

Job description for Band 2 Healthcare Assistant – Inpatient Community Beds

Updated November 2019

About us – team NHFT

As a **health and wellbeing organisation** here at **team NHFT** we are dedicated to continually **innovate** and **strive to make a difference** to our community and those working for our Trust, we aim to serve the people of Northamptonshire and surrounding areas with **safe, quality care**. We deliver this from an understanding of our local healthcare needs, economy and the changing demands of our community.

Our mission, **making a difference for you, with you** was chosen by our staff and stakeholders. It means in everything we do and through every service we provide, we want to make a **positive difference in people's lives** – for **those we care for**, **those we work with** and **those who work with us**.
Everyone is part of our team.

Our core strategy is to be an **employer of choice**, **a great place to work** and be known for a **diverse and inclusive culture** whose staff feel **valued**. We provide a range of NHS services including physical, mental health and specialty services provided in hospital settings and out in the community within schools, GP clinics and patients own homes.

Here at NHFT we pride ourselves on our 54321 roadmap, pictured here which encompasses our **PRIDE values**, **leadership behaviours**, **teams**, **enablers** and **our mission** all of which are driven by **our vision of 'being a leading provider of outstanding, compassionate care'**. We are extremely proud to say this has also been recognised by the Care Quality Commission (CQC) and our CQC rating of **Outstanding for team NHFT**.



This role...

The post holder will be working in an integrated multi professional inpatient team and provide care under the supervision of a Registered Nurse. The post holder will provide quality care for a group of patients, specialising in rehabilitation and sub-acute care from patients stepping down from acute hospitals and step up patients for acute hospital admission avoidance in a physical health inpatient unit (and palliative care – Danetre only).

Reporting to the Senior nurse on shift or the Ward Sister and ultimately to the Ward Matron for the ward enabling them to deliver services effectively and efficiently to patients and service users.

The post holder will assist in the care delivery of high quality care over the 24/7 period that meets the needs of the patients.

Examples of specific care that the post holder includes providing personal care, dressing, moving and handling and providing nutritional support to patients. Communicating with patients, families and other colleagues and documenting care provided. Clinical skills include recording patient's physical observations and ECG recordings.

About you

Behaviours and Values	Knowledge and Experience
<ul style="list-style-type: none"> • Approachable nature to patients and colleagues • Ability to work in a flexible way • Ability to work in a fast paced and challenging environment. • Demonstrating empathy and an open communication style with all patients and colleagues • Able to deal with interruptions/queries from patients throughout the day. 	<ul style="list-style-type: none"> • Previous experience in a care environment is desirable • Diploma level qualification (level 3) in health and social care is desirable • Functional skills in literacy and numeracy to level 2 or equivalent is desirable.
Skills and Abilities	
<ul style="list-style-type: none"> • Basic IT skills with ability to use electronic systems. • Ability to work under the supervision of a Registered Nurse • Good interpersonal skills and the ability to utilize them to communicate effectively with patients and colleagues • Good time management and organizational skills. • The ability to undertake moving and handling tasks on a regular basis after training. 	<ul style="list-style-type: none"> • Ability to work in a busy, sometimes pressurised environment. • Able to prioritise work. • Ability to deal with competing priorities on a daily basis. • Willingness to develop self

About the role – linking with our 4 Leadership Behaviours



ENGAGING PEOPLE/WORKING TOGETHER

- Provide physical care to a group of patients, under the supervision of a Registered Nurse.
- Participate as a team member, both in the smaller ward teams and helping others across the ward to achieve the daily work load.
- Prioritise own work to ensure that patient care is managed effectively and safely.
- Show compassion, care and kindness.
- Treat patients and colleagues with dignity and respect.
- Communicate clearly with others – e.g. patients and colleagues.
- Support and co-operate with colleagues to achieve goals and make improvements.

TAKING RESPONSIBILITY

- Provide the highest standards of service to patients.
- Accept feedback to develop own practice.
- Have the courage to acknowledge and learn from mistakes.
- Have a 'can do' approach.
- Adheres to and actively promotes Trust policies and guidelines by all bands of staff.
- Maintain a safe and clean environment within the clinical area in accordance with the Trust Health and Safety, Clinical Risk and Infection Control Policies.











BEING AUTHENTIC

- Demonstrate at least expected leadership behaviours at all times.
- Work hard to do the best job possible.
- Ensure effective communication both verbal and written to all members of the multi-disciplinary team.
- Ask for help when needed.
- Admit if things go wrong.
- Communicates with a patients, families and colleagues. managing barriers to effective communication.
- Keeps accurate and complete records consistent with professional guidelines, policies and procedures.
- Ensure confidentiality is maintained at all times and information relating to patients
- At all times ensure that one's own actions support and promote equality, diversity and the rights of patients, public and colleagues.

EMBRACING CHANGE

- Assist positively in any service improvements within the ward/department, supporting other members of the team.
- Assist with implementing change positively and embrace change and to develop new ways of working.
- Take a positive active open approach to change.
- Demonstrate a willingness to develop.

Benefits

Salary 	Location of work 	Permanent/fixed term 								
<p>Band 2- See Advert Details</p> <p>You will be paid on the 27th of each month. If this date falls at a weekend you will be paid on the Friday before this date.</p>	<p>As job advert</p> <p>Must be able to travel independently to other bases in the Trust across Northamptonshire to attend meetings and training.</p>	<p>Permanent position</p>								
Hours/pattern of work 	Annual leave and bank holiday entitlement 	Pension entitlement 								
<p>Full or part time hours considered – minimum 25 hours per week. Shift patterns covering 24/7 365 days per week.</p>	<table><tr><td>Length of service</td><td></td></tr><tr><td>On appointment</td><td>27 days + 8 days</td></tr><tr><td>After five years' service</td><td>29 days + 8 days</td></tr><tr><td>After ten years' service</td><td>33 days + 8 days</td></tr></table>	Length of service		On appointment	27 days + 8 days	After five years' service	29 days + 8 days	After ten years' service	33 days + 8 days	<p>Details on the benefits of the NHS Pension Scheme can be found here:</p> <p>https://www.nhsbsa.nhs.uk/nhs-pensions</p>
Length of service										
On appointment	27 days + 8 days									
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After ten years' service	33 days + 8 days									
Health and Wellbeing Because your health matters too 	Learning and Development 	Equality and diversity 								
<p>Our Occupational Health and Wellbeing team support our staff through many different channels. Whether you have a physical or emotional issue or want to take positive steps to improve your fitness, this team can help you.</p> 	<p>Our Learning and Development Team provide effective and impactful learning solutions for our staff. Our experienced team of facilitators offer a wide range of opportunities from corporate induction, mandatory and role specific training, personal development and leadership training.</p>	<p>We are committed to ensuring people are treated equally and fairly whether at work, during care or out in the community. Equality, diversity and inclusion will always be a core focus and commitment for team NHFT. We have a number of staff networks to support this focus too. These networks are open to all our staff.</p>								

Find out more about us at:
www.bit.ly/24hoursinNHFT
www.nhft.nhs.uk

Confidentiality and Data Protection

Any matters of a confidential nature, including patient and staff records, and any commercially sensitive information must, under no circumstances, be divulged or passed on to any unauthorised person or persons without a legal basis to do so. In accordance with the Data Protection Act 2018, if you are required to access personal data held in any format, you will be expected to adhere to the Trusts Information Governance Policies, copies of which are held on the staff intranet.

Any breach of confidentiality or data protection legislation will result in disciplinary action and may result in summary dismissal.

Infection Control

The prevention and control of healthcare associated infections in service users, staff and visitors is taken seriously by the Trust. All staff employed by Northamptonshire Healthcare NHS Foundation Trust are required to adhere to the Trust infection control policies and procedures.

Employees must be aware of the importance of protecting themselves, service users and visitors and of maintaining a clean safe environment. Any breach in infection control practice, which places service users, other staff or visitor at risk, may result in disciplinary action. Each staff member is responsible for ensuring they identify together with their manager, their infection control training needs in their PDP.

Health and Safety

To carry out the duties placed on employees by the Health and Safety at Work Act 1974 i.e.

- I. To take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.
- II. To co-operate with their employer as far as is necessary to meet the requirements of the legislation.
- III. Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in the pursuance of any relevant statutory provision.

No Smoking

In order to protect the health of employees, patients and visitors, Northamptonshire Healthcare NHS Foundation Trust operates a No Smoking Policy. Therefore smoking is prohibited in all of the Trust's buildings, grounds and all Trust-owned or leased vehicles.

Equality and Diversity

To ensure that all duties are carried out to the highest possible standard, and in accordance with current quality initiatives within the area of work and the Trust Managing Diversity and Equal Opportunities in Employment Policy.

Risk Management

To have a commitment to identify and minimising risk, report all incidents and report to manager any risks, which need to be assessed.

Safeguarding Adults and Children

It is the duty of all staff working for the Trust;

- To recognise that promoting the welfare and safeguarding children, young people and adults is everyone's business and access training and supervision as appropriate to the role.
- To support the organisation in ensuring service users are protected from abuse or the risk of abuse and their human rights are respected and upheld.
- To ensure concerns are responded to appropriately in line with the Trust's Safeguarding Adults Policy and the Child Protection Policy and interagency safeguarding procedures.
- To comply with recruitment and other checks as requested by the organisation including undertaking an Enhanced Disclosure via the Criminal Records Bureau.

Professional Registration

All qualified/ professional staff are required to adhere to the relevant Code of Practice (and other guidance issued by them). It is the responsibility of the individual concerned to keep professional registered and updated in accordance with the requirements of the relevant Code of Practice and to follow guidance issues by the professional body.

Policies and Procedures

The post holder is expected to comply with all relevant Trust policies, procedures and guidelines. Any contravention of the Trust Policies or managerial instructions may result in disciplinary action being initiated.

Review of Job Description/ Person Specification

This is not an exhaustive list of duties and responsibilities, but indicates the key responsibilities of the post. The post holder may be required to undertake other duties as may reasonably be required commensurate with the grade and/ or hours of work at the postholder's initial place of work or at any other of the Trust's establishment.

NOTE: This is a description of the job as it is at present constituted. It is the practice of this Trust regularly to examine employee's job descriptions and to up-date them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed.