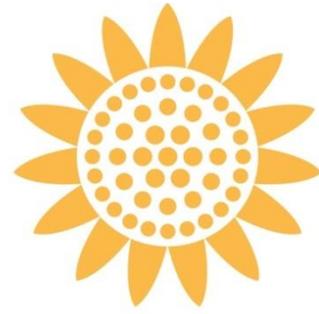


# St Leonard's Hospice

Caring for Local People



Candidate Brief  
for the post of

## Deputy Sister/Charge Nurse (30/37.5 hours per week)



St Leonard's Hospice | 185 Tadcaster Road | Dringhouses | YORK | YO24 1GL  
Tel | 01904 708553

E mail | [enquiries@stleonardshospice.org.uk](mailto:enquiries@stleonardshospice.org.uk) | web | [www.stleonardshospice.org.uk](http://www.stleonardshospice.org.uk)

Registered Charity No : 509294 | Company Limited by Guarantee No : 01451533

SLH | JB | Deputy Sister/Charge Nurse | Candidate Brief | 10/21

October 2021

## Deputy Sister/Charge Nurse

**Could you make a real difference to patients and their families at the end of life?**

**Do you want to join the Senior Nursing Team at St Leonard's Hospice Team providing excellent care to patients from York and the surrounding area at the end of life?**

You will be an experienced Band 6 Registered Nurse who is highly motivated, dynamic and enthusiastic.

This is a great opportunity for a Band 6 to work with the Senior Sister and Matron to influence and facilitate more effective patient flow and bed occupancy on the In Patient Unit as part of our service development goal to care for a greater number of patients who have a palliative diagnosis.

We are currently working towards a more agile response to optimising patient flow through the Hospice provisions, specifically by more effective collaborative working with Hospice@Home (our community team), patient safety and improvement to encompass link nurse roles in IPC/diabetes/TVN and an overall passion for service improvement.

You will possess advanced communication skills to not only liaise with patients and their families but also ensure we work together with Hospice@Home and other external providers to ensure excellent patient care is delivered to all patients. This role is specifically based on the In Patient Unit.

Whilst this role is emotionally challenging it provides you with an opportunity to work for an outstanding care provider and align your personal values to the Hospice values (Excellence, Integrity & Respect).

As part of our commitment to Registered Nurses, we will fully reimburse your annual NMC subscriptions once you have successfully completed your probationary period. If you are already in the NHS Pension Scheme you can remain eligible to stay in that scheme or, if you prefer, you can choose to join our own scheme.

The Hospice provides a full programme of both statutory and mandatory training for all nursing staff, the vast majority of which is delivered in-house.

Good basic IT skills are an essential requirement for this role.

Closing Date for Applications

Friday, 5<sup>th</sup> November 2021 (midnight)

Interview Date

To be confirmed

*(CV's without an application form will not be accepted. No agencies please)*

*Providing quality care for our patients, their families and carers is our purpose and at the centre of everything we do. Our staff and volunteers are one of our greatest assets and we require inspirational colleagues to join our team. St Leonard's is a teaching Hospice offering an excellent environment to work in, outstanding employment conditions & benefits, great opportunities for development and huge job satisfaction.*

October 2021

Dear Applicant

**Deputy Sister/Charge Nurse**

Thank you for your interest in the Deputy Sister/charge Nurse position based at the main Hospice site on Tadcaster Road in York.

Please take time to read the Candidate Brief before completing an application form. This will not only hopefully answer your questions on some of the practical details but I hope it will give you an insight into what it's like to work here. Completed application forms should ideally be emailed to us at [hr@stleonardshospice.nhs.uk](mailto:hr@stleonardshospice.nhs.uk) or be posted to St Leonard's Hospice, 185 Tadcaster Road, York, YO24 1GL and to arrive no later than 12 midnight on the specified closing date. **Application forms not fully completed with employment or other gaps, questions unanswered or unsigned, will not be considered.** If you wish to have any informal discussion ahead of submitting your application, please do not hesitate to contact Ruth Hall, Senior Sister – In Patient Unit. Ruth can be contacted on 01904 708553 or via email at [ruth.hall@york.nhs.uk](mailto:ruth.hall@york.nhs.uk)

Once again thank you for your interest in the post of Deputy Sister/Charge Nurse and working at St Leonard's. I look forward to receiving your application and possibly working with you in the future.

Yours sincerely



Emma Johnson  
**Chief Executive**

## BACKGROUND & INTRODUCTION

### Brief History

St Leonard's Hospice was founded in 1985 and is proud to celebrate over 30 years of serving the local community. The founders were four Royal College of Nursing members whose initial thoughts and commitment in 1978 led to the establishment of a Steering Committee and formal appeal. The original Day Hospice opened in February 1984 and the In Patient Unit was completed in September 1984 with the first patient admitted in February 1985.

Over the following years services developed, fundraising increased and the building expanded. In 2001 the superb new In Patient Unit, education facilities and office accommodation were added and the original building was completely refurbished.

Hospice@Home was established in 2010 to enable high quality Hospice care to be taken to the patient in their preferred place of care.

As well as the main site situated on Tadcaster Road, the Hospice has a number of retail outlets. The Retail Office is based in Acomb, along with two Hospice shops and a donation centre. Further Hospice shops are located in Fulford, Haxby, Tang Hall, Scarcroft, Layerthorpe, Colliergate and Fossgate all within the City of York. The Hospice also has shops in Selby (2 units) and Easingwold.

In December 2013, St Leonard's began a major capital refurbishment programme to ensure the in-patient unit, day care and family care areas were 'fit for purpose' for the future. This work was completed in December 2014 resulting in a very modern design and excellent comfort for both patients and visitors. A refurbishment project improving our changing facilities, washrooms and an extension to our staff dining room was completed in May 2019. The changing rooms are bright and modern, with lockers available for staff to store personal belongings. All the washroom facilities are high spec and available for staff use.

The staff dining room has three distinct areas; a section for dining, with family style dining tables and smart modern kitchen facilities, a bistro style area for coffee breaks and a catch up with colleagues, and a quiet, comfortable lounge area, where staff can enjoy a tranquil setting with views out onto our landscaped garden. There is also outside furniture if staff want a breath of fresh air. The dining room is equipped with all kitchen mod-cons, plus mobile phone chargers, a Bluetooth speaker, wifi access and a non-networked PC for break time internet browsing.

### Mission Statement, Purpose and Care

Our mission is to provide excellent care and support to those living with life-limiting illness and to the people they care about, to enrich their lives and to contribute to the ongoing development of end-of-life care, we do this by:-

- placing our patients at the centre of everything we do
- involving patients in decisions regarding their care
- recognising that our patients have, in addition to their physical symptoms, emotional, social and spiritual needs that are addressed by a multi-professional team
- maintaining and enhancing quality of life for patients and their families whenever possible
- providing bereavement support for families and carers after a patient has died
- developing and recognising the contribution of our staff, both paid and voluntary, sharing our knowledge and skills through education, audit and research
- collaborating with other professionals and advisors to make a positive contribution to local healthcare strategy

## **Governance**

St Leonard's Hospice is a registered charity and a company limited by guarantee. It is governed by a Board of twelve Trustees under the leadership of the Chair of the Board of Trustees – Mr David Dickson. The Trustees are all volunteers coming from a range of backgrounds. The Board meets five times per year, and has a number of sub committees that report into it, namely:

- Governance
- Finance & Investment
- People & Culture
- Income Generation
- Service Development
- Membership

## **Senior Management Team**

Chief Executive

Director of Clinical Services & Deputy Chief Executive

Director of People

Medical Director & Consultant in Palliative Medicine

Director of Income Generation

Emma Johnson

Jenny Brandom

Ingrid Jenner

Bill Hulme

Dawn Clements

The strategic and operational management of the Hospice is the responsibility of the Chief Executive who works collaboratively with the Senior Management Team.

St Leonard's Hospice is registered under and inspected by, the Care Quality Commission. The Director of Clinical Services is the Registered Manager and the Medical Director is the Nominated Individual. Recent reports can be found on their website : [www.cqc.org.uk](http://www.cqc.org.uk)

**The Hospice has been rated as 'Outstanding' by CQC in the latest report.**

## SERVICES PROVIDED and KEY FACTS

All figures refer to the year starting 1<sup>st</sup> April 2020 ending 31<sup>st</sup> March 2021

### Patient Care

#### In Patient Unit

A purpose built in patient facility with 20 beds comprising - 2 x 4 bedded units with bathrooms, 12 en suite single rooms. All rooms have views of a courtyard garden, grounds or fields. Other facilities include an admission room, office accommodation for staff, Sister's office, seating areas, an independent wet room, two assisted bathrooms, beverage bay, a kitchen and storage areas.

Number of Patients cared for 272

#### Hospice@Home

A service working in partnership with the patients 'primary care provider' to enable patients to be cared for in their home at the end of life. The service enables patients to be cared for at home, enables patients to be discharged rapidly from any care setting, prevents unnecessary and often out of hours admission to acute settings and provides care if a patient requires a Hospice bed and one is not available.

Number of Patients cared for 535

#### Bereavement Service

A service led by qualified professionals working closely with highly trained volunteers providing support for families and carers.

Number of Bereavement sessions delivered 893

### Our People

The Hospice employs 210 staff (full and part time, including bank staff) in a wide range of roles. We also have a loyal and hardworking team of 577 volunteers working in all areas of the Hospice including 316 that work in our shops. All staff and volunteers are either based at the Hospice, at the retail offices or in one of the retail shops.

#### Clinical Team

Medics, Nurses, Care Assistants, Social Workers, Spiritual Care, Bereavement, Complementary Therapies, Physiotherapy and Occupation Therapy, Education and Activity Leader.

#### Corporate & Support Services Team

Administration, Finance, Information Communication Technology, Human Resources, Catering, Maintenance & Facilities, Volunteer Services, Receptionists, Health & Safety and Housekeeping.

#### Income Generation Team

Income Generation Team, Retail and Shop Managers, Communication Manager, Fundraising/Retail Vehicles Drivers.

### Finance

It costs just over £5.8 million a year for the Hospice to continue to provide its services. Over 75% of this expenditure is people related. Whilst St Leonard's always strives to achieve a 'balanced budget', it is not always possible to achieve this.

Hospice finances and resources are managed carefully and prudently. Due to good public support and efficient housekeeping since the Hospice opened, we are in a position to hold reserves. This allows the Hospice to continue to provide services during the years it experiences a deficit.

Approximately 29% of expenditure is covered by grants from local Clinical Commissioning Groups. The majority of this funding comes from the Vale of York Clinical Commissioning Group. The balance of the money needed to run the Hospice is raised from voluntary incomes which includes: donations, fundraising activities, the weekly prize draw, Hospice shops and legacies.

Full copies of the accounts can be found on [www.stleonardshospice.org.uk](http://www.stleonardshospice.org.uk)

***All our services are provided without charge to our patients, their families and carers.***

### **Commissioning & Geographical Area**

The Hospice catchment area has a population size of 351,900 and incorporates The City of York area where over 70% of our patients reside. The remaining population are based around the smaller towns of Selby, Tadcaster, Easingwold, Pocklington, Pickering, Helmsley and Kirkbymoorside. Its catchment extends to Sherburn in Elmet near Leeds in the West, to Howden in the South, Pickering in the East and Easingwold in the North.

The NHS Vale of York Clinical Commissioning Group (VoYCCG) has a population of 337,500. The VoYCCG are the main commissioners of Hospice services. The Hospice also provides services to NHS East Riding of Yorkshire Clinical Commissioning Group in Holme on Spalding Moor and Market Weighton covering a population of 14,400.

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## JOB PROFILE

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<b>Post:</b>	Deputy Sister/Charge Nurse
<b>Post Reference:</b>	DS/CN/IPU/10/21
<b>Responsible to:</b>	Senior Sister - IPU
<b>Accountable to:</b>	Matron – In Patient Services

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### JOB SUMMARY

- To provide effective clinical leadership, management, co-ordination and development of the In Patient Unit, with emphasis on quality and clinical standards.
- To act as a resource to other professionals, both internally and externally, on specialist palliative care issues.
- Have the skills to respond to and introduce and manage change effectively.
- To work as a member of the Hospice multi-disciplinary team to provide a high standard of skilled, compassionate nursing care and symptom management to patients.
- To provide support to patients, families and carers.
- To support the Senior Sister/Charge Nurse and deputise in their absence by being professionally and managerially responsible for the provision of nursing services, over a 24 hour period on the In Patient Unit.
- To take responsibility for the development, implementation and monitoring of formal standards of practice, and to be involved in the Hospice auditing process.
- To provide leadership and guidance to all members of the nursing team. Acting as a role model- demonstrating excellent communication skills and expertise.
- To be part of the Senior Nurse on call rota.
- To work as a member of the hospice multi-disciplinary team.

### MAIN DUTIES AND RESPONSIBILITIES

#### Professional

1. To maintain a multi-disciplinary team approach to the individualised care of the patient and maintain high standards of nursing care, putting quality evidenced based care at the heart of practice.
2. To assess the holistic needs of the patient and his/her family taking into account his/her physical, psychological, social and spiritual needs.
3. To effectively prioritise and plan own workload and to be responsible for planning, delivering and evaluating the effectiveness of care given to patients, applying specialist judgement.

4. To maintain accurate written records of care, communicating all necessary information to other team members.
5. To maintain strict confidentiality.
6. To participate fully in the setting, implementation and monitoring of formal standards of practice and to be involved, when required, in clinical governance and audit.
7. To comply with the requirements of the Nursing and Midwifery Council with regard to Professional Registration and to Post-Registration professional education and revalidation.
8. Proactively keep abreast of research and changes in palliative care to be able to demonstrate ongoing clinical expertise and to be able to act as a resource for others.
9. Be responsible for maintaining a high level of knowledge, skill and competence to care for dying people especially in relation to current drugs/therapies in the treatment of pain and other symptoms, and administer medication according to the prescription chart.
10. Work with the team to develop a culture of reflective practice which can assist with learning and development from recent/past events.
11. Communicate appropriately with all patients, visitors and staff, liaise with other departments and agencies and attend departmental meetings as requested.
12. Maintain safe custody of the patient's property/valuables according to Hospice policy.
13. To participate in the development of Hospice standards, policies and research as required.
14. To communicate appropriately with all staff in other departments, offering information, assistance and support.
15. Adhere to all infection, prevention and control procedures.
16. To participate in full rotation across all shifts including nights.

### **Managerial**

1. Demonstrate leadership through clinical expertise, delivering high standards of person-centred care. To ensure that staff have a clear understanding of their duties and responsibilities and of the standards of performance expected.
2. Coordinate day to day service provision in the absence of, or in place of, the Senior Sister/Charge Nurse as required.
3. To maintain a caring and mutually supportive working environment for all members of staff and volunteers, being sensitive to the emotional needs of colleagues and giving appropriate support to them.
4. Take charge of a nursing shift as required to support the Senior Sister/Charge Nurse, organising staff and activities as necessary to meet patient needs.
5. To maintain accurate records with regard to the administration and custody of drugs on the unit. To implement all statutory and unit policies relating to medications management.

6. To lead, support and supervise the team through the process of change, demonstrating tenacity, drive professional integrity, balance and perspective.
7. To maintain collaborative working relationships and effective communications between all members of the multidisciplinary team, to ensure a high standard of coordinated patient care.
8. To maintain high standards of safety within the unit, reporting any hazardous occurrences or equipment.
9. Assist the Senior Sister/Charge Nurse in ensuring all IPU team staff undergo regular appraisals, return to work and exit interviews in line with hospice policy.
10. Supervise and monitor the performance of junior staff.
11. To report all accidents, incidents, complaints and untoward occurrences, keeping statutory and unit records as required.
12. Develop skills in conflict resolution and negotiation skills when dealing with difficult or challenging situations.
13. To observe fire precautions and procedures as outlined in the Hospice Policy.
14. To welcome both professional and lay visitors to the unit.
15. To observe unit policies on holidays, sickness and absence.
16. To exercise care and economy in the use of property and equipment and to ensure equipment is clean, safe and maintained in good working order.
17. Assist with the rostering of staff to ensure a good skill mix, including the use of bank staff and flexing of shift patterns as required to maintain safe patient care.
18. Be aware of allocated resources and contribute to effective budgetary control authorising supplies, invoices, timesheets and absence forms as required.
19. To act as a resource to other professionals, both internally and externally, on specialist palliative care issues.
20. Manage incident reporting within the In Patient Unit and work with the Director of Clinical Services and Senior Sister/Charge Nurse when there are identified areas for practice improvement.
21. Understand the serious incident policy and the responsibilities of prioritising safe patient care, attending and facilitating safety huddles.
22. Be aware of responsibilities relating to the complaints procedure.

### **Education**

1. To achieve and maintain clinical competencies specific to the role and organisation, facilitating the development and achievement of competence in others.
2. To assist in the teaching of new staff and volunteers so that they are able to function fully within the team.
3. To attend relevant courses or study days as required, building up skills to competently carry out the needs of the role.

4. Use evidence-based practice to develop and maintain a high quality of patient care and to ensure the continuous improvement of the in-patient service.
5. To participate in the allocation, teaching and guidance of visiting professionals eg Student Nurses on placements, Medical Students, Students Allied to Health and Post Graduate Students.
6. To communicate skills learnt on secondment or study leave to other members of staff.
7. Be involved with education of patients and their families regarding the various aspects of their health and wellbeing.

#### **Other**

1. Positively engage in all on-line statutory and mandatory training or courses.
2. To attend and actively engage in any training or development required by the Hospice.
3. To read, understand and follow all Hospice policies and procedures.
4. To participate in the Annual Performance Review.
5. To positively promote, support and represent the Hospice especially within the community, and to maintain the philosophy, ethos and ambience.
6. To be aware of personal responsibilities and discharge these as defined by the Health & Safety at Work Act 1974.
7. To maintain strict confidentiality in all matters relating to the Hospice, its business, patients, staff and ethos.
8. To undertake any other tasks, duties or responsibilities as requested by your Line Manager or other Senior Manager, including the Board of Trustees and Chief Executive.

*This Job Profile is an outline of responsibilities and will be subject to review with the postholder in light of the changing needs of the post and Hospice.*

## PERSON SPECIFICATION

**Post:** Deputy Sister/Charge Nurse

Requirement	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Registered Nurse</li> </ul>	<ul style="list-style-type: none"> <li>▪ Palliative Care Qualification</li> <li>▪ Palliative Care Experience</li> <li>▪ MIP/MPP</li> <li>▪ Degree</li> </ul>
<b>Experience &amp; Skills</b>	<ul style="list-style-type: none"> <li>▪ Excellent written and verbal communication</li> <li>▪ Awareness of Department of Health – End of Life Strategy</li> <li>▪ Ability to work unsocial hours</li> </ul>	<ul style="list-style-type: none"> <li>▪ Organisation skills</li> <li>▪ Audit and Evaluation</li> <li>▪ Advanced communication skills</li> <li>▪ NMP</li> </ul>
<b>Education &amp; Development</b>	<ul style="list-style-type: none"> <li>▪ Attend any relevant training courses</li> </ul>	
<b>Communication</b>	<ul style="list-style-type: none"> <li>▪ Proven interpersonal skills</li> <li>▪ Ability to be sensitive and empathetic</li> <li>▪ Able to work effectively in a multi-disciplinary team</li> <li>▪ Ability to communicate at all levels within the Hospice</li> </ul>	
<b>Personal</b>	<ul style="list-style-type: none"> <li>▪ Work confidentially and with discretion</li> <li>▪ Good sense of humour</li> <li>▪ Enthusiasm</li> <li>▪ Awareness and ability to cope with pressure</li> <li>▪ Ability to work in a challenging environment</li> <li>▪ Flexible to the changing needs of the post often at short notice</li> <li>▪ Be accurate and methodical</li> <li>▪ A commitment to Hospice care and to have a philosophy and concept of Hospice care</li> <li>▪ Honest, trustworthy, reliable and punctual</li> <li>▪ Approachable, team Player</li> <li>▪ Committed to providing a quality and measurable service</li> <li>▪ Ability to accept support from other team members</li> <li>▪ Respect for others ethnic or/and religious/spiritual beliefs</li> <li>▪ Committed to own continuing professional development</li> <li>▪ Vehicle owner with full UK driving licence/knowledge of local area</li> </ul>	

<b>IT</b>	<ul style="list-style-type: none"><li>▪ Good basic IT skills</li><li>▪ Knowledge of Microsoft applications (word, excel, power point, outlook)</li></ul>	Knowledge base in System one, CPD computer systems.
<b>Other Requirements</b>	<ul style="list-style-type: none"><li>▪ Be prepared to assist with Hospice fundraising</li><li>▪ Willing to assist in all areas of the Hospice</li></ul>	

You must be able to demonstrate how you meet the essential or desirable requirements in your application form, supporting statement, documentation or evidence, interview presentation or during interview.

## JOB DETAILS, BENEFITS & INFORMATION

<b>Post:</b>	Deputy Sister/Charge Nurse
<b>Post Ref:</b>	DS/CN/IPU/10/21
<b>Employment:</b>	The 'Employer' is St. Leonard's Hospice York.
<b>Commencement:</b>	The post will be available immediately or as soon as possible after offer of appointment.
<b>Contract Type:</b>	Permanent
<b>Terms &amp; Conditions:</b>	The terms and conditions are those of St Leonard's Hospice. The Hospice is not bound by any external pay and conditions arrangements.
<b>Salary Range:</b>	St Leonard's Hospice Pay Scale

Band 6

£32,306.00 to £39,027.00 per year – 37.5 hours (**actual salary for working 30 hours - £25,844.80 - £31,221.60**)

- Unless candidates can clearly demonstrate to the satisfaction of the interview panel extensive experience, knowledge and skills attributable to the role, starting salary will be at the lowest point on the salary band.
- Progression on the Hospice pay scale is in accordance with the Pay Progression Policy.
- Inflationary pay awards and incremental rises are not guaranteed.
- Salaries are paid on or before the 25<sup>th</sup> of each month by Bank Transfer.

**Hours:** This is a **30/37.5** hour per week role working a varied rota pattern covering early, day, late and night shifts, which will include evenings, weekends and bank holidays.

**Annual Leave:**

Length of Employment With Hospice	Annual Leave, General Public Holidays, Statutory Days	TOTAL
On Appointment	27 days plus 8 days	35
After 5 years employment	29 days plus 8 days	37
After 10 years employment	33 days plus 8 days	41

- The above annual leave entitlements are representative of full-time equivalent hours (37.5 hours per week) and for part-time positions these will be calculated on a pro-rata basis.

- The leave year runs from 1<sup>st</sup> April to 31<sup>st</sup> March.
- In support of our commitment to 'Life/Work Balance', all leave must be taken within the year it is allocated.
- Unused annual leave is lost if not used by 31<sup>st</sup> March annually.
- Previous employment (service) with any other employer will not count towards continuous service or holiday entitlement, unless you have joined us directly from the NHS.

**Uniform:** If a uniform is required for your role, this will be provided. Please note, the Hospice does have a dress policy in place.

**DBS:** If a DBS (Disclosure and Barring Check) is required for the position you are applying for we will ask you to complete and submit the form when you attend for interview and bring in all original documentation to support this.

**Health Screening:** The post holder will be required to undergo health screening prior to appointment. This is usually in the form of a confidential medical questionnaire and will be used to determine if any reasonable adjustments are required.

As a healthcare provider it is very important to us that our staff have the annual flu jab and the COVID vaccination. It is our expectation that all of our staff will have the vaccinations, unless there are strong compelling reasons why not. We believe having the vaccination not only protects you but also helps us to keep our patients, staff and visitors safe.

**Annual Performance Appraisal:** The post holder will be appraised annually.

**Smoking Policy:** A no smoking policy operates on all Hospice premises and in Hospice vehicles for staff and volunteers. Staff must not smoke when they represent the Hospice at events or functions.

**Driving Documentation** If there is a requirement to have the use of a vehicle during working hours, the Hospice requires the full disclosure/authorisation to check MOT, Tax, Driving Licence/endorsements and Motor Vehicle Insurance which must include under limitation as to use, for business purposes.

**Vehicle Mileage Allowance** The Hospice pays the recognised HMRC Mileage Allowance Payments for the purposes of business mileage. The current rate is 45p per mile

**Pension:** If currently contributing to the NHS Pension Scheme or eligible to contribute within the last 12 months, this is transferable. For remaining staff there is the option of joining a contributory group personal pension scheme operated by Legal & General.

In addition, St Leonard's complies with its duties under auto enrolment legislation.

**Life Assurance:**

A non-contributory scheme (death in service) operates for all employees paying a lump sum of 2.5x annual salary upon death to nominees. This scheme is not open to those within the NHS Pension Scheme (as separate arrangements exist within the scheme). Please note bank workers are not eligible for this benefit.

**Healthcare Schemes:**

There is the option of joining contributory schemes at advantageous rates. These are available to families of employees.

**Sick Pay:**

Entitlement to sick pay is in accordance with the following:

*During 1<sup>st</sup> year of service (and after completing 4 months service) one months full pay & two months half pay.*

*During 2<sup>nd</sup> year of service two months full pay & four months half pay.*

*During 3<sup>rd</sup> year of service four months full pay & five months half pay.*

*During 4<sup>th</sup> & 5<sup>th</sup> year of service five months full pay & five months half pay.*

*After completing 5 year's service ~ six months full pay & six months half pay.*

**Maternity Leave:**

Is in accordance with statutory maternity/legal rights.

**Secondary Employment:**

Any 'other' employment (paid or otherwise) must be agreed in advance, in writing with the Hospice Chief Executive.

**Gifts:**

A Gifts Policy is in place.

**Additional Income:**

Any additional income, rewards or gifts in kind received whilst on normal Hospice duties/business is repayable to or paid directly to the Hospice.

**Location:**

St Leonard's Hospice is located in an attractive rural/residential area to the South West of York with easy access to major road networks including the A64, A1/M1, A19, A59 and M62. The Hospice is a very short walk from Tesco, Askham Bar, a 'Park & Ride' service operates close to the Hospice allowing frequent travel to the City Centre and mainline railway station. Local buses stop immediately outside the Hospice entrance.

The Hospice has excellent modern facilities.

The Hospice cannot provide on-site parking for all staff therefore off-site parking is available in the local vicinity, with up to a 10 minute walk to the Hospice. Public transport should be used whenever possible.

**Base:**

We have a number of sites including the main hospice on Tadcaster Road and a number of retail outlets. The base of work will be made clear in each recruitment exercise.

**Employees:**

The Hospice employs 210 people (full and part time, including bank workers). We are supported by 577 volunteers working in

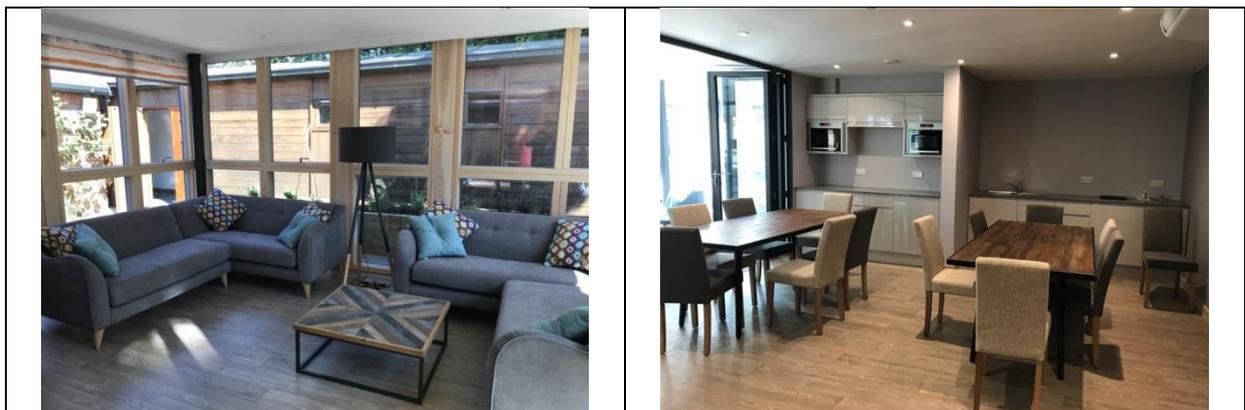
all areas of the Hospice including 316 that work in our shops. All staff and volunteers are based at the Hospice, at the retail offices or in one of our fourteen retail outlets and our Donation Centre.

**Staff Benefits:**

These facilities are found on the Hospice site. Facilities at other premises vary.

- Reimbursement of professional fees
- High quality subsidised meals and snacks
- Newly refurbished staff rest and bistro dining areas, inside and outside
- Free beverages
- Access to Our Hospice Hub an online reward & recognition site which includes discounts & cash back from hundreds of well-known retailers, a confidential 24 hour Employee Assistance Programme (EAP) offering counselling, financial and legal helpline to staff and their immediate family members in the same household (over 16 years of age) and a Wellbeing Centre and recognition scheme.
- Generous holiday entitlements
- Life assurance scheme
- Clear Policies and Procedures
- Access to the Internet for personal use at designated times
- Training & Development Opportunities
- Access to Complementary Therapies
- Occupational Health Service
- Annual flu vaccination
- Cycle to work scheme and bike racks available
- Staff changing areas, lockers and modern shower facilities.
- NHS Benefits Scheme – working in conjunction with York Hospital
- Appraisal through annual performance reviews
- Opportunities to help with fundraising
- Induction Programme
- Peer, mentor, line manager and a wide range of other support Staff Engagement Group – we have an internal group for staff consultation and communication on all key areas of the organisation.

\* the above list is not exhaustive, may not be available to all staff, and may be amended or changed without notice.





## COVID-19

Please note as an employer and a health care provider we take the matter of providing a safe working environment very seriously. Throughout the COVID pandemic we have remained vigilant to managing all risks and are committed to complying with Public Health England guidance and the Government guidance on working safely through COVID-19 in full. We have involved our staff in seeing their input, ideas and feedback in making adjustments to our workplace and keep this under regular review.

**Period of Notice:** Three months

**Probation Period:** Six months.

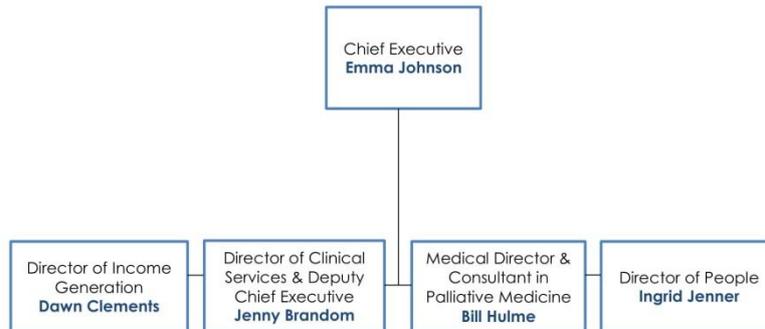
**Offer of Employment:** Any offer of employment following interview is made subject to:

- Receipt of satisfactory references to a standard deemed acceptable by the Hospice.
- Completion of all required documentation.
- Photographic passport and driving licence evidence.
- Disclosure & Barring checks.
- Evidence of qualifications.
- Evidence of the right to work and reside in the UK.
- Medical Clearance from Occupational Health.
- Satisfactory bank details to enable a bank transfer for salary purposes.
- A formal 'offer letter' being issued.

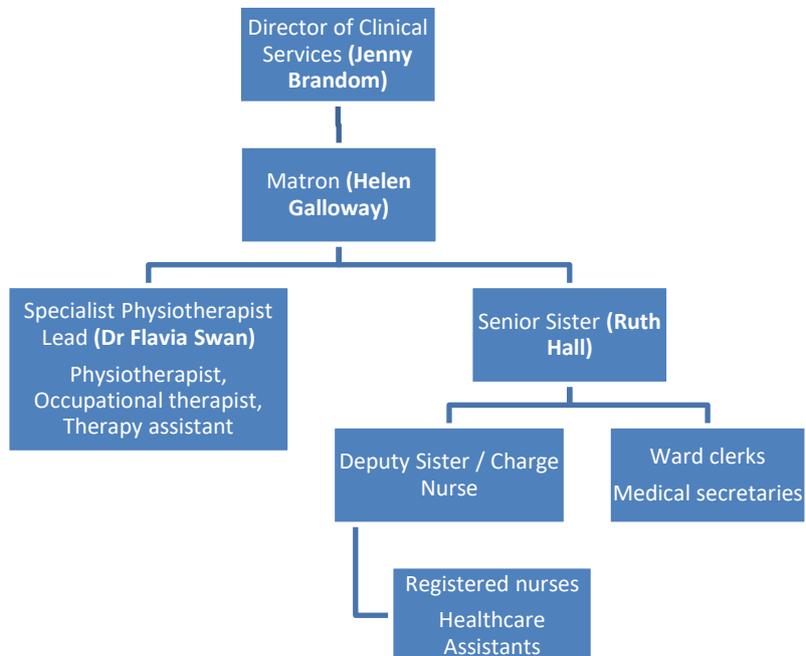
*Any of the above details or conditions may change without notice. Please check details with the Human Resources Manager if successfully appointed to the post.*

## ORGANISATIONAL CHARTS

### Senior Management Team



### In Patient Unit



## LIVING IN YORK and NORTH YORKSHIRE

### The City of York

York is a beautiful Historic City, often known as the 'Railway Capital' or the 'Chocolate City' and boasts city walls of 2.5 miles in length. Many of the traditional industries have moved away making tourism the largest industry with over 6.9 million people visiting the City each year, spending a total of £564 million. During the past five years, the total number of visitors has gone up by nearly 500,000 and the amount spent in the local economy increased by more than £100 million.

The City has a unitary local authority, the City of York Council. It has joint responsibility with North Yorkshire County Council for the provision of the Police and Fire Services. The two councils together with many district councils are now working more closely together in a number of areas and especially with the health and social care agenda.

The 'City' has a population of 209,000, with 4.5 million people living with 1 hour of the City. It is compact and vibrant dominated by The Minster and other historic buildings and places of interest. York is very pedestrian and cyclist friendly. It has a busy shopping centre, many cultural activities, an active nightlife, good theatres & cinemas, leisure facilities, fitness clubs and golf courses plus a wealth of excellent restaurants. The Barbican Centre is the main entertainment venue for the City.

We are proud that York was voted the best place to live in Britain in the Sunday Times survey in 2018.

### North Yorkshire

North Yorkshire is a county of beauty and contrast. Together with York it is one of the safest places to live in the UK. North Yorkshire covers 3,000 square miles of mainly rural areas and has a population of 604,900.

North Yorkshire surrounds the City of York. To the West is the Spa Town of Harrogate, Skipton with its waterways and the Yorkshire Dales National Park. To the North is Richmond a historic market town, Stokesley, the county town of Northallerton and the North York Moors together with the steam railway. The dramatic coastline in the East includes Scarborough, Whitby and Filey, where holiday makers and fish are in abundance. Finally, to the wild Yorkshire Wolds, and to the South, the market and ex mining district of Selby.

Each town, district and area has its own distinct identity. There are hundreds of places of interest to visit, National Trust properties, theme parks, working museums and gardens. For TV lovers the settings for Heartbeat, The Royal, James Herriot and Emmerdale are all within the area.

### Location

York and North Yorkshire are very close to the main road/motorway networks of the M1, A1, and M62 together with A64, A19 and A59.

York Station is on the East Coast Mainline. London (Kings Cross) can be reached in 2 hours.

Leeds Bradford International is the nearest airport approximately 1 hour from York with excellent national and international connections. Other local airports include Robin Hood at Doncaster, Durham Tees Valley in Teesside and Humberside in North Lincolnshire or Manchester Airport accessible by the train.