

Job Description

Job Information	
Job Title:	Health Care Assistant
Directorate / Service:	
AfC Band:	3
Accountable to:	
Reports to:	Ward / Department Manager / Deputy in their absence
Base Location:	
AFC Job Code:	NM.NS.R0414
ESR Position Number:	

Job Summary
<p>Under the supervision of a registered nurse assisting the Ward / Department team in providing the highest possible standard of care for patients and their families/carer. The post holder will undertake a range of tasks and duties as delegated by a registered nurse.</p>
Key responsibilities
<p><u>CLINICAL RESPONSIBILITIES</u></p> <ul style="list-style-type: none"> • Participates in all aspects of patient care with particular attention to personal hygiene and grooming. • Provision of patients toileting needs, ensuring privacy and dignity is maintained. • Support of patients in managing incontinence and promotion of continence. • The recording of a patient's fluid intake and output using fluid balance charts. • Preparation and serving of patient's meals, drinks and snacks. Assisting / feeding patients as necessary. • The recording of patient's dietary intake when indicated in the patient's plan of care. • Enable patients to maintain/improve their mobility by use of exercise and mobility appliances. • Assist in the prevention of pressure sore development as directed by the Registered nurse in conjunction with the patient's plan of care • Carry out any movement and handling within the safe practice guidelines from your mandatory training and in relation to the patient's manual handling plan. • Obtaining specimens from patients for ward or laboratory testing. • Removal of cannulae, catheters and nasogastric tubes

- Undertake the dressing of non-complex wounds (in accordance with identified competencies and in conjunction with the plan of care)
- Naso-gastric/PEG feeding once the tube has been passed and checked by a registered professional
- Prepare and maintain environments for clinical treatments and investigations
- Prepare patients for treatments, investigations or procedures including offering support, answering questions appropriate to own knowledge/experience and assisting in recovery
- Collection of Blood products from laboratory as requested
- Chaperoning and escorting patients to clinical departments within the hospital and to other hospitals for investigations.
- Assist Registered Nurse in performing last offices.
- General and clinical observations of patients, reporting anything untoward to Registered Nursing Staff, to include:
 - Recording of blood pressure, pulse, temperature and respiration rate
 - Oxygen saturation monitoring
 - Recording of peak flow
- Undertake blood glucose monitoring and venepuncture upon the direction of the registered nurse
- Documentation in patients nursing records of any care given, ensuring the entry is countersigned by the Registered Nurse responsible for the patient at the time.
- Initiate Basic Life Support techniques as appropriate and provides assist to the registered nurse as required in prolonged resuscitation situations.
- Contribute to the development of Essence of Care and benchmarking
- Provide a verbal handover of the patients care under the direct supervision of the registered nurse
- Ensure due regard is given to customs, values and spiritual beliefs of patients and carers.

GENERAL DUTIES

- Promotes effective communication within the multi-disciplinary team and takes measures to overcome communication difficulties
- Contributes to the management of aggressive and abusive behaviour
- General bed making/making up of clean beds in readiness for new admissions, and operation beds. (Refer to policy for the care of mattresses and beds).
- Clear and clean vacated bed spaces and prepare ready for use according to the ward/unit protocol.
- Prepare used linen bags for collection by Porters and ensure adequate supply of linen bags/skips ready for use.
- Assist in maintaining a clean and safe environment in all areas.
- Safe disposal of clinical waste and sharps as per Trust policy
- Be familiar with Trust policy and procedure for reporting clinical incidents, reporting of incidents if they occur.
- Attend to the needs of visitors and patients particularly those who may be distressed or bereaved.
- Care for patients property, including valuables, in accordance with Trust policy.
- Obtain demographic details and social history from patients/visitors to assist in the admission process.

- Provide support and assistance to new and junior members of staff.

CLERICAL DUTIES

- Undertake a range of clerical duties in the absence of or in support of the Ward Clerk to ensure a smooth running service, this may involve:
 - Reception/telephone duties
 - Basic computer skills
 - Obtaining case notes/x-rays
 - Filing
 - Act as messenger in the absence of other more appropriate person e.g. to other wards, laboratory, Medical Engineering etc.
 - Complete maintenance repair forms
 - Monitor and maintain adequate stock levels of stationary, ward provisions, clean linen etc. completing as necessary requisitions forms for authorisation

* The post holder shall as necessary provide cover for and undertake duties of absent colleagues.

* The post holder shall follow all the policies and procedures of the organisation.

Education and training development

- Attend induction course and complete orientation programme in order to achieve core competencies
- Participate in Training and Development as identified in Personal Development Plan (PDP)
- Participate in orientation, instruction of less experienced staff.
- Attend mandatory in-service training sessions as per Trust policy.
- Comply with all Trust and Unit policies in relation to all aspects of practice.
- Act at all times in a manner that upholds the reputation of the Trust and safeguards the wellbeing and dignity of patients and their relatives.
- Undertake allocated workload under the supervision and direction of a Registered Nurse
- Identify objectives within a PDP that supports the delivery of high standards of clinical care
- Acknowledge limitations of knowledge and clinical skills
- Seek appropriate advice and support

Equality and Diversity

It is the responsibility of every member of staff to understand our equality and diversity commitments and statutory obligations under current equality legislation including the Disability Discrimination Act 2005, the Equality Act 2006 and the Race Relations (Amendment) Act 2000 and to:

Act in ways that support equality and diversity and recognises the importance of people's rights in accordance with legislation, policies, procedures and good practice.

Valuing people as individuals and treating everyone with dignity and respect, consideration and without prejudice, respecting diversity and recognising peoples expressed beliefs, preferences and choices in working with others and delivering appropriate services.

- Recognise and report behaviour that undermines equality under Trust policy.
- Be consciously aware of own behaviour and encourage the same levels of behaviour in colleagues.
- Acknowledge others' different perspectives and recognise the diverse needs and experiences of everyone they come into contact with.
- With the support of managers develop an equality and diversity objective through the personal development review process.

Infection Prevention & Control

All staff will adhere to infection control policies and procedures at all times and carry out role specific duties as per roles and responsibilities.

Confidentiality

Confidentiality/Data Protection regarding all personal information and Trust activity must be maintained at all times (both in and out of working hours). All staff should ensure that they are familiar with and adhere to all Trust privacy, confidentiality and security policies and procedures. Any breach of confidentiality will be taken seriously and appropriate disciplinary action taken.

Freedom of Information

In accordance with Freedom of Information and other associated legislation, the Trust may be required to make public recorded information available upon a request, or do this as part of a publication scheme. Please note, that in your public role, your name or job role may be contained in a document that is published in accordance with such legislation.

Management of Risk & Health and Safety

All employees have a duty to take reasonable care to avoid injury to themselves or to others and to co-operate with the Trust in meeting its statutory requirements. All employees will proactively contribute to the management of risk by identifying hazards in the workplace which have the potential to cause harm, raising issues of concern and risk to the appropriate level.

Safeguarding Children and Vulnerable Adults

All trust employees are required to act in such a way that at all times safeguards the health and well being of children and vulnerable adults. Familiarisation with and adherence to trust Safeguarding policies is an essential requirement of all employees, as is participation in related mandatory/statutory training.

IT Skills

All staff are expected to have or to gain a minimum of basic level IT skills to enable them to use the Trust IT systems to support Trust services and needs. All staff should be familiar with relevant IT systems and security policies and procedures.

Records Management

All staff are personally responsible for record keeping. A record is anything that contains information in any medium e.g. paper, tapes, computer information, etc. which have been created or gathered as a result of any NHS activity. All individuals within the Trust are responsible for any records they create or use. Please ensure that records are retained in accordance with the Records Management Policy and are stored in a manner that allows them to be easily located in the event of a Freedom of Information (FOI) request.

Information Quality

All staff must ensure complete and accurate data is collected to the highest standard at all times. Data collection should be supported by adequate documentation and processes should be regularly reviewed. Staff should ensure that processes conform to national standards and are fit for purpose. All staff should comply with the Information Quality Policy.

Change of Job Description

The duties outlined above are not intended to be exhaustive and may change as the needs of the department alter in line with current agendas. This job description will be subject to periodic review and amendment in accordance with the needs of the Trust.

Person Specification

Job Title:	Health Care Assistant		
AfC Band:	3	AfC Job Code:	NM.NS.R0414

Person Specification				
	Qualifications	Essential	Desirable	Assessment
1	Demonstrates a willingness & capability to undertake NVQ level 3	Y		
	Experience	Essential	Desirable	Assessment
2	Demonstrable experience in hospital setting working at NVQ level 2	Y		
	Knowledge	Essential	Desirable	Assessment
3	Reputation for high standard of patient care	Y		
	Skills	Essential	Desirable	Assessment
4	Excellent communication skills	Y		
5	Ability to develop effective interpersonal relationships with colleagues in the Healthcare setting	Y		
6	Basic Computer Skills	Y		
	Other	Essential	Desirable	Assessment
7	Supportive of colleagues and patients	Y		

