To give practical support to relatives/carers/visitors.
4. At all times to act as ambassador for Severn Hospice to patients, relatives, to colleagues and members of the public.
5. To support the process of audit in an active way.

6. To attend meetings and make a contribution.
7. To comply with Health and Safety policy and fire regulations and to report accidents/incidents/potential risks immediately to Team Leader / Sister/ Nurse in Charge
8. To abide by security procedures relating to staff, patients, visitors and their property.
9. To participate in shift rotation as and when requested.
10. To work flexibly across the organisation as and when required.

Responsibilities and duties may include other tasks as determined by Matron for Inpatient Services

This job description is intended as a guide to the range of duties covered and should not be regarded as inflexible. There is a mutual obligation to modify the description when changes in the work situation occur

### **Supplementary Information and Requirements**

All new Hospice employees are on a three months probationary period.

A DBS Disclosure will be requested in the event of an individual being offered the post.

### ***Health and Safety***

In accordance with the Hospice's Health & Safety Policy all employed persons while at work are required by Section 7 of the Health & Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

### ***Appraisal***

All employees are required to participate in the Hospice's appraisal process (permanent contracts only).

*Last updated May 2019 (BR / CG)*





**Person Specification : Healthcare Assistant**

	Essential	Desirable
<b>Qualifications / Training</b>  Level of education necessary  Professional and post basic qualifications  Specialised training required for post	Good basic education	Training in aspects of palliative care
<b>Experience</b>  Length, type and level of post related work experience required (additional or alternative to qualifications above)	Ability to work as part of a team Previous experience in healthcare	Palliative care experience
<b>Skills &amp; Knowledge</b>  Range and level of skills  Depth and extent of knowledge required	Excellent interpersonal and communication skills both verbal and written Basic nursing skills Basic understanding of Hospice philosophy Good listening skills Good understanding of holistic care Willingness to undertake the HCA 2nd checking – controlled drugs course and carry this out in practice when deemed competent	Experience of nursing terminally ill patients
<b>Aptitudes &amp; Attributes Required</b>	Vocation for palliative care Good sense of humour Good team player Able to take instruction Sensitive Resilience To be motivated and enthusiastic Organised and reliable Common sense	
<b>Other Requirements</b>	Enhanced DBS disclosure Prepared to work flexible hours Willingness to undergo further training as required Self awareness relating to death and dying Self recognition when support/supervision is required The ability to working flexibly across the organisation as and when required	

