



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

**Re : Bank Healthcare Assistant (Wards)**

Thank you for your request for further information for the above mentioned post This pack includes 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. Alternatively you can email your form back to me.

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

Yours sincerely

**Gaynor Lewis**  
**HR Advisor**  
Encs.

## Severn Hospice – Bank Healthcare Assistant (Wards)

### 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.

- **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.

- **REFERENCES**

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

- **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 a Disclosure provided by the Disclosure Barring Service (DBS)

- **SALARY**

The **hourly rate** for this post is £10.04. Nightshift and Saturday hours are paid an addition of 0.33 of basic time; Sundays are paid an addition of 0.66 of basic time.

Salaries are paid monthly by credit transfer to a bank or building society account.

- **MUTUALITY OF OBLIGATION**

You must understand that although appropriate work may be offered to you if available, the Hospice is under no obligation to do so, and similarly you are under no obligation to accept any offer of work from us.

You will be asked to submit your availability for work on a weekly basis.

- **HOLIDAY**

Not applicable. Your hourly rate includes an amount per hour in respect of holiday entitlement as required under the Working Time Regulations 1998 (as amended).

- **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.*

## EQUALITY AND DIVERSITY MONITORING FORM

Severn Hospice wants to meet the aims and commitments set out in its Equality and Diversity Policy. To assist the Hospice in meeting this aim, we need to monitor the equality and diversity profile of the workforce. We also need to ensure that we fully comply with the Equality Act 2010. The Act sets out 9 'protected characteristics' – age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

This form is voluntary and will not be used as part of the selection process nor will it be seen by anybody who is interviewing you. The information collected is only used for monitoring purposes in an anonymised format to assist the organisation in analysing the profile and make up of individuals who apply, are shortlisted and appointed to each vacancy. Should you not wish to complete this form your application will not be prejudiced in any way.

**Please can you complete the form and mark the box with an 'x', where applicable. Please place in a sealed envelope separate to our application form.**

<b>First Name:</b>		<b>Surname:</b>	
<b>Date of Birth:</b>		<b>Position applied for:</b>	

Are you married or in a civil partnership?

Yes		No		Prefer not to say	
-----	--	----	--	-------------------	--

### ETHNICITY

<b>White</b>	<b>British</b>	
	<b>Irish</b>	
	<b>Gypsy or Irish Traveller</b>	
	<b>Any other White background (please specify)</b>	
<b>Mixed/ Multiple Ethnic Groups</b>	<b>White and Black Caribbean</b>	
	<b>White and Black African</b>	
	<b>White and Asian</b>	
	<b>Any other Mixed/multiple ethnic background (please specify)</b>	
<b>Asian or Asian British</b>	<b>Indian</b>	
	<b>Pakistani</b>	
	<b>Bangladeshi</b>	
	<b>Chinese</b>	
	<b>Any other Asian background (please specify)</b>	
<b>Black/African/Caribbean/Black British</b>	<b>African</b>	
	<b>Caribbean</b>	
	<b>Any other Black background (please specify)</b>	
<b>Other Ethnic Groups</b>	<b>Arab</b>	
	<b>Japanese</b>	
	<b>Any other ethnic group (please specify)</b>	
<b>Prefer not to say</b>		

## AGE

---

Under 16		35-39		55-59	
16-24		40-44		60-64	
25-29		45-49		65+	
30-34		50-54		Prefer not to	

## RELIGION AND BELIEF

---

Buddhist		Jewish	
Christian		Sikh	
Hindu		No religion or belief	
Muslim		Prefer not to say	

## GENDER

---

Male		Female		Transgender		
					Prefer not to say	

## SEXUAL ORIENTATION

---

Heterosexual		Lesbian		Gay		Bisexual			
								Prefer not to say	

## DISABILITY

---

A disabled person is defined in the Equality Act 2010 as someone with a physical or mental impairment that has a substantial and long-term impact on their ability to carry out day to day activities. Examples are: mobility, manual dexterity, speech, hearing, seeing and memory.

The definition also covers HIV, Multiple Sclerosis and Cancer from the time of diagnosis, and progressive conditions from the point at which they have an impact on day to day activities.

The Hospice will consider making such adjustments as are reasonable in compliance with the Equality Act 2010.

Having read this do you consider yourself to be covered by the definition?

Physical Impairment	Yes		No		Prefer not to say	
Mental Impairment	Yes		No		Prefer not to say	

## DECLARATION

---

The information you provide on this form will be used in anonymised form for the Hospice to internally record and monitor its progress against a number of indicators of workforce equality.

I agree to the use of my personal information as explained above

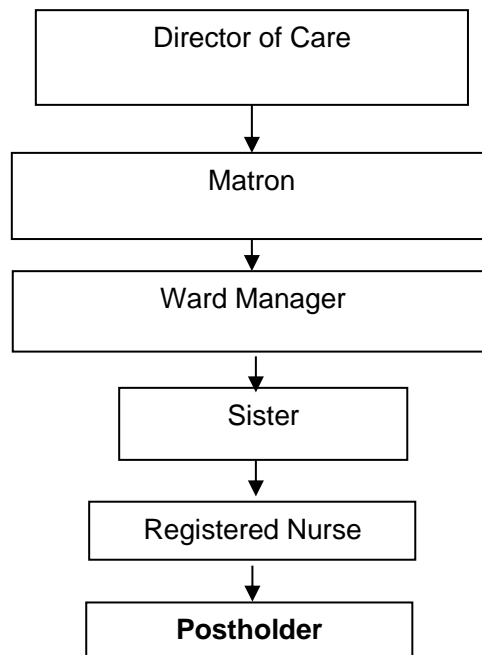
Signature:	Date:
------------	-------



### Job Description

<b>Post Title:</b>	Healthcare Assistant
<b>Reports to:</b>	Sister
<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**

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, care of people using prescribed oxygen).
3. To report to the Sister 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 if training and competency achieved (within inpatient environment).
6. To record information on care given in patient held records 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.
10. To give verbal handovers to other members of the team, including volunteers.
11. To escort patients to hospital appointments or transfer to another place or home.
12. 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. Attending meetings and making a contribution.
6. To comply with Health and Safety policy and fire regulations and to report accidents/incidents/potential risks immediately to a Senior Nurse.

7. To abide by security procedures relating to staff, patients, visitors and their property.
8. 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**

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>	