

## JOB DESCRIPTION

***All staff share the Trust Vision and uphold and promote our Trust values***

<b><i>Our Vision</i></b>	<i>Outstanding services, healthier communities</i>
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### ***Our Values***

<b><i>Innovative</i></b>	<i>We seek new ideas and adopt best practice to improve our services.</i>
<b><i>Caring</i></b>	<i>We show kindness and consideration for others.</i>
<b><i>Agile</i></b>	<i>We deal with new situations quickly and successfully.</i>

<b>Job title:</b>	Health Care Assistant
<b>Band:</b>	AfC Band 3
<b>Location / Work Base:</b>	Herts and Essex Hospital, Bishops Stortford
<b>Business Unit / Department:</b>	Adult Business Unit – Stort Valley and Villages
<b>Reporting to:</b>	Locality Team Manager

***We put patients at the heart of everything we do***

- To work within a team that provides an assessment and care service to patients with nursing/ health needs.
- To visit patients in their own homes and provide appropriate care and support as defined in the Care Plan. This will include aspects of personal care, hygiene, uncomplicated nursing procedures, exercise, activity and treatment programmes prescribed by therapists. The aim is to rehabilitate and maximise the patient's potential and where appropriate to support the carer.
- To support and enable patients in a range of activities to promote independent living and monitor their well-being.
- To undertake administration and clerical tasks that are associated with the care process including record keeping and use of computer.

## **MAIN DUTIES and RESPONSIBILITIES:**

### **Operational Delivery**

To take appropriate action to manage an emergency, summoning assistance immediately when this is necessary.

To report back on those aspects of assessment that have been carried out, identifying and highlighting any significant changes that might affect the patient's health and wellbeing.

To identify and assess the potential risks involved in work activities for self and others and identify these risks to a professional member of the team.

Report actual or potential problems that may put health, safety and security at risk and suggest how they might be addressed.

### **Patient / Customer Care**

To respect patient's dignity, wishes and beliefs and obtaining their consent for specific activities.

To correctly carry all aspects of the Care Plan that have been delegated and agreed within the Community Nursing team.

To undertake specified tasks correctly, in line with legislation, policies, procedures and protocols.

To support and enable patients, to promote independent living and monitor their well-being, which will include:-

- Personal care/bathing/showering/toileting
- Supervising and/or administering medication
- Confidence building
- Exercise programmes/mobility
- Basic wound dressings, removal of sutures, observations, temperature, respirations and blood pressure
- Taking blood

To carry out duties and responsibilities in ways that acknowledge and recognise people's expressed beliefs, preferences and choice, respecting diversity and valuing people as individuals.

### **Planning and Strategic Management**

To prioritise the day-to-day work and organise the day accordingly, responding appropriately to changing requirements.

Ensure time management within your working shift to update records.

Within working shift, keep up to date with learning objectives.

### **Service Development and Improvement**

To comment on policies pertaining to service delivery.

To be aware of any changes within HCT's Policies and comply with these changes.

### **Management and Leadership**

Demonstrate own work to students and other members of the HCT appropriate.

Participate in appraisals and supervision and highlight training issues as necessary.

### **Communication and Relationship Building**

To check with the case management relevant sources of information to confirm the tasks to be undertaken in relation to the interventions and treatments.

To monitor patients whilst carrying out the activities and identify and report any changes in the patient's health and well-being.

To involve patients and carers in the planning of care programmes and encourage self-management where appropriate.

Communicate with a range of people in a form that is appropriate to them and the situation, constructively managing barriers to understanding, sensitive and contentious information, and improving the effectiveness of communication through the use of communication skills.

Ensure all changes relevant to patient care are communicated to the nursing staff, prior to end of shift and documented appropriately in patients' notes.

To keep accurate and complete records and communicate in a manner that is consistent with relevant legislation, policies and procedures.

Communicate and work together with other teams within health and social care Services, and other providers to ensure optimum patient centred care. Using various methods of communication, which will include oral, written, electronic or other verbal or non-verbal methods.

To involve patients and carers in the planning of care programmes and encourage self-management where appropriate.

Attend and participate in team meetings, contributing where appropriate to service development.

### **Finance and Resource Management**

Ensure all equipment issued to patients is in good working order.

Be responsible that all own equipment is tested within Trust Policy.

Ensure equipment is logged in and returned in line with systems in place.

Responsible for ensuring all equipment in your possession is kept safely.

### **Information Management**

Ensure all equipment issued to patients is in good working order.

Be responsible that all own equipment is tested within Trust Policy

Ensure equipment is logged in and returned in line with systems in place.

Responsible for ensuring all equipment in your possession is kept safely.

## General

### Additional Information:

To assess own work using feedback from others and identify learning, development and job role development needs.

To take an active part in the development review and participate in training and programme development.

To participate in annual appraisal and professional development plans and training needs.

To undertake own continuing professional development in order to maintain and develop knowledge and skills.

### EFFORT, PHYSICAL SKILLS and WORKING CONDITIONS:

<b>Physical skills</b>	<ul style="list-style-type: none"><li>• Knowledge of basic IT skills</li><li>• A full valid driving licence and access to a car to use regularly for business purposes is essential (unless you have a disability as defined by the Equality Act 2010).</li></ul>
<b>Physical effort</b>	<ul style="list-style-type: none"><li>• Using manual handling equipment and techniques during the delivery of patient care, on all shifts, adhering to Health and Safety Regulations.</li><li>• It is a requirement to have a valid, full UK driving licence</li><li>•</li></ul>
<b>Mental effort</b>	<ul style="list-style-type: none"><li>• Ability to work under pressure.</li><li>• Prioritise workload effectively to minimise disruptions, to ensure care and organisational deadlines are met in a timely manner.</li><li>• Ability to deal with urgent/unpredictable issues appropriately and safely.</li></ul>
<b>Emotional effort</b>	<ul style="list-style-type: none"><li>• Work with other team members with some terminally ill patients, and other health and social care providers</li></ul>
<b>Working conditions</b>	<ul style="list-style-type: none"><li>• Responsible to adhering to Trust Health and Safety, Lone Working and Infection Control policies.</li><li>• Highlight to case manager any changes in working conditions within patient homes, which have not been highlighted on assessment.</li><li>• Ensure all body fluids are disposed of within Trust policy.</li><li>• Ensure any patients specimens are transported in line with</li></ul>

**Supplementary Information:****Equality and Diversity**

The Trust is committed to eliminate racism, sexism and forms of discrimination. The Trust will not discriminate on grounds of age, colour, disability, ethnic origin, gender, gender reassignment, culture, health status, marital status, social or economic status, nationality or national origins, race, religious beliefs, or non beliefs, responsibility for dependants, sexuality, trade union membership or hours of work.

It is required of all employees to uphold this policy in the course of their employment with the Trust and whilst undertaking their duties.

**Mobility / Flexibility**

The normal place of work for the post is as stated above, but as a term of employment post holders may be required to work from any of the Trust's establishments.

**Health and Safety at Work**

In accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety legislation, staff have a duty to take responsible care to avoid injury to themselves and others by their work activities and to co-operate in meeting statutory requirements.

**Infection Control**

Employees must be aware that preventing healthcare acquired infections and infection control is the responsibility of all staff. Clinical procedures should be carried out in a safe manner by following best practice and infection control policies.

**Data Protection and Confidentiality**

Employees must maintain confidentiality when dealing with sensitive material and information and be aware of the Caldicott principles, the Data Protection Act 1998 and the Human Rights Act 1998. The protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, the Trust and individual may be prosecuted. Disciplinary action will be taken for any breach.

**No Smoking Policy**

The Trust operates a smoke free policy which means that smoking is not allowed anywhere on Trust sites including buildings, car parks and entrances.

**Safeguarding**

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role. The expectation is that the post holder is familiar with the relevant procedures and guidelines, all of which can be found on the Trust's intranet.

The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list. The post holder may from time to time be asked to undertake other duties and responsibilities commensurate with the grade. Any changes to this job description to take account of changing service needs will be made in discussion with the post holder.