

Job Description

Job Information	
Job Title:	Health Care Assistant
Pay Scale	£15,404.00 - £18,157.00
Accountable to:	Hospital Matron
Reports to:	Hospital Sister
Base Location:	Tarporley War Memorial Hospital

Job Summary
<p>To work with and support all members of the clinical team within the Multi-Disciplinary framework. To contribute to the provision of nursing care, that is of a high quality standard. Some duties will be performed autonomously at the discretion of Qualified Nursing Staff. The individual must maintain confidentiality at all times. They must be aware of the Hospital policies and adhere to them and all relevant standard operational procedures.</p>
Key responsibilities
<p>The post holder will:</p> <p>Be responsible for the care that they deliver, but will also be responsible to their Registered Nurse colleagues, who are ultimately accountable for the delivery of nursing care.</p> <p>Be responsible for performing duties as delegated by their Registered Nurse colleagues, but being mindful of their own skills and competencies</p> <p>Accurately and concisely record the care they have given to their patients and report all care to their Registered Nurse colleagues. They will also escalate any observed changes in a patient's clinical condition that may give cause for concern.</p> <p>Co-operate with and maintain excellent communication and working relationships with other Allied Health Professionals who are attending and treating patients to maximise their care.</p> <p>Develop and maintain professional relationships, using an empathic approach to patient's relatives and carers. This will include referring them to a qualified nurse, for any questions they may have on the patient's condition or for any suggestions or concerns that they may wish to raise.</p>

Clinical Governance / Quality
The post holder will actively support the Hospital's Clinical Governance agenda. They will participate in achieving the satisfactory completion of the Care Quality Commission's action plan. The individual will adhere to and support the Hospital's mission statement and embrace the Hospital's vision and values.
Education and training development
The post holder will ensure that they complete their mandatory training within the stated timescales. The individual will be responsible for developing their own skills and knowledge as identified in their appraisal. They must attend any educational and training sessions as deemed appropriate by their line manager.
Equality and Diversity
<p>It is the responsibility of every member of staff to understand our equality and diversity commitments and statutory obligations, and to:</p> <p>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.</p> <p>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.</p> <ul style="list-style-type: none"> • Recognise and report behaviour that undermines equality under the hospital 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 create an environment that embraces equality and diversity. This will be achieved completing mandatory training and keeping up to date with changes in statutory and legal legislations.
Infection Prevention & Control
All staff will adhere to infection control policies and procedures at all times and carry out role specific duties as per identified roles and responsibilities.
Confidentiality
Confidentiality/Data Protection regarding all personal information 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 Hospital privacy, confidentiality and security policies and procedures. Any breach of confidentiality will be taken seriously and appropriate disciplinary action taken.

Freedom of Information
<p>In accordance with Freedom of Information and other associated legislation, the Hospital 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.</p>
Management of Risk & Health and Safety
<p>All employees have a duty to take reasonable care to avoid injury to themselves or to others and to co-operate with the Hospital 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. The individual must adhere to the incident reporting policy. They must be aware of and trained in the use of any equipment utilised within the clinical areas. This will include the reporting of any faults that are found, immediately to the senior member of staff on duty.</p>
Safeguarding Children and Vulnerable Adults
<p>All Hospital 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 Hospital's Safeguarding policies is an essential requirement of all employees, as is participation and completion of related mandatory/statutory training.</p>
IT Skills
<p>All staff are expected to have or to gain a minimum of basic level IT skills to enable them to use the Hospital's IT systems to support Hospital's services and needs. All staff should be familiar with relevant IT systems and security policies and procedures.</p>
Records Management
<p>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 Hospital activity. All individuals within the Hospital are responsible for any records they create or use. The individuals must 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.</p>
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.

Professional Responsibility

All staff are expected to conduct themselves in a professional manner and must not behave in a manner that could damage the reputation of the hospital.

Clinical Responsibility

The post holder will:

Contribute to keeping the clinical area areas clean and tidy, and maintaining a safe environment.

To make patients welcome to the clinical areas and participate in the admission process under the supervision of the qualified staff.

To assist patient in the activities of daily living and maintain a high standard of care.

To aid patient comfort, reposition regularly, ensuring they are pain free and assisting in the prevention of tissue breakdown.

To assist the patient in meeting their dietary requirements. This will include in preparing them for their meals, assisting with feeding when required and ensuring accurate recording of fluid and food intake. The post holder will also report any dietary concerns of a patient to their qualified colleague, e.g. swallowing difficulties, mouth soreness, difficulty in using utensils, etc.

To assist in the toileting of patients, including the management of urinary catheters and stomas. This will also include the accurate monitoring of such on fluid balance charts.

To collect specimens, correctly label and dispatch promptly for investigations.

To assist in the preparation of patients and equipment for treatment, investigations or procedures as directed by a qualified colleague.

To obtain and record vital signs observations of temperature, pulse, blood pressure, respiratory rate, pulse oximetry, weight and routine urine testing. This will include the reporting of any abnormal readings to a qualified colleague.

To assist in the mobilisation of patients under the direction of the therapists and qualified colleagues.

To assist in the performing of Care after Death procedures under the direction of a qualified colleague.

Administration Responsibility

All staff will ensure good housekeeping, ensuring a provision of a safe environment. They will contribute to ensuring the safe filing of patients' records adhering to the Hospital's policies and procedures. Staff will also answer telephone calls in a professional and courteous manner, relaying information accurately to colleagues.

Human Resource

Staff will be flexible in their working hours in an attempt to meet service needs and demands of the hospital. All staff will be familiar with rostering procedures and will be responsible for ensuring they manage their own holiday entitlement within the calendar year. All staff will be familiar with any absence reporting and monitoring and recognise their role and responsibility in accordance with the Hospital's policy.

All staff will familiarise themselves and adhere to the Hospital's policies, these include, Human Resource, Clinical and Governance policies.

Financial Responsibility

All staff must utilise all resources effectively, be aware of the importance of cost effectiveness and ensure reduction in resource wastage.

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 Hospital.

KP/RC/JL Feb 18.

Person Specification

Job Title:	Health Care Assistant
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Person Specification				
	Qualifications	Essential	Desirable	Assessment
1	National Vocational Qualification Level 2		Yes	
2	Health and Social Care Certificate		Yes	
	Experience	Essential	Desirable	Assessment
3	Working within a Caring Environment		Yes	
4	Working within a Community Setting		Yes	
5	Working within a public or Social Setting		Yes	
6	Of Record keeping		Yes	
7	Of Palliative/End of Life Care		Yes	
	Knowledge	Essential	Desirable	Assessment
8	Awareness of Current Health Care trends and Challenges	Yes		
9	Awareness of Health and Healthy lifestyles Promotion		Yes	
10	Awareness of Safeguarding of Adults and Children		Yes	
	Skills	Essential	Desirable	Assessment
11	Excellent communication skills	Yes		
12	English Language and Numeracy skills	Yes		
13	Basic Computer skills		Yes	

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