Recruitment Pack
Sister / Charge Nurse
(Palliative Day Care)
Dear Applicant

Re: Sister / Charge Nurse (Palliative Day Care)

Thank you for the interest you have shown in the above role. Please find enclosed the specific role requirements and duties for this post detailed within this document.

To apply for this role, please fully complete the application form provided with this pack and return it to us before Tuesday 1st March 2016 at 5.00pm, using additional sheets if required.

The terms and conditions of the post are:

1. Salary: £27,895 - £31,650 per annum (actual salary £11,158 - £12,660)
2. Hours of work: 15 hours per week, (worked on a rota basis involving shifts and weekends. You will be notified of your start and finish times from time to time by Management)
3. Place of work: Primarily based at The Amy Johson Unit, Dove House Hospice, Chamberlain Road, Hull, HU8 8DH with a requirement to work from day care units within the East Riding.
4. The annual leave entitlement is 35 days per annum pro-rata.

Completed applications should be sent by email to m.broadley@dovehouse.org.uk or posted to the address below.

HR Department, Dove House Hospice, Chamberlain Road, Hull, HU8 8DH.

Further information regarding this post can be found in the attached recruitment literature. For further information on Dove House Hospice please visit our website www.dovehouse.org.uk.

Yours sincerely

Michelle Broadley
Recruitment & Development Officer
Dove House Hospice is a charity providing excellent care for people in the local community with life limiting illnesses. We are specialists in palliative care, which is the total care of patients whose illness is no longer curable and for whom the goal must be quality of life.

Our services are available to anyone over the age of eighteen years who has an illness which can no longer be cured. Care is provided for patients with cancer, neurological illnesses, heart diseases, respiratory diseases, HIV/AIDS and many other illnesses. Our care incorporates physical, social, psychological and spiritual support delivered by a multi-professional team who embrace the family and significant others throughout the patient's illness.

Dove House Hospice is maintained by funds raised in the local community and support from the local Clinical Commissioning Group and so there is no charge for any of our services.

Set in beautiful gardens, Dove House Hospice is a 'home from home' where patients and their families can feel at ease in a relaxed and informal atmosphere. The patient and their family are at the centre of everything we do; the patient - not the illness - is the focus of our care. We aim to give not only specialist care but special care, embracing our patients with warmth, understanding and friendship whilst offering them and their families guidance and support during difficult times.
Why work for us?

In return, we can offer you a range of additional benefits which include:

- Up to 6 months full occupational sick pay (followed by 6 months half pay) *
- Life assurance of 3 times annual salary (1 x salary for those in the NHS pension scheme as 2 x salary is already provided)
- Dove House Hospice will pay an employer’s contribution of 14% into a high quality Group Personal Pension against an employee contribution of 6% (We also offer a reduced level of an employer’s contribution of 7% against an employee contribution of 3%)
- Free car parking at Chamberlain Road
- We offer all employees over the statutory annual leave by 2 days full time equivalent
- Up to an extra 5 days annual leave rewarded to encourage loyalty and motivation **
- The option to buy an additional 1 week of annual leave (subject to approval)
- Option to receive a free annual flu jab
- Option to join our ‘Employee Christmas Savings Club’
- Opportunities for career development and further education with free access to our onsite library
- Staff support services
- Giving the highest possible mileage allowance for our essential car users

* Linked to service length **Linked to service length (non-clinical staff)

We are proud to offer the above benefits. If you have any questions on these, please don’t hesitate to contact the HR Department on 01482 785740.
Job Description

1. **JOB TITLE:** Sister/Charge Nurse  Palliative Day care  
   **REPORTS TO:** Senior Sister/Charge Nurse  
   **ACCOUNTABLE TO:** Head of Clinical Services  
   **DEPARTMENT:** Clinical  
   **PLACE OF WORK:** Any premises operated by the Company and within the East Riding  
   **VERSION DATE:** February 2016  
   **REVIEW DATE:** February 2018

2. **VISION:**
Dove House Hospice supports patients with life limiting illnesses to live every moment. It is our vision to provide a sustainable, comfortable and caring environment in which to offer exceptional, specialist palliative care to patients, carers and their families. All roles throughout our organisation contribute to making this vision a reality for those living in Hull and the East Riding of Yorkshire who rely on us to provide the care that is right for them, in the place of their choice.

3. **JOB SUMMARY:**
   1. Support the Senior Sister/Charge Nurse in carrying out their role.
   2. Demonstrate clinical competence and expertise in palliative care and end of life care nursing, displaying a sound understanding of symptom management, acting as a resource for nursing colleagues.
   3. Be responsible for implementing and developing supportive person centred approaches to encourage choice and independence in palliative and end of life care.
   4. Be responsible for the leading, planning, implementation and evaluation of patient care. Ensure all documentation completed by nurses is both accurate and legible in relation to patient care in line with the Nursing and Midwifery Council (NMC) guidelines and Dove House Hospice policies and procedures.

4. **MAIN RESPONSIBILITIES:**
   1. Be responsible for ensuring that all members of the team comply with all statutory training requirements.
   2. Lead, motivate and act as a role model for the day care teams including volunteers.
   3. Be responsible for ensuring that all new members of the team receive appropriate inductions.
   4. Ensure that the holistic needs of all patients cared for by the team are met in a person centred way. Work closely with the multi disciplinary team to meet individual patient identified needs.
   5. Communicate appropriately with all staff, liaise with other departments and agencies and attend departmental and inter-departmental meetings, as appropriate.
   6. Be responsible for ensuring the nursing team adhere to the North Humberside Hospice Project Ltd’s policies relating to the security, control and administration of drugs in line with NMC guidance and requirements.
   7. Be the Senior Sister/Charge Nurses deputy and in their absence, cover their duties, including the Senior Nurse on-call rota and act as Emergency Duty Officer.
8. In conjunction with the Senior Sister/Charge Nurse participate in the selection and recruitment of staff and volunteers

9. Participate in and undertake supervision and appraisal of nursing staff as directed by senior sisters/charge nurse in line with Dove House Hospice supervision policy.

10. Report and record any complaints or concerns raised from patients, visitors, staff and volunteers, reporting these to the Senior Sister/Charge Nurse.

11. In conjunction with the Head of Clinical Services and the Education and Practice Development Department, maintain own standard of educational and professional development as required by the NMC in order to meet registration requirements.

12. Participate in the induction of new hospice staff and volunteers as required.

13. In conjunction with the Education and Practice Development Department, organise and deliver formal and informal education and training both internally and externally as required.

14. Maintain patient confidentiality at all times and comply with all Dove House Hospice policies and procedures.

15. Adhere to the NMC Code of Conduct.

16. Participate in the hospice clinical governance programme, including attending the clinical forum and carrying out and participating in clinical audit and evaluation as required.

17. Undertake any other duties as reasonably requested by the Senior Sister/Charge Nurse.

NB This job description may be amended in consultation with the post holder in the light of on-going, changing Organisational needs.

5. **HEALTH & SAFETY:**

All employees have a duty of care towards themselves and others in relation to the Health and Safety at Work Act 1974. As such your duties will include:

1. Making yourself familiar with our health and safety policy.
2. To abide by the above mentioned general health and safety rules, procedures and responsibilities at all times.
3. No action is to be taken by you which could threaten the health and safety of yourself, other employees or other persons.
4. At all times to report any unsafe conditions, or acts.
5. To undertake any training as required by the organisation that may help you achieve the above responsibilities.
| 1. JOB TITLE: | Sister/Charge Nurse Palliative Day Care |
| VERSION DATE: | February 2016 |
| REVIEW DATE: | When new position is advertised |

2. **ESSENTIAL CRITERIA**

**Values**
1. Ability to embody and live the hospice values: United we will be: positive, professional and passionate

**Qualifications**
1. First Level Nurse
2. A recognised palliative care/oncology or related area in end of life care accredited post registration qualification

**Knowledge and Skills**
1. Ability to work well within a multi-disciplinary setting
2. A sound understanding of pain and symptom management
3. A sound understanding of loss and bereavement management
4. Excellent interpersonal and organisational skills
5. Leadership skills
6. Basic IT skills
7. Teaching skills
8. Knowledge of relevant national guidelines, policy and legislation

**Experience**
1. Experience of senior staff nurse/band 5/ E Grade level
2. Experience of managing, supervising and supporting staff

**Other**
1. To hold a current and valid driving licence with access to a car or other means of transport.

3. **DESIRABLE CRITERIA**

1. To have a recognised Mentorship qualification or be working towards one
2. Experience of working in a hospice or palliative care setting
**APPLICATION FOR EMPLOYMENT**

**Post:** Sister/Charge Nurse Palliative Day Care (15hrs)  
**Closing date:** 1st March 2016  
**Job Reference:** SCN082016

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<thead>
<tr>
<th>PERSONAL DETAILS</th>
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<tr>
<td><strong>Title:</strong></td>
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<td><strong>Surname:</strong></td>
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<td><strong>Forename(s):</strong></td>
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<td><strong>Address:</strong></td>
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<td><strong>Post Code:</strong></td>
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| **Telephone Numbers:**  
| Home | Mobile |
| **Email Address:** If provided, we may contact you via your email address if you’re invited to attend an interview |

<p>| EDUCATION AND PROFESSIONAL QUALIFICATIONS: Include in this section all relevant qualifications, i.e. general, higher and professional. Indicate subjects currently being studied for with an asterisk (*) |</p>
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<thead>
<tr>
<th>Subject/Qualification</th>
<th>Place of Study</th>
<th>Grade Results</th>
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<th>CANVASSING/RELATIONSHIPS</th>
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<tr>
<td>Canvassing (not including general discussion of the post) or a failure to disclose a relationship will disqualify an applicant. Are you related to a member of Dove House Hospice staff or Governing Board? Yes ☐ No ☐</td>
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<td>If YES, please give details:</td>
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### PRESENT/MOST RECENT EMPLOYER

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<thead>
<tr>
<th>Job Title:</th>
<th>Number of Hours Worked:</th>
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<th>Employers Name and Address:</th>
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<th>Reason for Leaving/Looking for alternative employment:</th>
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Please describe the main duties and responsibilities of your present/most recent job:

### PREVIOUS EMPLOYMENT:

Please cover the last 10 years (including your present/most recent employer above)

Please give exact dates of all employment and include periods of breaks in employment and reasons.

<table>
<thead>
<tr>
<th>Employer's Name and Address</th>
<th>Position Held</th>
<th>Dates</th>
<th>Reason for Leaving</th>
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Continue on a blank piece of paper (and attach) if necessary to cover the previous 10 years.

### CRIMINAL CONVICTIONS

Do you have any convictions, cautions, reprimands or final warnings? Yes □ No □

(those that are not “protected” as defined by the Rehabilitation of Offenders Act 1994 (Exceptions) order 1975 (as amended in 2013) by SI 2013 1198)

### IMMIGRATION REGULATIONS

Do you require a Work Permit for your current post? Yes □ No □

Will you require a Work Permit or renewal for this post? Yes □ No □
### SUPPORTING INFORMATION:

1. Please answer the following questions which have been created to cover certain or all areas of the person specification.
2. You should use examples and knowledge gained from paid work, unpaid work, studying or training.
3. If you are not able to answer all of the questions below, you will not meet our essential criteria & will not be shortlisted.
4. Where you are able to answer all questions below, your quality of answer will compared to other applicants.
5. The essential criteria have been identified as the minimum requirements needed to be able to effectively do the role.
6. Continue on a separate sheet of paper (and attach), if necessary detailing the question number you’re answering.

**Please do not attach CV (If attached, it will not be used for shortlisting)**

<table>
<thead>
<tr>
<th></th>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>1</td>
<td>(E1) Do you hold a First Level Nurse qualification?</td>
<td>☐</td>
<td>☑</td>
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<tr>
<td>2</td>
<td>(E2) Do you hold a recognised palliative care/oncology or related area in end of life care accredited qualification?</td>
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<td>3</td>
<td>(E3) Do you have a degree or working towards one?</td>
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<td>4</td>
<td>(E4) Do you have a recognised nursing mentorship qualification or working towards one?</td>
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<td>5</td>
<td>(E5) What skills and attributes do you feel you have that would enable you to work well within a multi-disciplinary setting?</td>
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<td>(E6) Please describe your understanding of pain and symptom management</td>
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<td>(E7) Please describe your understanding of loss and bereavement management</td>
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</table>
8. (E8) How do you maintain good relations with colleagues?

9. (E9) What do you do to motivate others? How do you remain self-motivated?

10. (E10) What computer packages have you used in your previous roles and what reasons did you use IT for?

11. (E11) Please describe what skills you have that would help you with the teaching element of this role?
12. (E12) Please describe your knowledge of relevant national guidelines, policy and legislation

13. (E13) Please describe your experience of senior staff nurse/band 5/ E Grade level

14. (E14) Please describe your experience of managing, supervising and supporting staff

REFERENCES:

Please:
1. Give names, addresses and contact details of 2 professional referees.
2. Ensure one of your referees is your present/most recent employer. For nursing staff, the reference must not be given by someone lower than Senior Sister/Clinical Nurse Manager.
3. Ensure the people you name are able to provide an objective assessment of your work performance.

Please do not:
1. Give the name of any relative (even if you have worked for/with them)

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<thead>
<tr>
<th>Name</th>
<th>Name</th>
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<tbody>
<tr>
<td>Job Title</td>
<td>Job Title</td>
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<tr>
<td>Work Address</td>
<td>Work Address</td>
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<tr>
<td>Post Code</td>
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<td>Telephone No.</td>
<td>Telephone No.</td>
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<td>Email Address</td>
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Capacity in which the above is known to you: Capacity in which the above is known to you:

Referees will only be approached after interview for the successful candidate
**RECRUITMENT MONITORING**: In order to help us monitor the effectiveness of our methods of recruiting, please indicate how you became aware of this post (please tick)

<table>
<thead>
<tr>
<th>Hull Daily Mail Newspaper ☐</th>
<th>Shop Window ☐</th>
<th>Twitter ☐</th>
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<tbody>
<tr>
<td>Hull Daily Mail Website ☐</td>
<td>Facebook ☐</td>
<td>Other (Please specify below) ☐</td>
</tr>
<tr>
<td>Dove House Hospice Website ☐</td>
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</table>

**DECLARATION**

I confirm that the information contained in this application is correct and that all relevant details have been given, and I understand that, if offered, the appointment will be subject to the information contained herein.

I understand that any false statement may disqualify me from employment or render me liable to instant dismissal.

I agree that the information provided in this application form may be processed by Dove House Hospice in relation to my application for this post to assist in the decision making process. I further expressly agree that, should it be necessary to validate any of the information provided herein, the Hospice may release this information for verification purposes. If successful in my application it is agreed that any information provided will be retained by the Hospice in a secure confidential file and the contents only used for necessary business purposes subject to my express consent for disclosure where necessary. All details are held in accordance with the Data Protection Act 1998.

I also understand that anything I hear or learn, concerning individual patients or my work in the course of my duty, must be treated in the strictest confidence.

Signature____________________________________Date___________________________

Completed application forms need to be returned to:

HR Department, Dove House Hospice, Chamberlain Road, Hull, HU8 8DH

Please complete page 5 if you are applying for a role based at our Hospice site: Chamberlain Road, Hull, HU8 8DH
**REHABILITATION OF OFFENDERS:** Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act (Exemptions) Order 1975 as amended. Therefore, you are required to disclose all information about convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.

All applicants aged 16 years or over who are offered employed where they are based at our Hospice will be subject to a criminal record check from the Disclosure & Barring Service before the appointment is confirmed. This will include details of convictions, reprimands or final warnings which would not be filtered in line with current guidance.

Please read the following carefully before answering the next question.

**List of offences which will always be disclosed on criminal record certificates and enhanced criminal record certificates issued by the Disclosure and Barring Service:** Arrangements were introduced on 29th May 2013 to filter out certain old and minor convictions and cautions for criminal record certificates and enhanced criminal record certificates issued by the Disclosure and Barring Service (DBS). These arrangements are set out in The Police Act 1997 (Criminal Record Certificates: Relevant Matters) (Amendment) (England and Wales) Order 2013 (“the Order”).

The rules covering filtering are as follows:

**Convictions**
- A conviction received when the person was 18 or over will not be disclosed only if:
  1. 11 years have elapsed since the date of conviction;
  2. it is the person’s only conviction; and
  3. it did not result in a custodial sentence.

Even then, it will only be removed if it does not appear on the list of specified offences which must always be disclosed. If a person has more than one conviction, then details of all their convictions will always be included. A conviction received when the person was under 18 would become eligible for filtering after 5.5 years – unless it is on the list of specified offences which must always be disclosed, a custodial sentence was received or the individual has more than one conviction.

**Cautions**
- A caution received when the person was 18 or over will not be disclosed if six years have elapsed since the date of issue – and if it does not appear on the list of specified offences which must always be disclosed.

A caution received when the person was under 18 will not be disclosed if two years have elapsed since the date of issue – but only if it does not appear on the list of specified offences which must always be disclosed.

**List of specified offences which must always be disclosed**
- Certain offences are considered so serious that they will always be disclosed, regardless of when they took place and the person's criminal record. These offences are described in the Order and a list of offences which are always disclosable have been derived from the Order and set out below. Please see [https://www.gov.uk/](https://www.gov.uk/) for list.

Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance? Yes ☐ No ☐

(If YES, please provide details below)

I have read the above statement and understand it.

Signed ______________________________ (applicant) Date ______________

Having a criminal record will not necessarily bar you from being employed by us. This will depend on the nature of the position applied for and the circumstances and background of your offences. The DBS Code of Practice and our full policy statement on the recruitment of ex-offenders are available on request.

**DECLARATION:** I declare that:

1. I have not been convicted or cautioned for a criminal offence in another country.
2. I am not currently the subject of any police investigation and/or prosecution in the UK or any other country.
3. I am not currently the subject of any investigation or proceedings by anybody having regulatory functions in relation to health / social care professionals, including such a regulatory body in another country.
4. I have never been disqualified from the practice of a profession or required to practice it subject to specific limitations following a fitness to practice investigation by a regulatory body in the UK or another country.

Please note: If you are unable to confirm all points above, please clearly cross out the statement(s) that does / do not apply and we will contact you to discuss further.

Signed ______________________________ (applicant) Date ______________

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Version Date: January 2014; Review Date: December 2014
**EQUAL OPPORTUNITIES - MONITORING FORM**

It is the policy of the Hospice to ensure that no member of staff, potential staff, service user or volunteer is treated less favourably as a result of their gender, age, marital status, ethnic origins, religion and belief, sexual orientation or disability. All details are held in accordance with the Data Protection Act 1998.

In order to assist the Hospice in monitoring the effectiveness of the Equal Opportunities Policy, you are asked to complete this sheet and return it with your Application Form. On receipt, it will be kept entirely confidential and will not be referred to during the recruitment process.

Please return to: HR Department, Dove House Hospice, Chamberlain Road, Hull, HU8 8DH

**Post applied for**  
Sister/Charge Nurse Palliative Day Care (SCN082016)

**Date completing form**

**Full name in capitals**

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Please indicate by ticking boxes or entering information as appropriate.

**GENDER:**

Male ☐  Female ☐  Prefer not to say ☐

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**DATE OF BIRTH:**

____________________  
Prefer not to say ☐

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**MARITAL STATUS:**

Single ☐  Divorced ☐  Married ☐  Civil Partnership ☐  Cohabiting ☐  Widowed ☐  Prefer not to say ☐

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**ETHNICITY:**

Ethnic origin categories are not about nationality, place of birth or citizenship. They are about the group to which you as an individual perceive you belong. Please indicate your ethnic origin by ticking the appropriate box below.

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<thead>
<tr>
<th>Arab – Middle Eastern ☐</th>
<th>Mixed – White and Black African ☐</th>
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<tbody>
<tr>
<td>Arab – North African ☐</td>
<td>Mixed – White and Caribbean ☐</td>
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<tr>
<td>Asian or Asian British – Bangladeshi ☐</td>
<td>Other Asian Background ☐</td>
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<td>Asian or Asian British – Indian ☐</td>
<td>Other Black background ☐</td>
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<td>Asian or Asian British – Pakistani ☐</td>
<td>Other Ethnic background ☐</td>
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<td>Other White background ☐</td>
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<td>Chinese ☐</td>
<td>If any ‘other’ category ticked, please specify if you wish:</td>
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<td>Japanese ☐</td>
<td>White – British ☐</td>
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<td>Latin American ☐</td>
<td>White – Irish ☐</td>
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<td>Mixed – White and Asian ☐</td>
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**SEXUAL ORIENTATION:**

Bisexual ☐  Gay man ☐  Gay woman/lesbian ☐  Heterosexual/straight ☐  Other ☐  Prefer not to say ☐

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**RELIGION OR BELIEF:**

Buddhist ☐  Christian ☐  Hindu ☐  Jewish ☐  Muslim ☐  Sikh ☐  Other ☐  please specify if you wish: ______________________________ |

| No religion ☐ | Prefer not to say ☐ |

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**DISABILITY:** The Equality Act 2010 defines disability as ‘A physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities.’ Long term in this context means likely to last longer than 12 months or likely to recur. Please note that cancer, HIV and multiple sclerosis are covered by the Act from the point of diagnosis.

- ‘Substantial’ is more than minor or trivial - e.g. it takes much longer than it usually would to complete a daily task like getting dressed.
- ‘Long-term’ means 12 months or more - e.g. a breathing condition that develops as a result of a lung infection

Does this definition apply to you? Yes ☐  No ☐  Prefer not to say ☐