

Job Description

Post:	Health Care Assistant
Band:	3
Location/Base:	Community Enhanced Care Service, Meadway Health Centre, Trafford
Responsible to:	Line Manager
Main Contacts:	Internal or external contacts

Job Summary

Under guidance and supervision from a Nurse, the post holder will be expected to work with all members of the multi-disciplinary team.

Enable patients to achieve their health and rehabilitation goals in their own homes, but assisting them in the use and practise of skills essential to regain or maintain independence and quality of life.

Independently carry out specific nursing and rehabilitation tasks as required by clinicians.

To work as an integral member of the team, participating in designated meetings and service developments.

Be responsible for designed administrative duties, general stocktaking, maintenance and storage of therapeutic equipment.

The successful post holder will participate in rosters covering 7 days per week.

Main Duties and Responsibilities

- Carry out a range of clinical observations and procedures. Some may require additional training reporting all abnormalities to the trained nurse as appropriate

Powered by:

- Carry out personal care requirements as indicated in the care plan such as washing, attending to continence needs, toileting, management of catheter and stoma bags, removing soiled dressings, moving and handling patients, applying topical skin treatments and assisting patients with administration of medication.
- To undertake a range of social care duties such as preparation of food and drinks and maintaining a clean and safe environment for patient care.
- To assist Nurse/OT/PT with assessments and treatment programmes and to continue prescribed nursing care and rehab plans.
- To contribute to the assessment process, utilising specific assessment tools as required, under guidance from Nurse/OT/PT.
- To assist in the implementation and evaluation of treatment interventions and initiate modifications in response to patient need.
- To provide a range of therapeutic activities, individually to help achieve identified goals.
- To deliver and fit recommended equipment in patients' homes training and demonstrating correct use to patient and carers.
- To carry out specific individual nursing care and rehabilitation programmes, under guidance.

Communication and Documentation

- To establish and maintain professional and effective communication with patients, carers, colleagues, members of the multi-disciplinary team and other involved agencies.
- To report accurately on individual patient progress and group work to all involved members of the multi-disciplinary team.
- To communicate sensitively with and carers in a way that respects their views, autonomy and culture, ensuring they understand and consent to interventions and appreciating any anxiety or distress they may be experiencing.
- To ensure that up to date written and electronic patient and other records are maintained in accordance with professional and Trust standards.
- To record, collect and collate activity statistics and data from designated work areas and ensure it is ready for inputting by agreed deadlines.
- To ensure and maintain confidentiality at all times.
- To actively participate in team meetings, taking minutes as required.

Service Development and Delivery

- To ensure that work areas are well maintained and comply with health and safety guidelines, ensuring the safe use of equipment and storage of materials.
- To be responsible for maintaining stock, advising on resources needed to carry out work.
- To order recommended requirement for patients.
- To participate in the delivery of the Community Enhanced Care Service Plan.

- To exercise good personal time management, prioritisation of workload, punctuality and consistent, reliable attendance.
- To participate in the development and implementation of new policies and procedures for team and other services.
- To participate in the clinical governance, quality improvement projects and service development as designated by you supervisor.
- To participate in and take responsibility for designated administration procedures necessary for the effective functioning of the service/team, this will include, compiling referral information, patient record retrieval, record filing following discharge, photocopying reports and faxing patient information. All patient administration will be conducted in line with Caldicott guidelines, departmental and Trust standards.
- To participate in team audit and research activity as directed by Supervisor.

Professional Development and Training

- Develop own skills and knowledge and act as a mentor and demonstrate role/ duties to new staff/agency staff.
- In line with Trust and Directorate standards, review and reflect on your own practise and performance through active participation in supervision and appraisal.
- To attend all mandatory training as required by the Directorate and Trust
- To identify a personal development plan with your supervisor, undertake relevant activities to meet your training objectives and keep a record of your training and development.
- To maintain CPD in accordance with Trust policy utilising experiential learning, reflective practise and all relevant internal and external training.

This job description is not exhaustive, but is intended to give an overall picture of the role. Other duties within general scope of the post may be required from time to time. The duties of the post and job description can be reviewed through the agreed process.

General Duties of all post holders

- To undertake any other reasonable duty, which is appropriate to the band, when requested by Senior Staff.
- To be familiar with and comply with all Trust and departmental policies, procedure, protocols and guidelines.
- To be aware of and work towards the Trusts strategic goals.

Standards of Business Conduct

- The post holder will be required to comply with organisations standing order and standing financial instructions and at all times, deal honestly with the organisation with colleagues and all those who have dealing with the organisation including patients, relatives and suppliers.

- The post holder must ensure that their behaviour and interests inside and outside work do not conflict with their Trust position, duties and/or responsibilities.
- The post holder must comply with and support the development of the performance standards within the service/department to ensure the service is responsive to and meets the needs of its customers.
- The post holder will be required to develop and maintain good working relationships with all patients, service users, staff, contractors and where appropriate, members of the public.
- The Trust aims to maintain the good will and confidence of its own staff, patients, service users, NHS contractors and the general public. To assist in achieving this objective it is essential that at all times, the post holder carries out their duties in a courteous, sympathetic and professional manner.
- All post holders who are members of a professional body must comply with standards of professional practise/conduct. It is the post holders' responsibilities to ensure they are both familiar with and adhere to these requirements and maintain their professional membership to the relevant body.

Equality and Diversity and Equal Opportunities

- The post holder must carry out all duties and responsibilities of the post in accordance with the Trust's Equal Opportunities and Equality and Diversity policies, avoiding unlawful discriminatory behaviour and actions when dealing with colleagues, service users, members of the public and all other stakeholders.
- The post holder must promote awareness of and respect for equality and diversity in accordance with Trust policies and procedures.
- The post holder is responsible for treating all staff, patients, service users, NHS contractors and the general public with dignity and respect at all times.

Safeguarding

- Appointments to regulated and controlled activities require an enhanced DBS disclosure.
- All staff have a responsibility to promote the welfare if any child, young person or vulnerable adult they come into contact with and in cases where there are safeguarding concerns, to act upon them and protect the individual from harm.
- All staff should refer any safeguarding issues to their manager and escalate accordingly in line with the Trust Child and Adult Safeguarding Policies.
- All staff should familiarise themselves with the NICE Guidelines "when to suspect child maltreatment 2009".

Professional and Personal Development

- The post holder must ensure that they are aware of their responsibilities by attending the Trust Mandatory Training and Induction Programme.
- The post holder will be involved in a formal IPDR/KSF review with their manager at least every 12 months. Once performance / training objectives have been set, the

staff's progress will be reviewed in a regular basis, so that new objectives can be agreed and set, in order to maintain progress in the service delivery.

- The post holder will be expected to take responsibility for their own professional development and will be supported by the Trust to achieve development opportunities as appropriate.

Confidentiality and Information Governance

- Confidentiality is of prime importance. In the course of duties, the post holder will have access to confidential documents and information relating to patients, service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the NHS unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence has been established.
- All information obtained or held during the post holder's period of employment that relates to the business of the Trust and its service users and employees will remain in the property of the Trust. Information may be subject to disclosure under legislation at the Trusts discretion and in line with national rules on exemption.
- The post holder must maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately, appropriately and kept up to date, The post holder must only access information , whether paper, electronic or in other media, which is authorised to them as part of their duties.
- The post holder must work to the requirements of data protection laws as applicable to the UK, which includes the General Data Protection Regulations (GDPR).

Health and Safety at Work

- The post holder is required to take reasonable care of the health and safety of themselves and other persons who may be affected by their acts or omissions at work and to co-operate with the Trust in adhering to statutory and departmental safety regulations.
- The post holder is responsible for ensuring that they do not intentionally or recklessly misuse or interfere with anything provided in the interests of health safety or welfare e.g. misuse of equipment.
- The post holder is required to contribute to the control of risk and must report immediately, using the Trust Incident reporting system, any incident, accident or near miss involving patients, service users, carers, staff, contractors or members of the public.
- All Trust sites have been designated a no smoking area. The post holder is therefore advised smoking is not permitted within the hospital premises or grounds whilst representing the Trust in the course of their duty. While the Trust will not discriminate against employing smokers, all prospective employees should be aware of this policy.

Infection Control

- Infection Prevention and Control is the responsibility of all Trust staff.
- All staff members have a responsibility to protect service users, visitors and employees against the risk of acquiring health care associated infections by consistently observing Trust Infection Prevention and Control Policies and Procedures and best practise guidance in order to maintain high standards of Infection Prevention and Control.

