



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

**Re : Hospice at Home Healthcare Assistant**

Please find attached the following documents:-

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

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

Closing date for completed applications is 16<sup>th</sup> July 2021. Interviews will take place on 2<sup>nd</sup> August 2021.

**Previous applicants need not apply.**

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

Yours sincerely

**Gaynor Lewis  
HR Manager**

## Severn Hospice – Hospice at Home Healthcare Assistant

### 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 6 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 **£17,978 - £20,758 per annum FTE** (excluding premia) depending on experience. This is Band 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 19 / 28.5 / 37.5 hours per week depending on contract issued

#### 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).

**9. MILEAGE**

	<b>First 10,000 business miles</b>	<b>Over 10,000 business miles</b>
<b>Cars and vans</b>	45p per mile	25p per mile

NB. You will need to have business car insurance to cover your Hospice journeys.

**10. INDUCTION**

A full induction day will be required - you will be advised of the date if successful.

**11. FURTHER INFORMATION**

**If you would like an informal chat or to discuss anything further prior to submitting your application, please do not hesitate to do so – Debbie Morris 01743 261506.**

**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 suitable 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?

<b>Yes</b>		<b>No</b>		<b>Prefer not to say</b>	
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### 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

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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

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

## GENDER

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Male		Female		Transgender	
				Prefer not to say	

## SEXUAL ORIENTATION

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Heterosexual		Lesbian		Gay		Bisexual	
Prefer not to say							

## DISABILITY

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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

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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

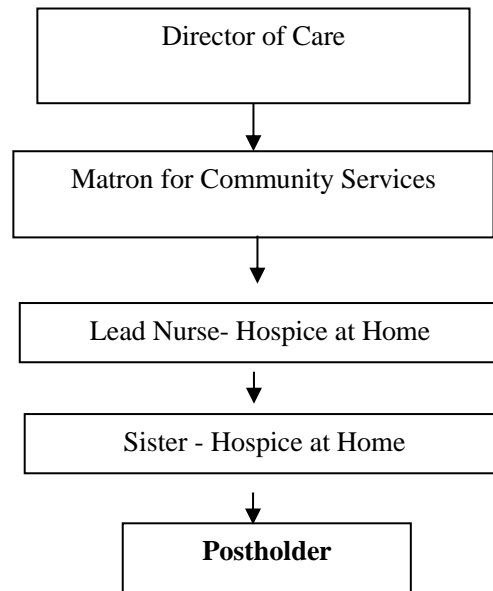
Signature:	Date:
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### Hospice at Home Healthcare Assistant Job Description

<b>Post Title:</b>	Healthcare Assistant – Hospice at Home (Permanent contract)
<b>Band :</b>	3
<b>Reports to:</b>	Lead Nurse – Hospice at Home / Sister - Hospice at Home
<b>Purpose of the post:</b>	<p>Through the provision of home care the primary objective of the H@H service is to provide care for patients over the age of 18 in the last 6 weeks of life and those closest to them, to support them to stay at home and promote the highest possible quality of life.</p> <p>The provision of nursing care will:-</p> <ul style="list-style-type: none"> <li>a) Enable patients to remain at home when home is their preferred place of care/death.</li> <li>b) Support the avoidance of unnecessary and unwanted admissions to hospital or hospice, particularly in the last few days of life.</li> <li>c) Be an addition to other statutory and voluntary services, and any other groups or individuals involved in the care of the patient.</li> </ul> <p>The Healthcare Assistant will support the H@H Sister by undertaking various tasks and checks in order to ensure that high standards of care are delivered and effective liaison and communication with key professionals involved in the patient's care are maintained</p> <p>Individuals will need to demonstrate the ability to work alone and as part of a multi-disciplinary team. They will need to be flexible both in terms of their approach to the variety of tasks they will need to undertake and in terms of working hours. They will be deployed throughout Shropshire and on Hospice wards as required to meet the operational needs of the Hospice</p>

## Organisation Position



## **PRINCIPAL RESPONSIBILITIES**

- To provide nursing care in the patient's home, enhancing and supporting care that is already provided by community services.
- To provide basic nursing care and in addition interventions deemed appropriate and supported by training.
- To be flexible and understanding to the needs of the patient and their family/carers.
- To liaise with senior staff after each shift in order to update them about the patient's condition
- To comply with the lone worker policy

## **PATIENT AND FAMILY CARE**

- To demonstrate a high standard of nursing care.
- To have an understanding of and be able to work within the philosophy of palliative and terminal care.
- To give practical help and advice to the bereaved.
- To work in close liaison with all professionals including the community and Primary Health Care Team - reporting directly to the Sisters.
- At all times maintain confidentiality with regard to patients, relatives/carers and other staff.
- Ensuring the holistic – physical, psychological, emotional, spiritual and social needs of patients and their families, carers are met.
- Ensuring that clear, precise documentation is carried out at all times with regard to patient care informing Sisters of any significant changes in the patient's condition and any relevant factors significant to the patient care plan.



- Attending to the comfort of the patients eg positioning in bed or chair
- Bathing patients in bed or bathroom
- Care of patient's hair, mouth, teeth, nails and pressure areas
- Giving and removing bed pans and urinals
- Assisting patients to use the commode, armchair or toilet
- Undertaking simple dressings
- Assisting in the administration of simple medicines
- Be trained in verification of death
- Observing and reporting changes in patient's condition and behavior
- Help in achieving a relaxed and informal situation so that the patients and their relatives feel there is adequate time to discuss their problems

## **PERSONAL**

- To maintain vigilance throughout the shift
- To attend all mandatory training sessions such as fire lecture, manual handling and CPR lectures.
- To act at all times in accordance with all relevant policies and procedures of Severn Hospice.
- To report accidents/incidents/potential risks to the Sisters / Manager-on-call ASAP
- At all times act as an ambassador for the Severn Hospice to patients, relatives, carers, colleagues and members of the public.
- To attend such courses/lectures/in-service training as indicated by needs of the service and own personal developments as identified

Responsibilities and duties may include other tasks as determined by the Matron for Community 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 6 month 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 March 2021 (DM)*

**Person Specification : Healthcare Assistant –  
Hospice at Home Day Service**

	<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>GCSE or equivalent</p> <p>Willingness to undertake relevant training</p>	<p>NVQ level 3 in health 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>Experience in palliative care</p> <p>Experience in community care</p> <p>Working within or in partnership with multi-professional team</p>	<p>Experience working in more than one type of care settings e.g. hospice, hospital, care home and within a patients home</p> <p>At least two years recent experience in care work which includes care for people at end of life</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</p> <p>Basic nursing skills</p> <p>Good listening skill</p> <p>IT skills</p>	<p>Examples of extended practice / skill set</p> <p>Understanding of palliative care philosophy</p>
<p><b>Aptitudes &amp; Attributes Required</b></p>	<p>Happy to work alone</p> <p>Calm and reassuring manner</p> <p>Able to take instruction and document events during shift</p> <p>Sensitive</p> <p>Emotionally strong</p> <p>Good sense of humour</p>	
<p><b>Other Requirements</b></p>	<p>Enhanced DBS disclosure</p> <p>Prepared to work flexible hours</p> <p>Willingness to undergo further training as required</p> <p>Car owner / driver</p> <p>Willing to travel within a 25 mile radius</p>	