

JOB DESCRIPTION

JOB TITLE: Care Assistant

PAY BAND: Band 2

DEPARTMENT: Medical Directorate

RESPONSIBLE TO: Ward Manager

DATE: October 2020

PURPOSE OF JOB:

- To assist members of the multi-disciplinary team to maintain patient's basic needs and ensure patient safety. To assist with a range of non-clinical duties.

KEY TASKS & RESPONSIBILITIES:

- To undertake agreed clinical activities including collection of urine and faecal samples, swabs, recording of fluid intake/output, changing of stomas and urine drainage bags, catheter care, recording of pulse/temperature/blood pressure/saturations and MET scoring, and to advise the team nurse of any changes in a patient's condition.
- To assist patients to eat and drink as required, assisting in menu selection and being aware of special diets and cultural requirements.
- To enable and assist patients to maintain their personal hygiene.
- To contribute to the safe movement of patients, using equipment to mobilise and move patients, after mobility assessment, to ensure patient comfort.
- To answer the ward telephone as required
- To assist with discharge procedures
- To maintain patient records.
- To tidy rooms and bed areas, and to clean and strip beds and remake after patient discharge, dealing with disposal of soiled linen as per policy
- To ensure ward equipment is suitably maintained and cleaned frequently.

This job description is an indication of the type and range of tasks that are expected of the post holder, and other duties may be required, in line with the role and the banding. It will be reviewed and amended from time to time in consultation with the post holder to take account of changing organisational need.

This job description should be read in conjunction with the non-supervisory JD Addendum, available at: <https://www.fhft.nhs.uk/media/2754/jd-addendum-non-supervisory.pdf>

PERSON SPECIFICATION

JOB TITLE: Care Assistant

PAY BAND: Band 2

DEPARTMENT: Medical Directorate

CRITERIA	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE Maths and English Grade C/4 or above or equivalent 	<ul style="list-style-type: none">
Experience	<ul style="list-style-type: none"> Previous experience of dealing with the general public 	<ul style="list-style-type: none"> Previous experience in a healthcare setting Previous experience of manual handling Previous experience on a hospital ward
Skills & Knowledge	<ul style="list-style-type: none"> Ability to communicate clearly Basic numeracy and literacy Ability to follow clear instructions and feedback from staff Ability to work with minimal supervision 	<ul style="list-style-type: none">
Special Requirements	<ul style="list-style-type: none"> Willingness to work full shift patterns, including early/late/night shifts and weekends and bank holidays 	<ul style="list-style-type: none">

Values & Behaviours	<p>We will expect your values and behaviours to mirror those of the Trust, available at: https://www.fhft.nhs.uk/about-us/our-values/</p> <div> <div>Committed to excellence</div> <div>Working together</div> <div>Facing the future</div> </div>
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