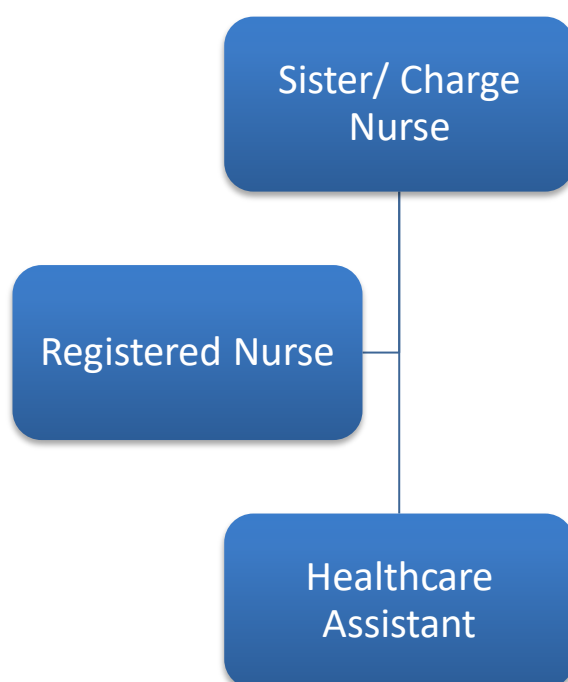


## JOB DESCRIPTION

<b>Job Title:</b>	Healthcare Assistant
<b>Band/Pay:</b>	Band 2
<b>Department:</b>	Surgical Receiving Unit (SRU)

### *Surgical Directorate*



### **Job overview**

As a Healthcare Assistant with Torbay and South Devon NHS Foundation Trust, you will be working together as part of a multidisciplinary, professional team to assist the registered nurses and senior clinical staff in the planning, delivery and evaluation of care. Our staff are committed to providing high standards of individualised care for the people who use our services, whilst maintaining their privacy and dignity at all times.

As part of the SRU team, you will be helping in improving services for emergency surgical patients. You will be part of a team committed to helping patients and improving their journey.

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## **Main duties of the job**

- Taking patients observations
- Venepuncture and cannulation
- Accompanying patients to go to theatre
- Helping with personal care
- ECGs when needed

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## **About your new team and department**

The Surgical Receiving Unit (SRU) is a new unit within Torbay Hospital that takes patients directly referred from GPs, patients from the Emergency Department and patients from clinic. We take a lot of specialities including Urology, Orthopaedics and ENT. It is a fast-paced environment where each and every member of the MDT support each other and are valued.

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## **Detailed job description and responsibilities**

- To take part as requested in unit meetings, encouraging effective communications between other staff
- To participate in team building/communication, and to develop a cohesive, supportive and effective team. To work towards the agreed philosophy and objectives of the ward/department
- Participate in client and public involvement activities
- To liaise and communicate effectively with all parts of the multidisciplinary team to co-ordinate person-centred care
- To liaise and communicate effectively with all service users and relatives.
- To ensure a cohesive working environment and effective team work in all assignments
- To liaise with the multidisciplinary team, coordinating patient care, communicating with relatives ensuring they have adequate information at all times
- To liaise with other departments ensuring information regarding the patient is given appropriately
- At the direction of the Registered Nurses /Senior Clinical Staff, participate fully in the delivery of planned care
- Be responsive to change and able to work in an environment which has constant interruptions
- Be accountable for your actions
- Support the wider team in peak times or times of absence
- Work towards trust standards, policies and procedures
- Be responsible for own personal development

## PERSON SPECIFICATION

Attributes	Essential	Desirable
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>Minimum 6 months experience gained within the last 3 years in the care Sector</li> </ul>	<ul style="list-style-type: none"> <li>NVQ 2 (or equivalent) in Healthcare</li> <li>Venepuncture and cannulation</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>To be able to demonstrate a basic level of literacy and numeracy skills</li> </ul>	<ul style="list-style-type: none"> <li>Basic IT skills</li> <li>Previous knowledge of hospital computer systems</li> </ul>
<b>Specific Skills</b>	<ul style="list-style-type: none"> <li>To demonstrate experience in a caring environment in or outside of the workplace</li> </ul>	
<b>Requirements due to work environment/conditions</b>	<ul style="list-style-type: none"> <li>Demonstrate a caring and friendly attitude</li> <li>Experience of working as part of a team</li> <li>Be able to work flexibly at short notice and at busy times including school holidays / outside of normal office hours</li> <li>Ability to work in different environments according to the availability of work and the needs of the organisation</li> </ul>	
<b>Physical skills</b>		
<b>Physical effort</b>	<ul style="list-style-type: none"> <li>Ability to move and handle clients and equipment in line with the Trusts Manual Handling procedures</li> <li>Ability to be on your feet for long periods of time</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to work in clinical areas where you may be exposed to unpleasant sights and smells</li> </ul>
<b>Emotional effort</b>	<ul style="list-style-type: none"> <li>• Dealing with large workload in varying environments</li> <li>• May be exposed to distressed clients, occasional people with challenging behaviour and disturbing situations such as terminally ill and very sick clients of all age groups</li> <li>• Occasional exposure to unpleasant working conditions in the form of verbal aggression</li> </ul>
<b>Mental effort</b>	<ul style="list-style-type: none"> <li>• Dealing with high volume of work and able to multi-task using own initiative</li> <li>• To be able to arrange time efficiently</li> <li>• Must be able to concentrate and deal with frequent interruptions</li> <li>• Able to deal with new environments, workloads and working teams on a regular basis sometimes daily</li> <li>• Able to work alongside other healthcare professionals as part of the multi-disciplinary team</li> </ul>