

**Statement of Purpose**  
**Marie Curie - Swansea Bay University Health Board – Hospice Care at Home Service**

Section 1: About the provider	
<b>Service provider</b>	<b>Marie Curie</b>
<b>Registered Address of Service Provider</b>	One Embassy Gardens 8 Viaduct Gardens London SW11 7BW
<b>Legal entity</b>	Charitable company
<b>Responsible Individual</b>	Rachel Jones, Associate Director (Wales)
<b>Manager of service</b>	Rhian Evans, Clinical Lead – Community Services (Wales)
<b>Name of service</b>	<b>Marie Curie - Swansea Bay University Health Board - Hospice Care at Home Service</b>
<b>Address of service</b>	Marie Curie Nursing Service Marie Curie Hospice Cardiff and Vale Bridgeman Road Penarth CF64 3YR
Section 2: Description of the location of the Service	
<b>Regional Partnership area in which service is provided</b>	West Glamorgan Regional Partnership Board
Section 3: Range of needs of the individuals for whom the regulated service is to be provided	
3a) Range of needs we can support	
<p>Marie Curie (Swansea Bay) is a registered provider of palliative care services. We offer free nursing care to adults with all terminal illnesses, as well as support for family and friends.</p> <p>The emphasis of care is community focused, enabling patients to be cared for and to die at home if this is their preferred choice. Our Healthcare Assistants have received training in palliative and end of life care. They provide one-to-one care and support overnight as well as planned care at very short notice in a crisis. Patients are referred to the Marie Curie Swansea Bay Service from the NHS for symptom control, end of life care and respite.</p> <p>The service has been developed in conjunction with the NHS commissioners to meet specific needs. These include:</p> <ul style="list-style-type: none"> <li>• <b>24-hour, locally coordinated services:</b> Marie Curie Healthcare Assistants visit during the day or in the evening to provide between thirty minutes to nine hours of nursing care.</li> <li>• <b>Dementia Care and Respite Service:</b> Marie Curie healthcare assistants provide respite care and support to people who are terminally ill with dementia, supported by a Senior nurse.</li> </ul> <p>Our Local Clinical Coordination Centre staff are based in the Cardiff and Vale Hospice and the office in Dafen (Llanelli) to support the coordination of services across Wales. This includes the planning, prioritisation and allocation of care.</p>	
<b>3b) Age range of people using the service</b>	Adults over the age of 18 and transition patients (16-18-year-olds) on request
<b>3c) Gender of people using the service</b>	The service is open to all genders

<b>3d) Accommodation Based services</b>	N/A
<b>3e) Average number of adults supported by the service</b>	240 per year
<b>3f) Number of care hours delivered by week</b>	300-450 hours of care

#### Section 4: How the service is provided

The Service is provided to ensure the following:

***1) People feel their voices are heard, they have choice about their care and support, and opportunities are made available to them***

Marie Curie (MC) proactively seeks feedback from service users and carers about what matters to them. Feedback can be given via our surveys (available in our patient information packs and our website) and via calls by Senior Nurses, Nursing Service Facilitators or our Local Care Coordination Centre (LCCC).

The Responsible Individual and Head of Quality also undertake regular feedback calls. One question is 'do you feel you are included in the care and choices made around care?' and there is the opportunity for free text on where this can be improved.

As part of our Governance arrangements, quality standards are reviewed and monitored and we log all feedback including compliments and any complaints on Vantage which are reviewed for trends and learning, as well as being reported to the MC Quality Committee. Feedback is also provided in reports back to commissioners.

We undertake regular national and local audits to identify areas for improvement in patient outcomes - these include topics such as Tissue Viability, Mouthcare and Falls.

Collaborative working is undertaken with the multi-disciplinary team within the Health Board – such as the District Nurses (DN) and our staff regularly attend discharge meetings. Care plans are jointly developed to ensure the support provided meets the needs of patients.

***2) People are happy and supported to maintain their ongoing health, development and overall well-being***

The team work collaboratively with the multi-disciplinary team in the Health Board to ensure those we support are happy with the care provided. Working in conjunction with primary care colleagues, staff ensure patient needs are identified through care planning. Quality standards are reviewed and monitored locally via governance arrangements, supported by policies and procedures.

MC provides free access to a telephone-based Information & Support Service, which is based in Wales. This is available to anyone who feels they might benefit from additional support and/or signposting.

Bereavement support and counselling sessions are available to everyone in Wales, and these are facilitated by either a trained Bereavement Counsellor (virtually or face to face) or an Information and Support Officer (virtually).

Volunteer services are available to patients, living with a terminal illness and in the last 12 months of life. This service enables patients to be matched with a volunteer who can provide additional support, in turn aiming to improve and/or maintain quality of life and independence.

Where appropriate, staff are supported to encourage and empower patients to maintain their independence and lead their own care, and also involving carers to participate in the provision of care

when consent has been obtained.

### **3) People feel safe and protected from abuse and neglect**

Our Feedback Survey asks 'Did you feel safe and comfortable with the MC Nurse? If no, can you explain why that was?'.

Working with District Nursing teams, the team ensure all patients have an up-to-date care plan available in the patient's home. These plans are closely followed by the MC Healthcare Assistants. Quality standards are reviewed and monitored locally via governance arrangements, supported by policies and procedures.

MC Clinical staff complete mandatory training for Adult and Children Safeguarding - Level 2. In addition to their mandatory training, all senior staff across Wales have completed Level 3 safeguarding training. Staff have access to clear policies and processes when Safeguarding concerns are identified, and work with Health Board colleagues and safeguarding teams to ensure the safety of everyone that they encounter.

#### **4a) Arrangements for admitting, assessing, planning, and reviewing people's care**

Patients are referred to Marie Curie, from the NHS for symptom control, end of life care and respite. For Marie Curie to become involved in a patient's care they must be referred by a healthcare professional already involved in their care. The NHS is responsible for ensuring that before referring a patient the District Nurse or their nominated representative undertakes the necessary risk assessment. The District Nurse or nominated representative will make a referral based on their assessment and every attempt will be made to allocate care. Staff feedback to the Local Clinical Coordination Centre (LCCC) to enable appropriate allocation of staff.

Occasionally younger patients (under 18 years of age) may be referred, and acceptance of the referral is considered on a case-by-case basis. A decision is made at senior clinical management level, based on our ability to ensure we can provide safe care to younger patients. When necessary, staff will work under the clinical leadership of other specialist paediatric care providers or community teams to ensure appropriate care and support can be given. When necessary, staff will work under the clinical leadership of other specialists.

#### **4b) Standard of care and support**

Working closely with Community Nurses and General Practitioners, the emphasis of our care is to support people's choice to be cared for and die in their own home. As well as supporting people's choice, respecting people's privacy and dignity are values integral to the Swansea Bay team.

Our Healthcare Assistants offer a high standard of care and expert support for patients and their families. All of them are trained and experienced in looking after people at home. They will be guided in the care and support they give by the care plan, provided by the District Nurse. They will also let the District Nurse know about any changes in the person's condition to help them plan their care.

Our Healthcare Assistants undertake a rigorous training programme and follow the code of professional practice for social care Wales and ensure they are registered with Social Care Wales. They can:

- give care as set out in the District Nurse's care plan
- assist with personal care needs such as washing, dressing and mobility
- help the patient to take their routine medicines
- maintain the patient's religious and cultural needs at end of life

#### 4c) Language and communication need for people using the service

Marie Curie is committed to delivering an 'Active Offer' of Welsh language services in support of the Welsh Government's 'More than just words' strategic framework for promoting the Welsh language in health and social care. All patient literature is available in both English and Welsh.

Consideration is also given to whether an interpreter or other professional is required for the patient and their carers to ensure any communication or support needs are met. Marie Curie has access to the Wales Interpretation and Translation Service and Language Line Telephone Interpretation Service. We have Easy Read booklets available to help people understand information on our services, as well as British Sign Language videos.

#### Section 5: Staffing arrangements

##### a) Numbers and qualifications of staff

**Rachel Jones, Associate Director for Strategic Partnerships and Services for Wales,** is the Responsible Individual and joined Marie Curie in June 2021. Rachel was previously seconded to Welsh Government for 2.5 years as Head of Evaluation and New Models of Care in the Health and Social Services Department. Prior to Welsh Government, Rachel was the Assistant Director for Health and Social Care – a joint appointment between Cardiff & Vale UHB, Cardiff Council and Vale of Glamorgan Council and previously held a number of roles in local government at a national, regional and local level over a period of 20 years. Rachel is a geography graduate and has a Masters in Business Administration.

**Rhian Evans, Clinical Lead Community Services for Wales, is the Registered Manager.** Rhian Evans is a Registered Nurse with over 20 years' experience in palliative care. She holds a Degree in Specialist Palliative Care, QCF Level 5 in Leadership and Management in Health and Social Care.

**Samuel Clements, Head of Quality and Clinical Practice for Wales,** has worked at Marie Curie for over eleven years in numerous clinical and managerial roles. In September 2009, Samuel obtained a Bachelor of Science Degree (Hons.) and registered with the Nursing and Midwifery Council as an Adult Nurse. In August 2019, Samuel updated his registration, as a Non-Medical Prescriber, after obtained a postgraduate qualification in Clinical Patient Assessment and Non-Medical Prescribing and now holds a Master of Science Degree in Advanced Practice (Distinction). Throughout his career Samuel has sustained an interest in Oncology and Specialist Palliative Care, with a distinct focus upon Primary Care, and is keen to ensure the provision of safe, effective, and high-quality patient care.

**Llinos Trotman, Clinical Nurse Manager,** is responsible for the oversight and support of Marie Curie staff working across the Hywel Dda University Health Board area. Llinos has been a registered nurse for over 12 years and holds a BSc in Adult Nursing, QCF Level 5 in Leadership and Management in Health and Social Care. Llinos is also fluent in Welsh.

The staffing levels in the service is budgeted is for **13.1** WTE Healthcare Assistants

All Healthcare Assistants are registered with Social Care Wales.

##### Healthcare Assistants qualifications:

NVQ1	NVQ2	NVQ3	NVQ4	NVQ 5
	5	6	1	1

<b>b) Staff levels</b>	<p>The service has <b>1.0</b> WTE Clinical Nurse Manager and <b>0.8</b> WTE Senior Nurse</p> <p><b>Swansea</b>- 2 Healthcare assistants deliver double handed care from 8am-6pm to multiple patients 7 days per week.</p> <p><b>Neath Port Talbot</b>- 2 Healthcare assistants deliver double handed care from 8am-9pm to multiple patients 7 days per week.</p> <p>Across both areas, we deliver approximately 6 nights of respite per month (10pm-7am)</p>								
<b>c) Specialist staff</b>	<b>1.0</b> WTE Clinical Nurse Manager and <b>0.8</b> WTE Senior Nurse								
<b>d) Deployment of staff</b>	N/a – accommodation based services only								
<b>e) Arrangements for delegated tasks</b>	<p>Healthcare Assistants will be guided in the care and support they give by the care plan, provided by the District Nurse. They'll also let the District Nurse know about any changes in the person's condition to help them plan their care.</p> <p>In the event of staff sickness or absence the Marie Curie, Western Bay Service will attempt to make alternative arrangements. Where this is not possible, we will communicate with the District Nurse and the patient and family as soon as possible.</p>								
<b>f) Supervision arrangements</b>	<p>There is management support available from a Senior Nurse or Clinical Nurse Manager during office hours; a manager provides on call support out of hours.</p> <p>Monthly team meetings take place and includes clinical supervision and reflective practice.</p> <p>Staff complete an annual 'My Plan and Review' process alongside the Career Development and Progression Framework, in which they review their practice and set objectives for the coming year; this includes a development plan to identify support needed to help you achieve their objectives.</p> <p>Clinical Nurse Manager/Senior Nurse supervision in practice sessions take place every three months.</p>								
<b>g) Staff training</b>	<p><b>Induction</b></p> <p>All new starters complete a five-day induction programme prior to starting the role:</p> <table border="1" data-bbox="485 1554 1398 2040"> <tr> <td data-bbox="485 1554 600 1778"><b>Day 1</b></td> <td data-bbox="604 1554 1398 1778"> <ul style="list-style-type: none"> <li>• Introduction to Marie Curie and the Nursing Service</li> <li>• Staying safe</li> <li>• MySOS [lone worker training]</li> <li>• Record keeping and Confidentiality</li> <li>• Marie Curie Internet sites</li> <li>• Systems and Tablet training</li> </ul> </td> </tr> <tr> <td data-bbox="485 1785 600 1928"><b>Day 2</b></td> <td data-bbox="604 1785 1398 1928"> <ul style="list-style-type: none"> <li>• Person centred culture</li> <li>• Introduction to communication skills</li> <li>• Caring for the dying</li> <li>• Personal wellbeing and development</li> </ul> </td> </tr> <tr> <td data-bbox="485 1935 600 1966"><b>Day 3</b></td> <td data-bbox="604 1935 1398 1966"> <ul style="list-style-type: none"> <li>• Moving and handling training</li> </ul> </td> </tr> <tr> <td data-bbox="485 1973 600 2040"><b>Day 4</b></td> <td data-bbox="604 1973 1398 2040"> <ul style="list-style-type: none"> <li>• Basic Life Support training</li> <li>• Group clinical skills assessments</li> </ul> </td> </tr> </table>	<b>Day 1</b>	<ul style="list-style-type: none"> <li>• Introduction to Marie Curie and the Nursing Service</li> <li>• Staying safe</li> <li>• MySOS [lone worker training]</li> <li>• Record keeping and Confidentiality</li> <li>• Marie Curie Internet sites</li> <li>• Systems and Tablet training</li> </ul>	<b>Day 2</b>	<ul style="list-style-type: none"> <li>• Person centred culture</li> <li>• Introduction to communication skills</li> <li>• Caring for the dying</li> <li>• Personal wellbeing and development</li> </ul>	<b>Day 3</b>	<ul style="list-style-type: none"> <li>• Moving and handling training</li> </ul>	<b>Day 4</b>	<ul style="list-style-type: none"> <li>• Basic Life Support training</li> <li>• Group clinical skills assessments</li> </ul>
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<b>Day 5</b>	[to be completed after three months in post] <ul style="list-style-type: none"> <li>• Introduction to Palliative Care</li> <li>• Death and Dying</li> <li>• Introduction to Symptom management</li> <li>• Loss, Grief and Bereavement</li> </ul>
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On completion of the four-day initial induction, shadow shifts are arranged, where the new starters will work alongside more experienced staff, until they feel confident to work alone.

**Mandatory Training**

All Healthcare Assistants and Registered Nurses must complete a range of mandatory training topics including:

- Level 1 Medications (assisting)
- Level 2 Medications supporting
- Anti-Bullying and Harassment
- Medical Gases
- Marie Curie Code of Conduct
- Basic Life Support
- Infection, prevention control
- Food Hygiene Level 1
- Fraud awareness
- Record Keeping
- Prevent training
- PPE Training
- Patient falls
- Safeguarding adults
- Safeguarding children
- Sentinel training
- Data protection
- Dynamic Risk Assessment
- Syringe Driver training
- Understanding the needs of people with specific conditions
- Conflict and Resolution training
- Mouth Care training
- Tissue Viability for HCA's
- Dementia training
- Manual handling- patient and load
- Equality and diversity
- Health and Safety
- Sepsis
- Fuel Poverty Awareness

Mandatory training compliance is monitored by the Registered Manager who has access to reports from the Learning and Development team. Action plans are in place to address areas of low uptake of training and non-compliance. Clinical Nurse Managers ensure that all staff are clear about their roles and responsibilities and have appropriate support. They are responsible for regularly reviewing performance and identifying on-going training and development needs through Marie Curie's My Plan and Review process. Individual training plans ensure that required skills and competency levels are maintained and developed.

## Section 6: Facilities and services

Care is provided to people in their own homes. The District Nurse is responsible for coordinating care provided in the patient's home. Marie Curie Healthcare Assistants will document the care provided in the patient record, but the patient record belongs to the District Nurse/ GP. We do not hold or store these records. Marie Curie clinical record system is EMIS. This is where the Marie Curie staff record the patient information from their visits, as well as ensuring the patient notes in the home are updated.

Marie Curie value and proactively seek feedback from people that use our services, and their families. Due to the nature of the care we provide patients and families can give feedback to us directly through completing one of our surveys (these are available in the patient information packs and, on our website), or by making a complaint. The surveys measure different aspects of care and support. Service users can also provide direct feedback through our Information and Support Line.

Details of these processes are incorporated into our patient information pack sent to all patients on referral to the service.

Face to face staff training is arranged at appropriate venues depending on the location of staff or via Microsoft Teams.

## Section 7: Governance and quality monitoring arrangements

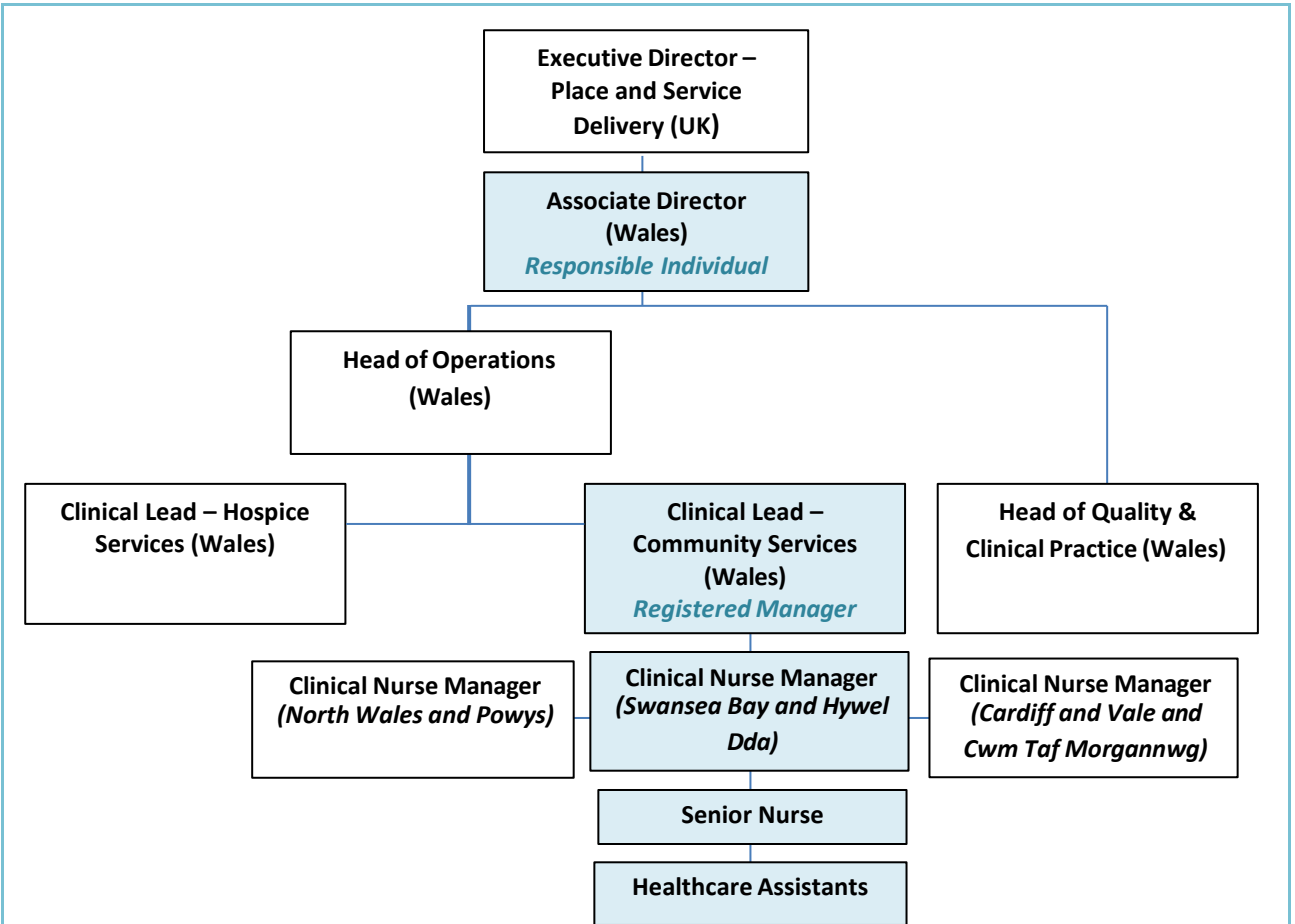
The charity has a robust system of clinical governance that ensures the highest possible standards of care for our patients, which means we continually develop our policies and procedures. We have clear policies and procedures in place regarding the administration of, and assistance with medicines by healthcare assistants, and staff receive appropriate training for their roles and responsibilities. All community staff can access these policies and procedures via the Marie Curie intranet, Marie Curie staff handbook.

Service Performance is managed through monthly Wales Clinical Governance meetings which the Responsible Individual attends and which covers incidents, compliments and complaints, review of mandatory training and appraisal compliance, audit findings, health and safety and Infection Prevention and Control. The Responsible Individual also attends quarterly meetings with Commissioners and monthly service performance reports of Key Performance Indicators are produced and shared with commissioners.

Measures used to monitor, review and improve the quality of care and support include:

- # Patients seen
- Total and average care contacts
- # of Referrals and discharges
- Time on caseload
- Preferred place of death and % achieved
- # of Commissioned and delivered hours
- Skill mix of hours delivered by Registered Nurse and HCA
- Patients by age, gender, locality, diagnosis and Index of Multiple Deprivation deciles

The management structure of the Service and lines of accountability are:



The Responsible Individual is a member of the National Caring Services Leadership Team and reports to the Quality Trustees Committee. The Quality Trustees Committee is a formal committee of the Board of Trustees (the Board) which oversees all aspects of clinical governance and quality of care, patient safety and clinical standards. The Board has delegated to the Committee oversight and assurance for clinical governance, clinical risk management, quality, and safety (including being assured that services meet the needs of patients and their families), applicable quality standards, and regulatory compliance requirements. They receive quarterly quality assurance reports and review the clinical Key Performance Indicator dashboard – these combined reports highlight any areas of concern about patient safety, patient experience and clinical effectiveness.

Marie Curie’s policy for addressing complaints ensures that all complainants will receive an acknowledgement within two days unless a full reply can be sent within five working days. Every endeavour will be made to provide a full response to the complainant within 20 working days. If this is not possible, the complainant will be informed in writing of the reason for the delay and a full response will be made within five days of the conclusion of the investigation.

Marie Curie undertakes announced internal compliance visits. Patients’ and carers’ views are sought to ensure we continue to provide the services they want and need. We also seek feedback from referrers, staff, and commissioners. Comments are included in the compliance visit report. The Responsible Individual joins these visits.