










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

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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 17% of our funding is provided by the NHS, and we must raise in excess of £27,500 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 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 Weldmar Offices in Poundbury
- 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: Staff Nurse

Location
Inpatient Unit, Dorchester

Hours
37.5 hrs per wk (30 hrs considered)

Pay band
Clinical Salary Scale - Band 5

Salary
£32,073-£39,043 Per Annum

Reports to
Sister, Practice Educator or Advanced Nurse Practitioner

Responsible for
Health Care Assistants and oversee work of junior staff

Job Purpose
- To be an effective part of the Nursing Team
- To ensure the provision of a high level of specialist palliative care within a multi- disciplinary approach, for patients and their family/carers.
- To support the principles of team nursing, and oversee the work of junior staff
- To actively participate in Clinical Governance programme
- The Staff Nurse will take overall responsibility for the management of the unit, to act as nominated Fire Officer and supervise the staff team in the absence of the Sister (c.2-3 shifts a week)
- To performance review up to 2 Health Care Assistants

Scope and Limits of Authority
- Responsible and accountable for planning, implementing and evaluating physical, social, psychological, emotional and spiritual care for the patient/carer on a day-to-day basis; referring to the sister as and when required.
- The post holder is required to contribute to the supervision of junior/new members of staff in conjunction with the sister.
- In absence of a Sister takes charge of the team and the inpatient unit as required
- Helps foster a supportive working environment and maintenance of staff morale through mutual regard and respect
- In absence of a Sister, maintains a skilled nursing presence so as to facilitate a team approach to nursing intervention and multi-disciplinary team working
- Is aware of all Hospice policies & procedures and collaborates with other members of the multi-disciplinary team to ensure they are adhered to
- Works closely with the Sisters to ensure clinical standards of care are achieved and participated in the audit of clinical care
- Promotes a safe clinical environment for all patients, visitors and staff, adhering to health and safety standards and infection prevention procedures
- The post holder has no direct budget responsibility but must be aware of cost implications and make effective use of resources.

Job Description

Job tasks
Professional
- To be a safe practitioner and work within the NMC Codes of Conduct and Practice, maintaining registration and PREP; also ensuring that all staff within their sphere of responsibility follows the codes.
- Responsible for offering `out of hours ' advice to other health care professionals
- Management of pharmacy provision
- Maintaining an overview across all patients within the unit
- To practice safely according to the charity ' s policies, procedures and competencies.
- To be responsible for maintaining a personal awareness of professional developments in nursing in general but particularly in palliative care and to undertake relevant further education.
- Maintain quality of care by organising self and others, in assessing, planning, implementing and accurately documenting care, in accordance with the hospice philosophy
- Acts as patient advocate

Managerial Responsibility
- To maintain a safe environment within the ward areas and to ensure that all equipment is clean, safe and maintained in good working order
- Attend monthly nurse team meetings (when available) for updating of all aspects of clinical and Organisation information and for support of colleagues.
- To participate in clinical governance and other corporate change projects as delegated
- Act as a shift leader in the absence of a Sister, taking overall responsibility for the hospice and its environment, including:
- Undertaking all admissions and discharges, ensuring procedures and standards applied
- Booking of bank staff in order to ensure staffing quotas maintained
- Providing work allocation across the team
- Providing advice and support to all staff within the team
- Deployment and support of volunteers working in the clinical area
- Respond to any managerial changes or crisis quickly and to contact Lead Nurse, Director of Nursing or the Chief Executive at home for confirmation of the action taken or to request further assistance
- To meet with delegated staff every 6 weeks to review performance and complete 1:1 ' s
- Under the guidance of Senior Sister/Sister conduct annual performance reviews in order to monitor the performance of delegated staff and provide professional development

Educational
- To attend mandatory training
- To update professional specialist palliative care knowledge by attending in-house and external courses, education sessions and conferences
- To attend appropriate courses leading to recognised post registration qualification
- To act as a mentor/supervisor to Health Care Assistants
- Act as a link nurse for a specialist topic, appropriate to specialist palliative care, liaising with the general hospital and community colleagues
- Participate in agreed audit and research programmes.
- Act as a mentor/supervisor to nurses – new staff, those attending courses or student nurses

Job Description

PERSON SPECIFICATION

Qualifications and Knowledge

- Registered Nurse
- Drug Administration
- Some knowledge of, and genuine interest in palliative care
- Requirement to register and maintain registration with NMC
- IV Drug Administration
- Working towards post – registration qualification in Palliative Care
- Willingness to work towards Diploma / Degree
- Knowledge of local and national initiatives and trends in health care

Experience

- RN experience, ideally including experience within a relevant field
- Experience of working within more than one health care field

Skills and Abilities

- Ability to practice as a proficient practitioner
- Ability to manage time effectively
- Excellent interpersonal skills, including ability to provide non-judgemental and empathic emotional support to patients whilst maintaining safe and appropriate boundaries
- Emotionally able to work within the field of palliative care
- Understanding of clinical governance and its requirements
- Understanding of team nursing
- Demonstrate an understanding of confidentiality
- Flexible approach to working arrangements
- Knowledge of clinical audit
- Understanding of hospice philosophy and the structure and nature of specialist palliative care services
- IT skills
- Ability to supervise, lead and support the work of other staff
- Confidence and skills to manage the unit in the absence of a Sister
- Effective problem solving skills
- Able judgement to know which decisions need to be referred on to a senior colleague during their absence
- Evidence of an area of special interest
- Good communication skills, including listening, negotiating skills, communication of ideas and ability to provide advice to other health professionals.
- Ability to have overall vision of the ward to enable planning and prioritization of care

Person Specification

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 (if applicable)

How to apply

Please complete the online application form, which can be found on the relevant 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