



Mid and South Essex
NHS Foundation Trust

Surgical Referral Unit

JOB DESCRIPTION

JOB TITLE: Health Care Assistant

GRADE: Band 2

DEPARTMENT: Surgery

RESPONSIBLE TO: Ward Manager

JOB SUMMARY

1. Assist in the provision of care to patients, supporting and supervised by a registered nurse.
2. Carry out assigned duties which maintain hygiene, orderliness and safety of the ward/department environment.
3. Fulfill any clerical duties.
4. To be flexible in the approach to the clinical area and provide cover for any area specified.

MAIN DUTIES & RESPONSIBILITIES

- Demonstrate a courteous and helpful approach to patients, relatives and visitors in the clinical area.
- Carry out assigned clerical tasks as directed by a registered nurse.
- Promote the corporate image of Basildon and Thurrock University Hospital NHS FT to all individuals, groups and organisations, both within the Trust and externally to the community at large.
- Participate fully as a team member, sharing knowledge and information and supporting colleagues, to promote a cohesive ward team and the achievement of team objectives
- Report untoward incidents and any other relevant information to a registered nurse immediately.



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- Inform a registered nurse if asked to carry out a task which the individual does not have the training or capacity to do.

To attend to the personal needs of patients/clients by undertaking the following tasks encouraging self-care maintaining privacy and dignity, cultural and spiritual needs at all times:

- Mouth care
- Hygiene needs e.g. bathing, shaving
- Assisting with toileting needs and urinary catheter care
- Assisting patients with eating and drinking
- Effectively maintaining pressure area care
- Assisting with mobility
- Bed making/ Bed space cleaning
- Generally attending to patient comfort
- Facilitate transfer of patient to in patient ward base.
- Send patient to Scan procedure and porteing.

To monitor, record and report changes in the patient's condition, as directed, using the following means:

- temperature
- pulse
- respiration
- blood pressure
- Weight
- testing urine
- oxygen saturations
- Monitoring bowel and bladder movements

To implement the Trust's Infection Control policy preventing cross infection

The post holder must maintain an up to date working knowledge of Trust policies and procedures with particular reference to:

- Cardiac arrest
- Fire
- Major Incident
- Safe Handling and Movement of patients
- Violence and Aggression
- Health and Safety
- Care of Patients property
- Safeguarding adults and Children
- Mental Capacity act



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Under supervision, following confirmation/certification of death by a qualified nurse or doctor the Healthcare Assistant will perform last offices as per Trust policy.

The post holder will support the development of good relations and communication with patients, relatives and the multi disciplinary team by ensuring frequent contact and availability, within the limitations of the HCA role.

To respond in a health emergency

- Cardiac/Respiratory
- Faints
- Chest Pains
- Loss of consciousness
- Choking
- Hanging
- Electrocutation
- Severe External Bleeding
- Burns and scalds
- Epileptic seizure
- Shock
- Suspected fracture

Following instructions take and label specimens of

- Urine
- Faeces
- Sputum
- Vomit
- Screening swabs

Acquire the knowledge to be able to complete relevant documentation in the patients written notes such as care given, Observations charts, admission information and disclaimers etc.

- Report incidents/accidents and equipment problems to the nurse in charge
- To be aware of the need for good housekeeping, preventing health and safety hazards
- Be aware of and adhere to ward, department and Trust Policies and Procedures.
- Assist as required in the restocking of supplies and maintenance of equipment as directed by a registered nurse
- Adhere to departmental and Directorate procedures for the use of supplies and equipment in order to promote the effective and efficient use of resources.



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- To show a willingness to undertake and successfully complete a programme of core competences within 6-12 months.
- To attend Ward meetings, reading minutes provided if unable to attend to keep up to date with changes.
- To assist where necessary with clinical procedures
- To be actively involved in maintaining data quality on EPR or similar systems in the future.
- Undertake relevant training for electronic information systems in place & under development.
- The post holder will generally work with supervision close by and within well established procedures and practices. Standards and results will be set by a supervisor, but the post holder will have some freedom to organise their own work in order to achieve these.

EQUIPMENT

- Ensure all equipment has been regularly maintained
- Ensure all equipment is used in accordance with the manufacturers instructions
- Ensure any equipment found to be faulty/unsafe should be removed from use and reported to the appropriate authority

COMPETENCY BASED APPRAISAL

The post holder will be appraised on an annual basis and the process will include a review of the past year's performance, setting of aims and objectives for the coming year and identification of educational needs.

TRAINING

All staff will undertake such training as is necessary to perform the duties allocated

EQUAL OPPORTUNITIES



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The Trust has an Equal Opportunities Policy. The aim is to ensure that no individual receives less favorable treatment on the grounds of age, gender, sexual orientation, marital status, disability, religion, creed, colour, race, or is disadvantaged by conditions or requirements, which cannot be shown to be justifiable. Whilst the Trust recognizes specific responsibilities fall upon management, it is also the duty of all employees to accept personal responsibility for the practical application of the Policy.

NO SMOKING POLICY

This is a smokefree Trust. Smoking is not allowed in any of our hospital buildings or grounds at Basildon University Hospital, Orsett Hospital, and St Andrews Centre Billericay. If you would like help to give up smoking you should contact your GP or call the NHS Stop Smoking Help Line on 08001690169 to find details of your local stop smoking service.

QUALITY

The Trust aims towards maintaining the goodwill and confidence of its own staff and of the general public. To assist in achieving this objective it is essential that at all times, employees carry out their duties in a courteous and sympathetic manner.

DATA PROTECTION ACT 1998

To ensure compliance with all Trust policies, and those procedures relevant to the area of work.

At all times maintain high levels of confidentiality and information security, complying with the relevant legislation such as the Data Protection Act and the Computer Misuse Act.

Where any processing of information takes place (paper records or electronically) ensure that the data is of good quality, accurate and relevant for purpose.

CONFIDENTIALITY

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damaged, under the Data Protection Act.

HEALTH AND SAFETY



All employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

INFECTION PREVENTION AND CONTROL

The postholder is required to:

Make themselves aware of their responsibilities for Infection Prevention and Control.

Co-operate with the employer in ensuring that all infection prevention and control policies and procedures are complied with.

SAFEGUARDING CHILDREN

Everyone employed by the Trust regardless of the work they do has a statutory duty to safeguard and promote the welfare of children. When children and/or their carers use our services it is essential that all child protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow the child protection procedures and the Trust's supplementary child protection guidance which is accessed electronically on the Trust's Intranet site. To ensure you are equipped to carry out your duties effectively, you must also attend child protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's child protection training guidance.

SAFEGUARDING ADULTS

Everyone employed by the Trust regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults. When patients and/or their carers use our services it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow Trust policies in relation to safeguarding vulnerable adults. To ensure you are equipped to carry out your duties effectively, you must also attend vulnerable adult protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's vulnerable adult protection training guidance.

Review date - Yearly

Signed
Employee

Dated



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Signed
Manager

Dated



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DIRECTORATE OF SURGERY
PERSON SPECIFICATION

JOB TITLE: Health Care Assistant
LOCATION: Surgery/Trauma & Orthopaedics

BAND: 2

Requirement	ESSENTIAL	DESIRABLE	HOW TESTED
Qualifications	<ul style="list-style-type: none"> Basic literacy/numeracy skills preferably required through general school education. Minimum of entry level 3 working towards level 2. These must have been attained in the last five years or rescreening will be required. Basic computer skills 	<ul style="list-style-type: none"> Evidence of achievement e.g. towards Duke of Edinburgh award etc NVQ level 2 	<ul style="list-style-type: none"> Application form Interview The Trusts HCA numeracy and literacy test as part of the selection process. Entry level to be assessed and development plan agreed if required
Job related experience		<ul style="list-style-type: none"> Previous experience of working in a care environment or undertaking voluntary work with people e.g. St John's Ambulance or work with learning disabilities. Previous experience of working in an acute care environment and 	<ul style="list-style-type: none"> Application form Interview



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		performing competencies at an advanced level	
Job Related Skills	<ul style="list-style-type: none">• Ability to work with people communicating both in written and verbal forms.• Ability to work as part of a team as well as on own initiative• Ability to carry out assigned tasks effectively in a busy, ever changing environment.		Application form Interview
Personal Skills	<ul style="list-style-type: none">• Ability to cope with emotionally stressful situations• Able to deal with a diversity of people at all levels ranging from medical and nursing staff to patients, relatives, different age groups, people with different ethnic backgrounds and beliefs		Application form Interview
Other	<ul style="list-style-type: none">• Willingness to undertake an NVQ level 2 in Health and Social Care or relevant subject.• Provide a polite and helpful telephone service as required• Being an excellent role model for Basildon and Thurrock University Hospital NHS FT	<ul style="list-style-type: none">• Would have completed NVQ level 2/3 in health and Social care or closely related subject.	



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TERMS AND CONDITIONS OF SERVICE

POST: Health Care Assistant

SALARY **BAND 2**
£18,005 rising to £19,337 per annum

plus 5% of basic salary, subject to a minimum payment of £933 and a maximum payment of £1616 p.a. pro rata for part time

Your salary will be paid to you by Bank or Building Society credit on the last Wednesday of each month.

STARTING SALARY:

Generally a new employee with the Trust will commence on the minimum of the salary scale. New employees that transfer from another NHS employer will also commence on the minimum. Confirmation of previous salary etc will be obtained by the Payroll services following the start date and any adjustments to salary will be made accordingly.

PENSION SCHEME:

This post entitles you to join the National Health Service Pension Scheme. You will automatically become a member of the scheme on appointment unless you request to opt out of the scheme.

HOURS: 37.5

Job share posts and/or alternative working patterns are negotiable subject to service needs and mutual agreement between the manager and post holder.

HOLIDAYS:

27 working days per annum on appointment, rising to 29 days after 5 years NHS service and 33 days after 10 years NHS service, plus Bank and Public Holidays (pro rata for Part Time)

SICK PAY:

You will be entitled to an amount of sick pay depending on your length of service as long as you comply with the Trust rules on sickness absence.

GENERAL HEALTH:

As an integral part of our selection process you will be required to complete a confidential Health Questionnaire, and if necessary, you may also be asked to attend our Occupational Health Department for a confidential health interview to check your fitness in respect of employment.



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CRB DISCLOSURE

All appointments are subject to a satisfactory check by the Criminal Records Bureau. Failure to disclose any previous convictions or cautions may result in the withdrawal of the post or termination of contract.

WORKING TIME DIRECTIVE:

Under the Working Time Directive 1998 staff will be required to comply with the Trust Policy by declaring hours worked and breaks taken by completing written records if required and reporting any instances where your pattern of working hours may constitute a health and safety risk.

You are required to disclose any additional work you undertake or are planning to undertake for another employer. This is unlikely to cause problems, providing that the Trust is satisfied that this does not conflict with the interests of the Trust, performance of your normal duties or the requirements of the Working Time regulations.

STAFF FACILITIES:

Basildon and Thurrock University Hospitals NHS Trust boasts excellent staff facilities, including restaurants and access to subsidised sports facilities.

If you wish to know more about any of the above items or any further matter, please contact the Personnel Department where a member of staff will be happy to help you.