










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: Specialty Doctor

Location
Inpatient Unit

Hours
6 PA's(4 PA's would beconsidered)

Pay band
2021 NHS Pay Scale

Salary
£52,530 - £82,400

Reports to
Consultant in Palliative Medicine

Responsible for
N/A

Job Purpose
The Specialty Doctor post is mainly concerned with providing continuity of medical support and care in the inpatient unit. However at times it may involve outpatients or domiciliary visits

Scope and Limits of Authority
The medical and nursing teams work very closely together. While the postholder will exercise their own professional judgement, the advice of other clinical and nursing staff will be important in informing their decisions.
The postholder will therefore be consulting regularly with Weldmar Hospicecare ' s:

- Consultants in Palliative Medicine
- The Associate Specialist
- The Director of Clinical Services
- The lead nurses for the inpatient unit and community nurses

Sound links with GPs and hospital based teams are also essential.
Attendance at meetings of the Charity ' s Medical Staff is expected.

Key areas of responsibility

- Admission of new patients
- Management of existing patients
- Community visits and Outpatient consultations at the IPU are undertaken at the request of the Community Palliative Care Nurse Specialists and primary care colleagues.
- Participation within the IPU in the MDT meetings and handovers
- Provision of advice and support by telephone to the Palliative Care Nurse Specialists in the Community and at Dorset County Hospital and to GPs as appropriate
- Full participation in professional activities including clinical audit, training and quality assessment activities

Job Description

- Whilst the GPVTS doctors on placement are clinically supervised by the Consultants, the Specialty Doctors are expected to monitor and feed back any issues relating to their performance
- Commitment to meeting CPD requirements, with appropriate support to enable this
- Commitment and full participation in the annual performance appraisal process in line with GMC guidance. Line management will be provided by the Associate Specialist or Consultant.
- Participation in teaching for medical students from Southampton University and GPVTS doctors in association with the Consultants.
- 1:5 on call rota in support of the hospice and community teams
- 2nd on call cover for the ANPs (approx. once a year)
- Involvement in all aspects of clinical governance
- Participation in training
- Maintain computer skills especially in SystmOne

Person Specification

- Full registration with the General Medical Council
- Completed at least four years ’ full- time postgraduate training(or its equivalent gained on a part-time or flexible basis) at least two of which will be in a specialty training programme in a relevant specialty or as a fixed term specialty trainee in a relevant specialty; or shall have equivalent experience and competencies.
- A palliative care qualification is desirable.
- Experience of clinical audit
- Excellent communication skills
- Commitment to multi-disciplinary team working
- Basic computer literacy

The post holder must live within 30 minutes of the IPU which is situated in Dorchester, to participate in the non-residential on call rota

The Charity operates a 1-in-5 first on-call system for weeknights and weekends.

The Specialty Doctor will have office accommodation with computer. There is administrative cover by a clinical administration team.

This post will have 6 programmed activities per week plus on call payments and a job plan agreed.

Other Requirements

- An Enhanced plus barred list Disclosure and Barring Service (DBS) Check: which will disclose any spent and unspent convictions and cautions (subject to filtering), as well as any relevant police information plus a check of the relevant Barred List/s. It may disclose other information that the police consider is relevant to the role and level of check applied for.
- 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

Person Specification

Key Terms and Conditions of Appointment

Salary: Actual starting salary, dependent on experience and qualifications, in line with NHS Specialty Doctor Pay Scales (2021 contract)

Pension:
Postholders already in NHS pension scheme can continue to pay into it as long as they have been paying in within the last twelve months. The Charity has its own pension scheme with Standard Life which can be joined after three months ' service eligible staff will be automatically enrolled into workplace pension scheme, employee contribution 5%, Employer 4%

Hours: Sessions to be worked in agreement with the Lead Consultant

Annual Leave: 6 weeks per annum and Bank Holidays – pro rata.

Medical indemnity: the post holder will be expected to have full Medical indemnity Insurance. They will be expected to pay their own premium and produce annual evidence of such insurance.

Domiciliary Visits: if these take place, mileage will be paid but not a fee

Private Practice: It is acceptable in principle for the postholder to undertake some private practice outside his or her normal contractual working hours and following a formal notification to the Board of Weldmar Hospicecare

Fees: It is agreed policy that cremation fees due to medical staff working at the hospice are payable direct to the Charity

Notice: The agreed minimum notice period is three months by either party

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