

# Oldham Care Organisation

## Job Description & Person Specification



## Choose to make a Difference

Be developed • Be supported • Be inspired • Be empowered • Be rewarded • Make a difference

# We're thrilled you're thinking of joining us!

Our new Northern Care Alliance NHS Group unites five local hospitals to deliver high quality care across the North East of Greater Manchester.

The Alliance provides the benefits of scale but delivers this locally through multiple hospital sites which make up four new Care Organisations – Bury/Rochdale, North Manchester, Oldham and Salford. Using our mantra of 'Saving lives, Improving lives', the aim is for our Care Organisations to work closely with the communities they serve to deliver safe, high quality and reliable care, which are trusted, connected and pioneering.

Our Care Organisations are designed to operate within our group arrangement of hospitals, community and healthcare services which bring together over 17,000 staff and the services of The Pennine Acute Hospitals NHS Trust and Salford Royal NHS Foundation Trust. Our size and geographical reach means we are creating an environment each individual will be inspired and empowered by to be the best they can be. This is a really exciting time to join our new team.

As the Healthier Together plans continue across Greater Manchester the Oldham Care Organisation is planned to play a crucial role, Royal Oldham Hospital has been identified as a red/hub hospital for the area. The strong community links in place here are something the teams continue to be proud of, working closely across the locality to promote employment opportunities to all.

There's a lot to this care organisation which means the variety of opportunity is vast. Some of the areas of specialty you will find here are:

- Hosting Vascular services, Trauma and Orthopaedics and general surgery
- One of only 3 neonatal intensive care units in the area taking care of babies from the local area and further afield
- One of the largest 'hybrid' theatre suites in Europe providing innovative care to a variety of patients performing over 600 operations a year
- State of the art on-site pathology service covering the region. Receives 9 million requests for support a year

There have been a variety of changes over last 12 months here. Focus on initiatives relating to falls, pressure ulcers and hospital acquired infections, increasing frontline staffing levels and Investment in leadership teams at all levels has resulted in recent positive CQC results.

# Our Values

We have four core values which are a focus for how our staff and volunteers work with each other to provide care for our patients. We think of our values as a set of guiding principles to refer to when making decisions and interacting with people and they help us to work together to continuously improve the organisation and ourselves.

These core values form part of the Organisations Performance Framework which regularly reviews how staff are performing.

## Patient & Customer Focus

This value enables us to place the patient first we everything we do.

All staff are required to demonstrate that they:

- Communicate effectively with patients, families and colleagues
- Pro-actively personalise the service, connecting with patients and carers
- Adopt and practice the 'safe, clean, personal' ethos.

## Continuous Improvement

This value ensures that the organisation including individual staff are always moving forwards and improving the ways things are done.

All staff are required to demonstrate that they:

- Look at ways of measuring and auditing improvements
- Pro-actively develop goals and objectives in support of the Trust's vision
- Identify opportunities to reduce waste and inefficiency.

## Accountability

This value enables us all to recognise our own part in keeping our organisation 'safe, clean and personal' in the way we care for people.

All staff are required to demonstrate that they:

- Are transparent and results focused
- Display personal accountability towards problem-solving
- Recognise and accept accountability beyond job role.

## Respect

This value is about respecting patients and colleagues alike, and also the on-going reputation of the organisation.

All staff are required to demonstrate that they:

- Are supportive and empower staff involvement
- Are consistent and understanding of others and their needs

# Job Description

**Job Title:** Healthcare/Clinical Support Worker

**Band:** AfC Band 2

**Reports to:** Ward / Departmental Manager

**Responsible to:** Ward / Departmental Manager

**Base/Department:** Various (see advert)

**Main purpose of the job:**

To assist the healthcare practitioner to carry out routine health related activities within the acute setting.

## Main Tasks & Overview of Responsibilities

1. Establish and maintain communication with people on routine and operational matters
2. Contribute to own personal development
3. Assist in maintaining own and others' health, safety and security
4. Assist in maintaining and developing services
5. Ensure own actions help to maintain quality
6. Ensure own actions support equality, diversity and rights
7. Undertake routine assessment tasks related to individuals' health and well-being
8. Assist in delivering programmes of care to meet individuals' health and well-being

## Communications and Leadership

1. To communicate with people clearly in a manner and at a level and pace appropriate to their abilities, preferences and beliefs.
2. To actively listen and respond, checking information from other people and confirming its accuracy
3. To establish any help people require and act on this appropriately
4. To communicate information only to those people who have a right and a need to know it consistent with SRHT procedures and the law

## **Analytical and Judgmental Skills**

1. To record data accurately using the agreed systems i.e. PAS.
2. To contribute to updating of patients records

## **Planning and Organisational Skills**

1. To organise their own day to day tasks
2. To prioritise the care requirements for identified patients
3. To assist in the organisation of work as required

## **Responsibility for Patient Care**

1. To correctly undertake tasks that have been delegated
2. To record information accurately and pass it to the relevant people in the team in a timely manner
3. To identify and report any changes that might affect the patients condition
4. To obtain agreement from patient/carers before commencing any care related tasks
5. To respect the individual's privacy, dignity and beliefs
6. To prepare and support the patient appropriately during any activity that is to be undertaken
7. To promptly alert the team where there are any changes in the patient's health and well-being or any possible risks

## **Responsibility for Policy/Service Development**

1. To adhere to policies and procedures relating to own workplace
2. To offer constructive views on how the existing service and team work can be evaluated and improved upon
3. To contribute to service development

## **Responsibilities for Financial and Physical Resources**

1. To ensure effective use of material resources/supplies within the ward/unit in consultation with senior staff
2. To ensure patients valuables and belongings are documented and managed according to trust policy
3. To order resources/supplies according to the requirements and specifications of the clinical environment

## **Responsibilities for Human Resources**

### **a. Personal and people development**

1. To identify with the help of others own development needs and take responsibility for their continuing learning, development and performance
2. To undertake annual mandatory training updates and other relevant courses inline with Trust and local policies
3. To take an active part in learning opportunities and keep a personal development portfolio
4. To seek help and advice when unsure

## **Responsibilities for Research and Development**

### **Quality**

1. To ensure own actions promote quality and alert others to quality issues
2. To participate in setting and maintaining optimal standards of care on the ward/unit
3. To have an understanding of how to maintain standards of care

### **Audit**

1. To participate in audit/benchmarking within the clinical area supporting the introduction of a change in practice if indicated

## **Partnership Working**

1. To apply trust policies and procedures relating to own workplace
2. To offer constructive views on how the existing service and team work can be improved upon
3. To contribute to service development

## **Equality and Diversity**

1. To act in ways that are consistent with trust procedures, policies and legislation
2. To treat everyone equitably and with respect
3. To act in ways that recognise people are different and not to discriminate against people because of those differences

## **Making Every Contact Count**

1. Front line staff are in an ideal position to offer support and advice on how to improve health and wellbeing
2. Staff should engage with patients, relatives, carers and the public to give them additional advice on health and wellbeing
3. Staff will be given support to help them to signpost people to other services which may improve their health and wellbeing.

## **Health & Safety**

1. To assist in maintaining health, safety and security of self and others in own work area
2. To ask for help and take immediate and appropriate action in relation to any adverse incidents within the workplace
3. Report any issues that may put health and safety at risk utilising the adverse incident reporting system.
4. To work within legislation and trust procedures on risk management
5. You have a personal responsibility to support your department/ward/clinic in reducing infection. You must comply with the Trust's policies on infection, prevention and control. You must maintain your competence in relation to infection control and highlight any issues to your manager.

## **Freedom to Act**

1. Carries out routine personal care duties to set standards
2. Works to established protocols, practices and procedures.
3. Work is supervised

## **General Staff**

You have a personal responsibility to support your department/ward/clinic in reducing hospital acquired infection. You must comply with the Alliance's policies on infection, prevention and control and maintain your competency to effectively discharge your responsibilities. You must bring deficiencies to the attention of your manager.

## **Safeguarding**

The Northern Care Alliance is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. You will be expected to fulfill your mandatory safeguarding training at the level applicable to this role.

## **Electronic Patient Record**

The Northern Care Alliance uses an Electronic Patient Record (EPR). All Clinicians must use EPR as the primary patient record. Paper is used only for clinical record components (e.g. fluid charts) that do not at present have an EPR replacement.

The majority of clinical documentation is entered directly on the EPR including health issues, case histories and continuation notes, condition specific structured records

and risk assessments. EPR also provides systems for prescribing, requesting most tests and some services, and for viewing results, a local integrated record and correspondence.

Access to this comprehensive EPR is via a unique login and password. All Clinicians working at the Northern Care Alliance must receive EPR training.

## **Code of Conduct**

Professional staff that have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken. Staff who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies at all times.

In order to work within the Trust Clinical Governance framework, which includes CNST Standards accreditation, you must be fully competent and trained to undertake the tasks allocated to you.

To practice competently, you must possess the knowledge, skills and abilities required for lawful, safe and effective practice without direct supervision. You must acknowledge the limits of your professional competence and only undertake practice and accept responsibilities for those activities in which you are competent (see Trust Competency Policy 2004). This includes use of medical equipment.

Due to the Trust's commitment to continuous improvement, it is likely that the post will evolve over time. These duties will be subject to regular appraisal and any amendments will be made in consultation and agreement with the post holder.

## Person Specification

	Specification	Essential / Desirable	Evidence
<b>Essential Qualifications</b>	Achievement of National Care Certificate or willingness to work towards	<b>E</b>	Certificate
	L2 Health related vocational qualification eg NVQ or willingness to complete level 2 apprenticeship within 18 months of employment	<b>E</b>	Certificate
	The ability to converse at ease with members of the public and provide advice in accurate spoken English.	<b>E</b>	Certificates/Application form/Interview
<b>Knowledge, Skills and Experience</b>	Experience of promoting care formally / informally	<b>E</b>	Application Form / Interview/References
	Good communication skills (written & verbal)	<b>E</b>	Application Form / Interview
	Good organisational skills	<b>E</b>	Application Form / Interview
	Good customer service skills	<b>E</b>	References
	Ability to work flexibly to meet the demands of the service	<b>E</b>	Application Form / Interview/References
	Excellent personal appearance and adherence to trust policy on work wear.	<b>E</b>	Interview/References
	Reliable and punctual	<b>E</b>	References
	Demonstrate an interest or previous experience in caring for patients in an acute setting	<b>D</b>	Application Form / Interview
	Basic knowledge of IT packages	<b>D</b>	Application Form / Interview
	Experience of working in a team	<b>D</b>	Application Form / Interview

## Physical & Mental Requirements

<p><b>Physical effort:</b></p> <p>The post holder will be required to exert frequent moderate physical effort for several short periods during a shift e.g. moving patients over 15 kilos with mechanical aids</p> <p><b>Mental effort:</b></p> <p>To exert frequent concentration where the work pattern is unpredictable e.g. unpredictable patient / relative behaviours</p>	<p><b>Emotional effort:</b></p> <p>The post holder will at times be exposed to distressing and occasional highly distressing and emotional circumstances, caring for patients with life limiting conditions</p> <p><b>Working conditions:</b></p> <p>Frequent exposure to unpleasant working conditions/hazards e.g. uncontrollable body fluids, physical and verbal aggression</p>
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