



**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 **20<sup>th</sup> December 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)

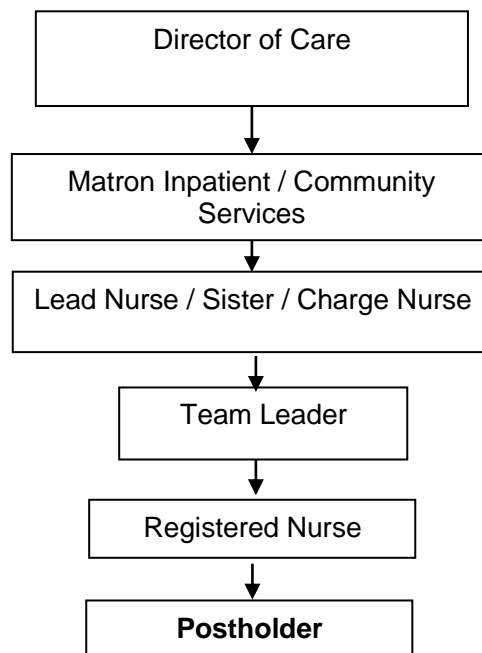
Thank you for completing this form



### Job Description

<b>Post Title:</b>	Healthcare Assistant
<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 support new HCAs into their duties</p> <p>If requested, to provide assistance on Hospice transport, ensuring safe transfer of patients to and from the Day Services.</p> <p>To help embed the practices and culture of rehabilitative palliative care to effectively support people with long term life-limiting conditions to live well.</p>

### Organisation Position



## **PRINCIPAL RESPONSIBILITIES**

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)

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, care of people using prescribed oxygen).

To report to the Team Leader as appropriate for any changes in patients' condition or relevant information pertinent to patient care (e.g. dietary requirements).

To monitor and record observations (e.g. Temperature, Pulse, Respiration, Blood Sugar and Blood Pressure) on completion of relevant competency training.

To second check CD administration if training and competency achieved (within inpatient environment).

To record information on care given in patient held records and other documentation to comply with legal and professional requirements.

To maintain confidentiality at all times.

To comply with all appropriate policies and clinical practices and protocols.

To attend such courses/lectures/in-service training as indicated by needs of the service and own personal developments.

To give verbal handovers to other members of the team, including volunteers.

To escort patients to hospital appointments or transfer to another place or home.

Assisting to carry out personal care after death incorporating family members if that is their wish.

## **GENERAL**

To have an understanding of the role of other professionals involved in the patient's care and provide support to them.

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.

To give practical support to relatives/carers/visitors.

At all times to act as ambassador for Severn Hospice to patients, relatives, to colleagues and members of the public.

To support the process of audit in an active way. Attending meetings and making a contribution.

To comply with Health and Safety policy and fire regulations and to report accidents/incidents/potential risks immediately to a Senior Nurse.

To abide by security procedures relating to staff, patients, visitors and their property.

To work flexibly across the organisation including rotation to all shifts (as appropriate) and through all departments as required to support the delivery of nursing care within the Hospice.

The above job description is a summary of the main responsibilities of the postholder, and not an exhaustive list of duties to be undertaken. The duties may be redefined in accordance with the demands of the service. Any redefinition will be subject to discussion between yourself and your manager and be within your level of competence.

#### Supplementary Information and Requirements

All new Hospice employees are on a three months probationary period (excluding bank)

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

Employees are required to participate in the Hospice's appraisal process as required.

*Last updated July 2019 (BR/CG/HD)*



### **Working at Severn Hospice**

We work together as a team using an Integrated Care Pathway throughout Severn Hospice to ensure the patients journey and care delivery is holistic, enabling and as seamless as possible. Our approach to care is to help people live as well as possible within the limitations of their illness, so we offer a wide variety of services which provide emotional, physical and spiritual support enabling people to maintain their independence for as long as possible.

Our team is made up of qualified nursing staff, complementary and creative therapists, doctors, health care assistants, occupational therapists, physiotherapists, social workers, chaplains and volunteers.

**Our mission** is to provide the best care and a better life for people living with an incurable illness for those important to them.

**Our Vision** is a world where people are cared for at the end of their life as well as they were at its beginning.

### **Inpatient Services**

We have inpatient wards at our hospices in Shrewsbury and Telford which provide 24-hour multidisciplinary specialist care.

### **Outreach**

Our Outreach nurses visit patients at home and provide hands-on clinical care when required, as well as specialist advice on the complex physical and psychological effects of living with an incurable illness. They work closely with other healthcare professionals involved with a patient's care, such as GPs and District Nurses.

### **Hospice at Home**

Our Hospice at Home service supports patients who are in the final stages of their illness to die at home, free from pain and surrounded by those closest to them. The team provides hands-on nursing care to help patients spend their final weeks with dignity and in peace. We will also support carers and family members through their time of greatest need.

### **Day Services**

Severn Hospice Day Services has a crucial role in helping multiple services work effectively together to meet the needs of an individual living with a variety of conditions and in supporting users in transition between services, sectors and specialisms. Our care is delivered beyond our wards and includes services people can use without staying at the hospice. Our day services – all free of charge- are available at Shrewsbury and Telford, Monday to Friday.





**Person Specification : Healthcare Assistant**

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