

JOB DESCRIPTION

JOB DETAILS

Job Title: Healthcare Assistant

Band: 3

Care Group: Peripheral Sites/Trauma and Orthopaedics

Location: Royal Cornwall Hospitals NHS Trust

Job Overview

The purpose of the post is:

- To assist in the delivery of clinical care, planned and assessed by the Registered Nurses
- To carry out care / other duties under indirect supervision of a Registered Nurse and/or Senior Health Care Assistant
- Support care on a day-to-day basis for all patients in the clinical area in a manner sensitive to the individual patient needs and wishes, acknowledging their rights and beliefs at all times
- Contribute to resource management within the clinical area

Organisational Chart



Duties and Responsibilities

Communication and Working Relationships

- Work collaboratively within a multi-disciplinary team
- Ward Leaders and all ward based nursing staff
- Matron/Head of Nursing
- Educational staff
- Infection Prevention & Control Team
- Clinical Nurse Specialists, Nurse Consultants, Nurse Practitioners
- Medical Practitioners
- Patients and their support network
- Housekeepers and Domestic Staff
- Therapists e.g Physiotherapist, OT, Speech & Language Therapist, Dietician
- General Support Assistants/Porters
- Staff across the Trust

Management and Personal Development

- Competently organise and carry out designated workload within scope of role
- To recognise the importance of health education and teaching of patients and carers and inform nursing staff where this might be required
- To maintain his/her own professional development, attending courses/further training to enhance and optimise his/her role within the work area.
- To respect the confidential information, in line with Royal Cornwall Hospitals Trust policy Data Protection Act, obtained in the course of work and not disclose this information.
- To be familiar with and adhere to Royal Cornwall Hospitals Trust Health and Departmental policies and procedures mindful of responsibilities to self, colleagues and patients.
- Comply with standard operational procedures
- Comply with departmental and Trust policy
- Demonstrates own duties to new staff

Clinical Activities

- Provide and deliver a high standard of clinical care, recognising and meeting the specific needs of patients
 - With indirect supervision, to manage own clinical workload within the given competencies of the post
 - To carry out clinical observations on patients, recognising, recording and reporting all changes in patients condition to nursing staff
 - Undertake the escort of patients to other Departments/external escorts as determined by the registered nurse in charge of the ward
 - To support nutritional needs of patients by assisting with feeding and drinking, reporting on concerns about dietary intake to nursing staff
 - To assist in the care of maintaining skin integrity over pressure points, recognising and reporting all adverse findings to nursing staff
 - To assist in enabling the patient to meet their rehabilitation potential
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- To promote and safeguard the wellbeing of patients, their families and colleagues. To be aware of the implications of Health & Safety policies, which affect direct and indirect aspects of care
- To share responsibility for the cleanliness, care and maintenance of all the equipment on the ward

Administrative

- Document and sign for all observations and care given with counter signature from a Registered Practitioner.
- To support maintenance of fluid balance and dietary charts, recognising, recording and reporting all adverse findings to nursing staff.

IT Systems and Processes

- Use of Patient Administration System
 - Report untoward incidents such as complaints, clinical emergencies, and injury to nursing staff via incident system (electronic system)
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Other

- The post-holder must comply with all RCHT Policies and Procedures.
- The post-holder must work within infection control guidelines to ensure that work methods do not constitute a risk of infection either to the health care professional, to the client or to any persons working/visiting in RCHT premises.
- This job description is subject to the Terms and Conditions of service of Royal Cornwall Hospitals NHS Trust, and the post holder will undertake any other duties which may be required from time to time.

THIS JOB DESCRIPTION IS SUBJECT TO REVIEW IN CONSULTATION WITH THE POST HOLDER

JOB DESCRIPTION AGREEMENT

Job holder's Signature:

Date:

Head of
Department Signature:

Date:

Title:

Please note:
Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974. A provisional offer of employment will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions.

The Royal Cornwall Hospitals Trust is a non-smoking organisation. Smoking will not be permitted on any of the sites by staff in trust uniform and/or wearing a trust identification badge in any location, in vehicles owned or leased by the Trust or in the homes (including gardens) of any patients visited at home

Person Specification**Job Title:** Healthcare Assistant**Salary Band:** Band 3

All requirements listed in this specification must be (a) essential to the post and (b) assessable within the selection process.

Role Requirement	Essential	Desirable
<i>Education and Qualifications</i>		
GCSE Maths & English, or Equivalent	✓	
NVQ 2 in Health Care, or Equivalent	✓	
NVQ 3 in Direct Care		✓
Clinical skills e.g. venepuncture, blood transfusion, aseptic non touch technique	✓	
<i>Experience</i>		
Previous experience in a care setting	✓	
Previous hospital experience	✓	
<i>Skills and Aptitude</i>		
Verbal communication/language skills	✓	
Computer literate	✓	
Competent in English Language – written and verbal	✓	
Adaptability to cope with changing workload	✓	
Able to competently organise and carry out designated workload within scope of previous training	✓	
Able to work in a team environment	✓	
<i>Personal Qualities</i>		
Positive and caring attitude	✓	
Patient centred approach to care	✓	
Commitment to imparting knowledge and experience to others	✓	

<i>Training</i>		
Mandatory training	✓	
<i>Other</i>		
A Disclosure and Barring Service check satisfactory to the organisation	✓	
Occupational Health Clearance	✓	
Able to work flexibly to meet service need	✓	
Demonstrates evidence of Trust values	✓	
Ability to travel independently where required	✓	
Post-holder must comply with professional code of conduct and / or code of conduct for NHS managers where applicable	✓	