










Weldmar Hospicecare

Weldmar Hospicecare Candidate Pack



A message from Caroline Hamblett, Weldmar's CEO

Thank you for your interest in this vacancy at Weldmar Hospicecare. Weldmar's vision is that all adults in Dorset who have a life limiting illness are able to access the palliative care services they need, when and where they need them. To achieve this, we need great people in our team, whether that is a nurse administering care to a patient, a maintenance engineer ensuring our buildings and equipment are in tip top condition, or a charity shop assistant providing excellent customer service.

As a local charity, Weldmar has evolved over the years, ever since the doors of our Inpatient Unit first opened in 1994. We are very proud that we continue to develop our services to meet the needs of the local community in Dorset. Most recently this has included developing groundbreaking new sessions for the wellbeing of patients and their loved ones, the introduction of our hospice at home service which continues to grow, and our 24 hour telephone advice line.

Although we are a local charity, we are in a strong financial position thanks to the ongoing support of the local community. We have also started investing in refurbishing our charity shops, which provide a solid source of income.

As you will discover within this pack, we are a professional, friendly, Values based organisation. Our four Core Values are to be Welcoming, Caring, and Adaptable, and have Integrity at all times. Staff members and volunteers alike have the opportunity to be heard, as we strongly believe that every person makes a difference. You will also discover the importance that we place on education and development for staff in all areas of the charity.

I wish you all the very best with your application.

Caroline

Contents

3 – About Weldmar Hospicecare

4 – Our Vision, Mission & Values

5 – Income generation

6 – Working at Weldmar: Pay & Employee Benefits

8 onwards – Job Description, Person Specification, How To Apply

About Weldmar Hospicecare

Weldmar Hospicecare is an independent local charity that cares for people living with a life limiting illness, such as cancer, heart disease, or motor neurone disease. We also support the loved ones of our patients. Our individually tailored care – where we focus on the person, not just their symptoms and illness – takes place in patients' own homes, in community hospitals and care homes, and at our Inpatient Unit in Dorchester.

Weldmar supports more than two thousand people across the north, south, and west of Dorset each year. All our care is provided free of charge. We help people live as good a life as possible when their illness cannot be cured.

Our team of staff includes specialist nurses, doctors, physiotherapists and occupational therapists, counsellors, chefs, maintenance engineers, complementary therapists, retail professionals, and experts in fundraising, marketing, finance, human resources and more. We are supported by a number of dedicated volunteers in many aspects of our work.

As an independent charity, we rely on donations, fundraising events and our charity shops to fund our work.

We have been providing our care for the people of Dorset since 1994.





Our Vision

All people in Dorset living with a life limiting illness being able to access the palliative care services they need, when and where they need them.



Our Mission

- To provide the highest quality care for patients living with a life limiting illness.
- To offer support to families and others affected by the patient's illness.
- To be an active and constructive partner in the health and social care community in Dorset.
- To provide our services free of charge.
- To provide excellent working conditions and development opportunities for our staff and volunteers.

Our Values

- We **care** for the people we support, who support us, each other and ourselves.
- We act with **integrity** by building relationships based on being honest and fair with open communication.
- We are warm and **welcoming** to everyone.
- We are **adaptable,** always seeking ways to improve and develop as a charity and as individuals.





Income generation

As a local charity, Weldmar Hospicecare is well supported by the communities that it serves across Dorset. Just 21% of our funding is provided by the NHS, and we must raise £26,000 every day to keep our services going.

Fundraising

We have a dedicated fundraising team that supports individuals who want to hold fundraising events, take on a challenge, or simply make a donation. One in three people that we care for is directly as a result of gifts left to Weldmar in wills, and we have our own Make A Will Month every October. We have the facility for supporters to write a free will.

We organise our own fundraising events throughout the year, including Music By The Lake in Dorchester, our Summer Fete, which is held at our Inpatient Unit, and an annual Overseas Challenge. Our community of supporters raise funds through their own sponsored events – everything from bake sales to quizzes to opening up their gardens – or by taking part in challenges such as the London Marathon.

We encourage people to support us on a regular basis by making an affordable donation, or by playing Your Hospice Lottery in support of Weldmar. There are also ways that people can remember a loved one with a gift, such as purchasing a leaf on our Memory Tree installation at our Inpatient Unit.

Retail

We have a chain of busy charity shops across the county, as well as larger outlets that sell furniture. We also sell pre-loved items on eBay, and our own range of greetings cards, Christmas cards, calendars and diaries on our own website and in our shops. We are currently rolling out a refurbishment programme for our retail sites, to create a more modern shopping environment for customers, staff, and volunteers.



Working at Weldmar:
Pay & Employee Benefits

There are lots of reasons to consider a career at Weldmar Hospicecare, and here we have outlined a number of the benefits for employees, and well as information about pay, your wellness, education and development opportunities, and more. You can see further details on these benefits and more at **weldmarhospicecare.org/benefits**

Salary

We aim to attract and retain high quality employees with the right skills and experience to fulfil their role and we offer all employees a competitive salary. Pay for retail employees is directly related to the turnover of the shop or outlet. Pay for clinical employees is determined separately and is similar to arrangements in the NHS.

Weldmar is committed to providing consistency, fairness, and legal compliance within its pay practice. Job evaluation considers pay practice within the NHS, other comparable bodies and market rate when reviewing pay scales ensuring that we comply with equal pay for work of equal value legislation and the best principles of equity.

Pension

We want to help you save for the future. The Employer's Pension Scheme is available after three months' service. Employees who are eligible, will be automatically enrolled into the workplace pension scheme with Standard Life. Contributions are 5% employee and 4% employer. Employees also have the option of contributing a higher amount.

For employees transferring from the NHS who are members of that scheme, or have been members within the last twelve months, then the provisions of that scheme will apply. However, the provisions covering redundancy (early payment of pension benefits if over 50) and temporary injury benefits are excluded.



Working at Weldmar:
Pay & Employee Benefits *(continued)*

Annual Leave

Basic paid annual leave entitlement is 27 days plus bank holidays. Part time staff will receive a pro-rata entitlement for both annual leave and bank holidays.

On completion of 5 years' service the entitlement will increase by 2 working days (pro rata) and after 10 years by another 4 working days (pro rata). The annual leave year is from 1 April to 31 March. Continuity of Service from NHS and other hospices is recognised in respect of annual leave for clinical roles.

Education and Development

Weldmar Hospicecare is committed to creating a working environment where staff and their line managers work in partnership to ensure that staff are supported, and enabled to give their best. This begins with a good induction which includes training plans, online and face to face training as well as learning the job and meeting key colleagues and shadowing others.

Our Education and Development Team deliver programmes of training each year and work with employees and volunteers to develop a learning culture, with a particular emphasis on specialist knowledge.

Your Wellness

The wellbeing of our employees is very important to us and we have a variety of initiatives, activities and support services to promote Staff Wellness. A Wellness section of our Intranet has a lot of useful tips and information, and signposts employees to guidance to support their mental and physical wellbeing, such as our own Staff Counsellors and Mental Health First Aiders.

Further benefits include:

- Free parking at our Inpatient Unit in Dorchester and Trimar House headquarters in Weymouth
- Eligibility for the Charity Workers Discount initiative
- Financial incentives such as our Suggestion Scheme and Refer A Friend
- Flexible working arrangements where possible
- Cycle to work initiatives

Job Description

Job Title: Specialist Physiotherapist - 12 months

Location
Inpatient Unit, Dorchester

Hours
22.5

Pay band
Clinical Salary Scale: Band 6

Salary
£35,391 - £42,617 FTE

Reports to
Specialist Allied Health Care Professional Lead

Responsible for
Allied Health Professional Support Worker

Job Context

Weldmar Hospicecare is an independent charity that provides specialist end of life care to patients and those that are important to them throughout Dorset. This care is given in the comfort of patients own homes by Weldmar Community Nurses, Weldmar at Home Team and via Wellbeing Services held across the county or as patients at our Inpatient Unit in Dorchester. Our team of dedicated staff and volunteers ensure that we can continue to support patients through one of life ' s most difficult journeys. We work closely with other health care providers including the NHS to ensure that our patients receive the highest possible care.

We do receive some funding from the NHS but the majority of our income is generated by our fundraising and retail teams, which plays a vital part in securing income to fund our care, both now and in the future.

Specialist Physiotherapists work as part of the multidisciplinary team, to minimise some of the effects which the disease or its treatment has on the patient. To improve the patient ' s quality of life by helping them achieve their maximum potential of functional ability and independence, or gain relief from distressing symptoms. This includes specialist treatment and rehabilitation of Inpatients, patients attending day services and delivery of the specialist service to patients in the Community. There is a role in providing education re: specialist palliative care physiotherapy, both in-house and to external agencies.

Job Purpose
- To provide a specialist physiotherapy service to palliative care patients, helping them to maintain and/or improve their quality of life through the delivery of a range of physiotherapy interventions.
- To contribute to the ongoing development of the physiotherapy service.
- To act as an educational resource for the charity and the wider community as required.
- To play a lead role in the ongoing development of a specialist physiotherapy therapy service.
- To work closely with Allied Health Professional Support Worker and wider Multidisciplinary team.

Job Description

Scope and Limits of Authority
- The physiotherapist is required to act as an autonomous practitioner; assessing and treating a specialist caseload of patients and maintaining records in line with the charity guidelines/policies.
- The physiotherapist will organise and prioritise their own tasks/caseload.
- The post holder has no direct budget responsibility but must be aware of cost implications and make effective use of resources
- Post holders will have knowledge and experience of some of the physiotherapy specialisms relevant to palliative care e.g. respiratory care, oncology, neurology, palliative care, elderly care, and an interest in developing their palliative care expertise. They will work within their level of competency consulting with more senior colleagues to gain advice and guidance when dealing with complex assessment and treatment issues, as necessary.
- A large part of specialist caseload is providing physiotherapy for patients with Motor Neurone Disease.
- Post holders will lead and act as mentor for less experienced physiotherapists, and play a key role in the development of the physiotherapy department and policies working consultatively with the Specialist Allied Healthcare Professional Lead.

Job tasks

Clinical Practice
- To work as an autonomous practitioner for the assessment, diagnosis, treatment and management of palliative care patients allocated to caseload, who may be complex in their needs and seek assistance and advice as appropriate.
- To provide a patient centred approach, meeting the needs of the patient and their carers.
- To obtain and record informed consent from all patients prior to any physiotherapy intervention.
- To employ sound clinical reasoning and best/evidence-based practice in order to deliver specialist physiotherapy intervention.
- To maintain contemporaneous, accurate and comprehensive documentation meeting professional, legal and charity standards.
- To work in partnership with other agencies and professionals to ensure a seamless journey of care for the patient and their carers.
- To employ developed interpersonal and communication skills in order to be able to provide and receive complex and sensitive information.
- To be responsible for establishing and maintaining excellent communication with other agencies and professionals, patients and their carers.
- To be responsible for the safe use of equipment related to the delivery of physiotherapy interventions in accordance with current legislation and charity policy.
- To participate in specialist palliative care clinics, as required.
- To educate carers and other professionals to deliver physiotherapy treatment programmes as appropriate.
- To provide statistical data for the charity when required.
- To continuously learn/develop good practice as agreed at annual appraisal.
- To be a specialist educational resource for therapists and other health care professionals within the charity and wider community.

Job Description

- To develop and deliver formal and informal training sessions to other health care professions.
- To deliver/develop specialist clinics, as required.
- To support the delivery of respiratory services to patients living with Motor Neurone Disease (MND) patients.
- To support the development of day services, where patient self -management and education will become a greater focus for service delivery.
- To deliver /develop the specialist physiotherapy service within the charity working closely with the Specialist Allied Healthcare Professional Lead.
- To undertake delegated development projects, including drafting of policies or guidelines.

Professional Development
- To maintain continuing professional development, by attending annual performance reviews, participating in performance partnership held as a minimum of every six weeks and engaging in learning opportunities meetings and through engaging in learning opportunities.
- Complete mandatory Weldmar Learning Hub modules on a monthly basis.
- To attend courses which have been identified as supporting development of knowledge and skills relevant to this post.

Professional Responsibilities
- To be professionally and legally accountable for all aspects of own work and to adhere to the Chartered Society of Physiotherapy Rules of Professional Conduct and meet the Health and Care Professions Council (HCPC) Standards of Conduct, Performance and Ethics.
- To maintain registration with the Health and Care Professions Council.
- To comply fully with the charity ' s Operational and Clinical Guidelines and Policies.

Leadership and Management
- Line manage the AHP Support Workers, to include regular 1:1 ' s, supervision, appraisal and development.
- Proactively participate in opportunities for shared learning and personal and professional development, including clinical supervision.
- Provide support and guidance in all aspects of the AHP Service Delivery
- Ensure that adequate training is provided to ensure that competent use of SystmOne and other software packages.

Person Specification

Qualifications and Knowledge
- A Degree/diploma in Physiotherapy.
- Registration with The Health and Care Professions Council.
- Membership of the Association of Chartered Physiotherapists in Oncology and Palliative Care is desirable.

Experience
- Experience of working within a Multidisciplinary Team.
- Experience of working in the NHS in one or more of the following specialist areas: neurology, care of the elderly, palliative care, oncology, respiratory care.
- Experience of supervising or managing staff
- Preferably some previous experience of lone working in Community setting.

Skills and Abilities
- The ability to apply the patient centred approach to assessment and treatment planning (physical, psychological, social and spiritual) followed by appropriate goal setting and treatment planning partnership with the patient and their carers.
- To utilise outcome measures, appropriate to palliative care, as agreed at department and wider charity level.
- The ability to work collaboratively within a small team acknowledging and respecting the unique contribution of the other members of staff.
- High levels of dexterity, coordination and sensory skills for the assessment and management of patients.
- Developed interpersonal skills, including listening and negotiating, the ability to motivate and re-assure, and to provide non-judgemental and empathetic emotional support to patients/carers whilst maintaining safe and appropriate boundaries.
- The ability to work within the emotionally demanding field of palliative care.
- Maintain and develop skills and knowledge in line with the requirements of the post and the development of a specialist palliative care service.
- Developed planning and organisational skills in order to manage efficiently own caseload and departmental activities
- Evidence of IT skills
- Developed communication skills
- Developed teaching and mentoring skills.
- Ability to monitor and analyse the performance and development of the physiotherapy role in the charity.
- Ability to contribute to policy and development of the specialist therapy department.

Other Requirements
- Commitment to the values and ethos of Weldmar Hospicecare
- Act as an advocate and ambassador for the Charity
- Commitment to and understanding of equality and diversity and how this translates into good practice
- Understands and conforms to Weldmar Hospicecare infection prevention and health and safety policies and actively promotes best practice at all times.
- Commitment to own continued professional and personal development
- Ability to travel which requires a full valid driving licence and business insurance

How to apply

Please complete the online application form, which can be found on the relevent job advert at **weldmarhospicecare.org/jobs.** You don't have to complete it in one go, you can save and come back to it later. Follow the instructions at the bottom of the form. A paper application form can be sent on request.

If you wish, an informal conversation with the line manager can be arranged, or even a visit. Please speak to a member of our People Services team if you would like to arrange this.

When applying for a role with us, we suggest that you:

- Research Weldmar Hospicecare beforehand. This will help you think more widely about the work we do, how the role you are applying for fits in, and what we look for in our people.
- Read the job description in this document to learn more about what the role involves.
- After reading the job description, carefully match your own qualifications, knowledge, experience, skills and abilities with those needed to fill the requirements of the role. Think of examples that you can use to demonstrate them.
- Think about why you are applying for the role, and want to work for Weldmar Hospicecare. Weldmar's core Values are Welcoming, Caring, Adaptable, and Integrity. Think about what they mean to you, and how you demonstrate them.
- Think about who will provide a reference for you. We need two – one must be from your current or most recent employer.

If you have any specific questions about the role, please contact the People Services Team.

You can contact us at **recruitment@weld-hospice.org.uk** or call **01305 269898** during office hours.



Weldmar Hospicecare

Thank you for your application.

Keep up to date with our latest news on social media

weldmarhospicecare.org

Registered Charity No. 1000414