

We care
We respect
We listen



Stockport
NHS Foundation Trust

A background image showing three NHS staff members walking towards the camera. They are wearing blue uniforms. The image is overlaid with a semi-transparent blue filter. The text 'We care', 'We respect', and 'We listen' is in the top left. The NHS logo and 'Stockport NHS Foundation Trust' are in the top right. The main title is in the center, and the footer is at the bottom.

Stockport NHS Foundation Trust **Job description and person specification** **Health Care Worker**

Making a difference every day

www.stockport.nhs.uk

Job Title: Health Care Assistant		AfC Reference No:	
Business Group: All clinical departments		Band: 2	
Staff Group Please indicate ✓ <u>This section must be completed</u>	<ul style="list-style-type: none"> • Administrative Services • Allied Health Professionals • Health Science Services 	<ul style="list-style-type: none"> • Nursing and Midwifery ✓ • Support Services 	
Hours or Programmed Activities: 37.5	Base: Stockport NHS Foundation Trust		
Accountable to: Ward Manager			
Responsible for:			
Professionally Accountable to:			
Job Summary: The post holder is required to undertake training to enable them to carry out a wide range of tasks in support of clinical professionals, including activities directly related to patient care.			
Organisation Chart <div style="text-align: center;"> <div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">Ward Manager / Deputy Ward Manager</div> <div style="width: 1px; height: 20px; background-color: black; margin: 0 auto;"></div> <div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">Staff Nurse</div> <div style="width: 1px; height: 20px; background-color: black; margin: 0 auto;"></div> <div style="border: 3px double black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">Health Care Worker</div> </div>			

JOB DESCRIPTION

Main Duties and Responsibilities

Communications

- To communicate effectively with the multi-disciplinary team, under the supervision of a registered nurse.
- To carry out ward clerical and IT tasks, as required.
- To carry out routine administrative/telephone related tasks.
- To communicate effectively when giving/receiving verbal and written information.

Responsibility for Patient Care

- Under the supervision of a registered nurse to assist with patient care activities.
- To maintain confidentiality of patient information.
- To carry out any tasks required to maintain the safety, cleanliness and tidiness of the ward area.
- To carry out duties as required, meeting all aspects of ward catering.
- To carry out routine household management/maintenance activities.
- To maintain patient dignity.
- Work closely with other healthcare professionals in order to provide patient's with exceptional care.

Planning and organising

- To organise and plan own day to day workload or activities in order to meet the demands of the job role.

Responsibilities for Physical and / or Financial Resources

- To actively contribute to the efficient management of ward resources, including ordering/monitoring of ward supplies.

Responsibilities for Human Resources and Leadership

- To support new or less experienced work colleagues to adapt to the workplace.

Responsibilities for Teaching and Training

- To participate in training and development activities that are relevant to the job role.

Physical Skills and Effort

- Use of physical effort to carry out the demands of the job role (e.g. pushing and pulling trolleys/ support to manoeuvre patients).

General Duties for all employees

Hand Hygiene

To assist the Trust in reducing healthcare acquired infections (HCAI's) all staff should be familiar with all the Trust's Infection Prevention policies which are appropriate to their role. You are required to attend mandatory training in Infection Prevention and be compliant with all measures known to be effective in reducing HCAI's"

Safeguarding

All Stockport Foundation Trust employees are required to act in such a way that at all times safeguards and promotes the health and well-being of children, young people and vulnerable adults. Familiarisation with and adherence to the policies and procedures relating to child protection and safeguarding of children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to report any concerns and they must therefore be aware of child and adult safeguarding procedures and who to contact within the Trust for further help and guidance. It is an essential requirement of all employees as is participation in mandatory safeguarding training in accordance with the employees roles and responsibilities.

Prevention

To actively work with patients/clients/service users to identify appropriate opportunities in Making Every Contact Count for preventative interventions which may reduce the risk of future harm to health and wellbeing and to provide brief advice and refer or signpost to sources of further information and support which may include advice on lifestyle behaviour and social care needs as well as safety and management of long term conditions.

Data Protection, Confidentiality and Information Governance

The post holder must abide by all relevant Trust and departmental policies including information governance, confidentiality and data protection and, undertake the annual data security awareness mandatory training. The post holder is reminded that any breach of the Trust's information governance and security policies and procedures, including data protection legislation, will result in disciplinary action.

Data Protection Legislation – the post holder is required to process all personal data relating to patients and staff, whether in paper, electronic or other media, in accordance with the Data Protection Act 2018 and the General Data Protection Regulations (GDPR), ensuring the security and confidentiality of data at all times.

The post holder must not for their own benefit or gain, or to divulge to any persons, firm or other organisation whatsoever, any confidential information belonging to the Trust or relating to the Trust's affairs or dealings which may come to their knowledge during employment.

Health & Safety

Under the Health and Safety at Work Act 1974, the Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. Equally the post holder is required to work within the Trust Health & Safety Policy and fulfil a proactive role towards the management and control of risk. This entails the identification, assessment and the immediate reporting, using the Trust Incident Reporting System, any incident, accident, hazard or near miss involving patients, service users, carers, staff, contractors or members of the public.

The Post holder has a personal responsibility to adhere to a statutory and departmental duty of care for their own personal safety and that of others who may be affected by their acts or omissions at work

Harassment & Bullying

As a member of staff you have a personal responsibility to ensure you do not discriminate, harass or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination, harassment or bullying by others.

Dignity & Respect

All employees have a duty to promote a harmonious working environment in which all persons are treated with dignity and respect, whilst fulfilling our legal obligations under equality legislation and associated codes of practice.

The Trust takes the right of the patient/service user to be treated with dignity and respect seriously. We will treat every patient/service user and carer as a valued individual, with respect for his/ her dignity and privacy. Our aim is to give each patient/service user the care we would want for our families and ourselves.

Quality Improvement

Our mission is to make a difference every day helping people to live their best lives. We have a trust wide approach to quality improvement and we expect everyone to contribute to improving our services by always learning and continually improving our services. For all staff, it is about learning from what has worked well as well as what has not, being open to change and improvement and working in smarter and more focused ways to improve our services. The Trust encourages and provides opportunities for staff at all levels to engage in the Trust's approach to quality through quality improvement projects, clinical audit, innovation and quality assurance.

No Smoking Policy

The Trust operates a No Smoking Policy which states that smoking is prohibited within all Trust premises and on the site. This includes entrances, exits, cars, lease cars, car parks, pavements and walkways, areas hidden from general view and residences. As an employee of the Trust you are expected to comply with this policy, failure to do so may result in disciplinary action being taken under the Trust's Disciplinary Policy & Procedure.

To undertake any other duties which is deemed appropriate to the band when requested by Senior Staff.

The above indicates the main duties of the post which may be reviewed in the light of experience and development within the service. Any review will be undertaken in conjunction with the postholder

Date:

Manager's Signature: _____

Postholder's Signature: _____

PERSON SPECIFICATION

The person specification sets out the essential qualifications, experience, skills, knowledge, personal attributes and other requirements which the post holder requires to perform the job to a satisfactory level. Without these qualities applicant cannot be appointed to the post.

Post: Health Care Worker

Band: 2

Requirements	Essential (E) / Desirable (D)	Assessment Method – Application Form (AF) / Assessment Centre (AC) / Interview (I) / References (R)
<u>Education & Qualifications</u>		
<ul style="list-style-type: none"> Written & basic numeracy skills NVQ2 Care Certificate 	<p>E D D</p>	<p>AF AF AF</p>
<u>Knowledge</u>		
<ul style="list-style-type: none"> Understanding of caring Understanding of confidentiality Understanding of the importance of personal development Understanding of health & safety 	<p>E E E E</p>	<p>AF/I AF/I I AF/I</p>
<u>Experience</u>		
<ul style="list-style-type: none"> Past experience in a caring role 	<p>D</p>	<p>AF/I</p>
<u>Skills & Abilities</u>		
<ul style="list-style-type: none"> Good communication skills Able to organise self & deliver tasks effectively Able to work as part of a team Presents self positively & professionally An ability to be patient focused Basic IT skills 	<p>E E E E E D</p>	<p>AF/I AF/I AF/I I AF/I AF/I</p>

<u>Work Related Circumstances</u>		
<ul style="list-style-type: none"> • Occupational Health Clearance • Able to work shift patterns • Able to work unsociable hours • Clean & tidy in appearance 	<p>E E E E</p>	<p>I I I I</p>