

Job Description

JOB TITLE: HEALTHCARE ASSISTANT

DIVISION: MEDICINE

GRADE: BAND 2

REPORTS TO: WARD MANAGER

ACCOUNTABLE TO: MATRON

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1. **Patients** - We will ensure our patients receive consistently high quality, safe care with outstanding outcomes and experience
2. **People** - We will build on our position as an employer of choice; with an engaged, developed and empowered team that puts patient care at the heart of everything it does
3. **Places** - We will invest in our estate, equipment and digital infrastructure to support the delivery of high quality patient care
4. **Performance** - We will consistently achieve our performance standards and make the best use of resources to contribute to an affordable healthcare system
5. **Partners** - We will support the improvement of the health of the communities we serve through strong system leadership and innovative partnerships to deliver integrated models of care
6. **Potential** - We will deliver world-class research and education and transform health through innovation

Our values are: Caring and helpful; Safe and Vigilant for our patients and colleagues; Being Clinically Excellent and driving innovation to meet the needs of our patients; Using our Resources wisely whilst; Providing Quality products, services and experiences for staff and patients

JOB SUMMARY

- Required to carry out a number of designated tasks, of which will involve direct care, in support of and under the supervision of a registered nurse.
- Work as an effective member of the multi-disciplinary team.
- Following appropriate training and assessment, undertake clinical and non-clinical duties in support of the registered nurse.

The post holder is not required to hold statutory qualifications.

KEY JOB RESPONSIBILITIES

Clinical

- 1.1 HWB2 Under the direction and supervision of a registered nurse, carry out nursing HWB5 procedures following verification of competency and assist with the care and treatment of patients.
- This will include: assisting with meeting the comfort and hygiene needs of patients which will include washing/bathing, oral care, escorting to toilet, assisting with bed pans/commodore, making beds and dealing with dirty linen in accordance with procedures.
 - ☐ assisting patients in taking medications including nebulisers under the supervision of registered staff
 - ☐ assisting the registered staff with taking and recording patients' temperature, pulse, respiration and blood pressure and completing patient fluid balance charts
 - ☐ assisting with meeting the dietary needs of patients which will include distribution of drinks and meals and helping patients to eat and drink as required.
- 1.2 Core1 Make verbal reports to senior nursing staff regarding the patients in the ward as necessary, following this up with written documentation as needed.
- 1.3 Core 6 Ensure that patients are helped to retain their dignity and individuality.
- 1.4 HWB 5 Participate in the treatment and rehabilitation of patients as required.
- 1.5 EF3 Direct and escort patients and visitors around the clinic/ward and to other departments
- 1.6 Core1 Report back to registered staff all concerns about the patients condition
- 1,7 Core 5 Take all reasonable steps to ensure the safe-keeping of patients' property, in accordance with Patients' Property Procedure.
- 1.8 Core1 Be aware of the need for confidentiality both in the written and spoken word.
- 1.9 Core 5 Comply with all Trust policies with particular regard to the policies and procedures carried out in the event of maintaining staff and patient safety.
- 1.10 Core 3 Report all accidents and untoward incidents to the nurse in charge of the area and complete an incident form in accordance with Trust policy.
- 1.11 Core5 Report problems with equipment and facilities to the nurse in charge
- 1.12 Core2 Be prepared to attend and undertake any necessary training, being aware of the need to develop oneself and to strive to increase personal knowledge.
- 1.13 Undertake any 'Working in New Ways Packages', which have been identified by the Ward

Sister/Charge Nurse and are integral to the role requirements and specialty area. Under normal circumstances these must be completed in accordance with the 'Working in New Way's Policy and Guidelines

Directorate specific Clinical responsibilities

- 1.14 Add any specific criteria relating to the clinical area
- 2. Housekeeping
 - 2. Prepare beds, trolleys and equipment ready for admission.
 - 2.2 Assist in unpacking, checking and storing supplies delivered to the area, reporting when stocks are low.
 - 2.3 Keep clinical area safe, clean and tidy.
- 3. General
 - 3.1 Carry out expected role without the need for constant supervision although recognising limitations and seeking direction when necessary.
 - 3.2 Use initiative in planning daily and weekly routines.
 - 3.3 Make a contribution to the development of patient care and setting standards.
 - 3.4 Maintain good communication with other staff, patients and visitors including answering the telephone in a courteous and professional manner.
 - 3.5 Be aware of need for own personal development and be prepared to attend and undertake any necessary training, being aware of the need to develop oneself and to strive to increase personal knowledge.
 - 3.6 Assist and participate in the implementation of Essence of Care benchmarking, the productive ward initiatives
 - 3.7 Have a clear understanding of their responsibilities relating to their duty of care

GENERAL DUTIES

In addition to the key job responsibilities detailed in this job description all employees at Nottingham University Hospitals NHS Trust are expected to comply with the general duties detailed below:

Infection Control

To maintain a clean, safe environment, ensuring adherence to the Trust's standards of cleanliness, hygiene and infection control.

For senior/clinical managers the following statement must also be included

The post holder is accountable for minimising the risks of infections and for the implementation of the Code of Practice for the Prevention and Control of Healthcare Associated Infections as outlined in the Health Act 2006. This includes receiving assurance of risk and embedding evidence based practice into daily routines of all staff.

Safeguarding children, young people and vulnerable adults

Nottingham University Hospitals is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

Information Governance

All staff have an individual responsibility for creating accurate records of their work and for making entries into and managing all NHS records effectively in line with the Health Record Keeping Policy and other Health Records and Corporate Records Management policies and procedures in order to meet the Trust's legal, regulatory and accountability requirements.

Health and Safety

To take reasonable care to prevent injury to themselves or others who may be affected by their acts or omissions.

To co-operate fully in discharging the Trust policies and procedures with regard to health and safety matters.

To immediately report to their manager any shortcomings in health and safety procedures and practice.

To report any accidents or dangerous incidents to their immediate manager and safety representative as early as possible and submit a completed accident/incident form.

To use protective clothing and equipment where provided.

Whilst the aim of the Trust is to promote a co-operative and constructive view of health and safety concerns in the organisation, all staff must be aware that a wilful or irresponsible disregard for safety matters may give rise to disciplinary proceedings.

Governance

To actively participate in governance activities to ensure that the highest standards of care and business conduct are achieved.

Health and Wellbeing

Employees are expected to take all reasonable steps to look after both their physical health and mental health. To support employees to achieve this NUH offers a wide range of health and wellbeing activities and interventions. The full programme can be viewed at on the staff intranet.

Line managers are expected to encourage and support staff to look after their health and wellbeing, including the release of staff to attend health and wellbeing activities and interventions.

General Policies Procedures and Practices

To comply with all Trust policies, procedures and practices and to be responsible for keeping up to date with any changes to these.

WORKING CONDITIONS

Describe the post holder's normal working conditions (*such as exposures to hazards, requirement for physical effort etc*).

JOB REVISION

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Service Review

A strategic review of all Trust services is taking place, as a result of which some services, or parts of some services, may transfer from one campus to the other. This will be decided in accordance with the most appropriate way to provide the best healthcare for patients in the future and all staff will be fully consulted on about the impact of any such decisions.

Job description reviewed by:

Date:

