

HUMBER NHS FOUNDATION TRUST

JOB DESCRIPTION

JOB TITLE HEALTHCARE ASSISTANT

BAND 3

REPORTS TO

**OPERATIONALLY
RESPONSIBLE TO**

**PROFESSIONALLY
RESPONSIBLE TO**

LOCATION

JOB PURPOSE

- To provide physical and psychological support to patients and their carers within standard operation procedures and contribute to the care planning process as a member of the nursing team.

DUTIES AND RESPONSIBILITIES

| | |
|--|---------------------------------|
| Communication/Relationship Skills <i>(routine information, barriers to understanding)</i> | KSF Dimension |
| <ul style="list-style-type: none">• To provide and receive routine information requiring tact, reassurance, empathy and persuasive skills• To demonstrate a safe level of inter-personal skills when managing individuals with complex needs, accounting for any communication difficulties facing the patient.• To accurately record patient information• To contribute to clinical meetings | Communication |
| Personal, Professional Development | KSF Dimension |
| <ul style="list-style-type: none">• To maintain up to date knowledge and skills relevant to the field of practice• Work with other colleagues within the relevant area of care• To further develop a knowledge and understanding of relevant legislation and policy e.g. Mental Health Act, Vulnerable Adult Policy, The Children's Act, Valuing People and implications of these to patients and their care | Personal and People Development |

| | |
|---|----------------------|
| Analysis, Problem Solving and Service Planning (<i>judgements requiring analysis</i>) | KSF dimension |
| <ul style="list-style-type: none"> • To make judgements around what may or may not be significant changes in a patient's condition, involving observation and engagement skills and whether or not to report any changes to a registered healthcare professional • To recognise emergency situations and respond accordingly • To undertake basic physical or psychological tests recognising and reporting significant findings to a registered healthcare professional | Quality |

| | |
|--|----------------------|
| Planning and Organisational Skills (<i>of straightforward tasks/activities/programmes</i>) | KSF dimension |
| <ul style="list-style-type: none"> • To plan and organise own day to day tasks within the parameters set out by supervising staff • With the support of the registered healthcare professional; plan, organise and implement tasks, activities and care programmes for identified patients | Quality |

| | |
|--|----------------------|
| Physical Skills (<i>developed physical skills</i>) | KSF dimension |
| <ul style="list-style-type: none"> • Maintain up to date training and knowledge of violence and aggression and basic life support skills • Ability to move and handle patients in a safe and effective manner • Ability to demonstrate developed skills to carry out agreed procedures e.g. taking blood samples, venepuncture, administering injections if required. | |

| | |
|--|--|
| Patient Care (<i>implements care packages</i>) | KSF dimension |
| <ul style="list-style-type: none"> • To implement clinical tasks in care packages/care plans, document observations and actions as directed by a registered healthcare professional • To provide direct personal care to patients using initiative in response to patient need • To contribute and assist in the process of ensuring carer support is offered and implemented • Escort patients or small groups of patients in the community | Health and Well-being: Equality and Diversity |

| | |
|--|-----------------------------|
| Policy and Service Development Implementation <i>(follows policy in own role)</i> | KSF dimension |
| <ul style="list-style-type: none"> • Be aware of and follow relevant Trust policies and procedures e.g. control of infection policies and procedures; Clinical Governance Framework | Service Improvement Quality |

| | |
|--|----------------------|
| Responsible for Financial and Physical Resources | KSF dimension |
| <ul style="list-style-type: none"> • Handles patient's property and valuables | |

| | |
|---|-------------------------------|
| Responsible for Human Resources <i>(demonstrates own role)</i> | KSF dimension |
| <ul style="list-style-type: none"> • Assists in the induction of new or less experienced staff or agency staff by demonstrating their own role • Provides support and direction to less experienced staff | Personal & People Development |

| | |
|--|---------------------------|
| Responsible for Information Resources <i>(of personally generated information)</i> | KSF dimension |
| <ul style="list-style-type: none"> • Responsible for the recording of personally generated clinical observations and information relating to patients and their care, ensuring all entries are counter-signed by a registered healthcare professional | Information and Knowledge |

| | |
|--|----------------------|
| Research and Development <i>(audits/surveys as necessary for own work)</i> | KSF dimension |
| <ul style="list-style-type: none"> • To contribute to research projects/audits/surveys within the clinical speciality under the supervision of a registered healthcare professional | Quality |

| | |
|---|----------------------|
| Freedom to Act <i>(guided by standard operating procedures)</i> | KSF dimension |
| <ul style="list-style-type: none"> • Guided by Trust policies and procedures • Acts on own initiative, guided by a registered healthcare professional | |

STANDARD PARAGRAPHS

To be read in line with relevant Trust Policy

It is the responsibility of each member of staff to maintain confidentiality, in line with the Trust's Confidentiality Code of Conduct.

Be aware of and understand your personal responsibilities with regards to data quality for any information which you create, use or process in accordance with the Data Protection Act 1998 and Trust Policy

Staff must be aware of and adhere to the provisions of current Health and Safety legislation and to ensure their own safety and the safety of colleagues, patients and visitors. Staff must also be aware of the action to be taken in the event of fire and must undertake fire training annually.

In addition to the Trust's own responsibilities under the Health Act Code of Practice for the Prevention of HCAI 2006 for your safety, staff have a personal responsibility to ensure that their work adheres to this Code in the delivery of safe patient care within the organisation. This code relates to ALL Trust staff and contractors working within the organisation who are employed to ensure this level of care is provided.

As an employee you will be trained to ensure adherence and compliance to the various Infection Control policies within the Trust

Staff are required to receive supervision and an annual Personal Development Review during which their mandatory, role specific and personal development needs should be identified and agreed.

Staff should be aware of their individual responsibilities under the Trust's Equal Opportunities Policy and ensure that they adhere to the provisions of the policy

Equality and Diversity: staff should recognise, respect and support the diversity of all staff, colleagues, service users, carers and the public. All staff are expected to contribute to a working environment which promotes and responds positively to difference and diversity

Staff should ensure that they carry out their duty to safeguard and promote the welfare of children and young people under the age of 18 years, as issued under section 11 of the Children Act 2004. The guidelines, policy and procedures of the Trust and Hull and East Riding Safeguarding Children Boards must be adhered to.

Staff must be aware of their individual professional responsibilities to develop their practice and deliver care through a Clinical Governance framework (i.e. CPD, Audit, Supervision)

Staff should demonstrate through practice and practical understanding, the importance of the continual development of individual, team and service wide quality improvement

Staff should abide by relevant codes of professional practice, with the organisation taking action when codes of conduct are breached.

Staff will be required to work flexibly to meet the needs of the service/organisation, whilst working within the culture of improving working lives and working time directive

All employees with **managerial** responsibilities:

- Have a statutory duty to ensure that their staff undertake all relevant safety training in accordance with the Trust Mandatory Training Policy including fire safety.
- Responsible for the identification and management of clinical/organisational risks within their area of responsibility through their involvement with a comprehensive risk assessment, action planning and monitoring process.
- Responsible for appropriate key performance indicators