

Job Description

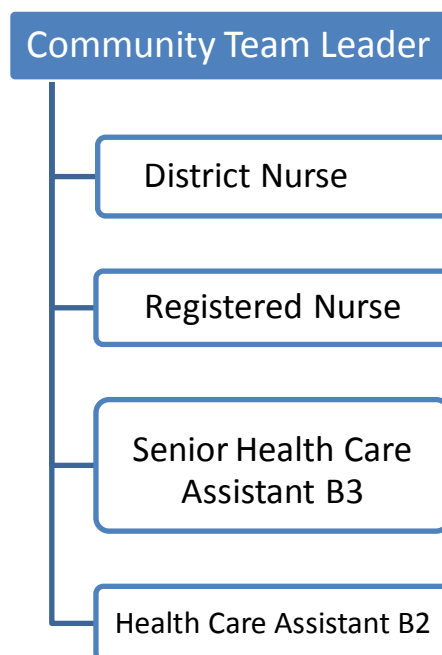
Job Title:	Community Senior Health Care Assistant		
Band:	Agenda for Change Band 3		
Department:	District Nursing		
Care Group:	Care Group 1		
Reports To:	District Nurse		
Accountable To:	Community Team Leader		
Professionally Accountable To:			
Responsible For:			
Main Base/ Site:	Community bases across Selby & York localities		
Contract Status:	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Fixed Term	<input type="checkbox"/> Other:
AfC Reference Number:			



JOB SUMMARY

- The Registered Nurse will be responsible for assessing the patient and then delegating the duties required to the Senior Health Care Assistant, who has been deemed competent to deliver enhanced skills in patient care delivery
- The Senior Health Care Assistant, will be expected to work independently, without direct supervision, but will seek support and guidance as necessary from the Registered Nurse
- The Senior Health Care Assistant is accountable to the Registered Nurse and will adhere at all times to defined pathways of care, competency frameworks and protocols.
- To demonstrate the Organisation's standards of care and compassion whilst ensuring patient needs are met
- To support the work of practitioners at all levels and work as part of a team.
- To contribute to service development and be responsible for self-development
- To demonstrate skills in specific focussed aspects of service delivery

ORGANISATIONAL CHART



KEY RELATIONSHIPS

- The Senior Health Care Assistant, under the direction of the Registered Nurse, will work alongside: Patients and their relatives/carers,
- Members of the Primary and Secondary Health Care Team e.g. GP, Specialist Nurses, Physiotherapists, Occupational Therapists, Speech and Language Therapists, Dietitians, Palliative Care Team and other Allied Health Care Professionals who contribute to the delivery of care.

KNOWLEDGE AND SKILLS

1. Communication and Relationship Skills

- Act as an ambassador promoting the corporate image of York Teaching Hospitals NHS Foundation Trust, to all individuals, groups and external organisations, to sustain public confidence and trust
- Act as a positive role model for all Trust employees
- Demonstrate a positive professional working relationship with colleagues and other members of the Trust by promoting open communication, trust and respect
- Contribute to the assessment, implementation and evaluation of care by documenting care given and outcomes and giving feedback to the Registered Nurse

2. Knowledge, Training and Experience

- Following training and assessment contribute to the documentation of patient information. The Senior Health Care Assistant is only responsible for the collection of information; it remains the responsibility of the Registered Nurse to perform the patient's assessment. HCA to undertake risk assessment training
- Report promptly to the Registered Nurse/Registered Professional any change in the patient's condition

AfC Reference:

- To demonstrate own activities to other staff, students and visitors, may provide practical training to other less experienced staff
- Under the supervision of a Registered Nurse, assist in the mentorship, support and training of more junior colleagues
- Contribute and participate in audit and research i.e. assist in the collection of simple data
- Undertake venepuncture, obtaining blood samples in accordance with the Organisation's standards for sampling, labelling and transportation
- Perform a 12 lead electrocardiogram and informs the Registered Nurse/clinician on completion
- Carry out risk screening following the plan of care; undertake delegated wound dressings in accordance with the treatment plan
- Perform clip/suture/drain removal following delegation by the Registered Nurse
- Perform male and female urethral catheterisation, in accordance with Organisational standards and delegation by a Registered Nurse
- Perform removal of a urethral catheter and record in accordance with the Organisation's standards for documentation
- Perform bladder scanning; demonstrates understanding of normal readings, records results in accordance with the Organisation's standards for documentation and communicates results to the Registered Nurse or clinician
- Performs compression bandaging, in accordance with the Organisation's protocols and standards
 - In accordance with the Organisation's Medicine's Code and standard operating procedures, administer medications such as:
 - Decolonisation treatment for MRSA
 - Eye drops
 - Topical creams
 - Enemas or suppositories for the purpose of bowel evacuation

3. Analytical Skills

- Deliver evidence based care, reflecting on own practice and sharing information and experience with colleagues
- Displays analytical and judgement skills within own sphere of practice, related to patient comfort, mobility, nutrition etc. uses initiative when responding to changes in patients condition
- Receive information regarding blood/sample results, demonstrates understanding of normal levels, records results in accordance with the Organisation's standards for documentation and communicates results to the Registered Nurse or clinician

4. Planning and Organisational Skills

- Following delegation by the Registered Nurse, be able to plan, prioritise and organise own workload
- Contribute to the planning of programmes of care for patients with diverse and complex needs
- Assist in the preparation of patients for tests or clinical procedures and support patients throughout the procedure as required. Have an understanding on the process involved so will be able to answer patient questions

Physical Skills

- Car Driver and availability of own car for work purposes and negotiating between office and patient visits in all weathers and situations and/or access to alternate transport if own car out of action.
- Ability to carry out moderate physical effort throughout the day, for example carrying basic nursing equipment to patient's homes and deliver care in a range of environments

RESPONSIBILITIES

5. Responsibilities for Patient/ Client Care

- Demonstrate a courteous, sympathetic, compassionate and helpful approach to patients, relatives and visitors at all times
- Establish and actively maintain clear professional boundaries at all times with patients, and any one close to them e.g. relatives and friends
- Involves patients in decision making process and gains informal patient consent and formal consent to share information regarding plans of care
- Maintains patient confidentiality at all times
- Establish and actively maintain clear professional boundaries at all times with patients, and any one close to them e.g. relatives and friends
- Listens to patients concerns, acts appropriately to patient requests, documenting actions and passes information or issues that they are unable to deal with to the nurse in charge
- To be able to provide after-care advice to patients post procedure
- Chaperone patients in accordance with the Trust policy
- To assist in facilitating the safe discharge of patients from the caseload
- Monitor and record patient's physiological observations (manually and electronically) and report any readings that fall outside of 'normal parameters' to ensure timely assessment by the Registered Nurse or GP
- Identify early recognition of a patient at risk of deterioration, escalating concerns to the Registered Nurse or clinician

6. Responsibilities for Policy and Service Development

- Maintain a portfolio that demonstrates evidence of continued development for annual Personal Development Review

7. Responsibilities for Financial and Physical Resources

- To provide appropriate equipment and aids as delegated by clinical staff, or in accordance with standard operating procedures and protocols

8. Responsibilities for Staff/ HR/ Leadership/ Training

- Contributes to achievement of the team objectives and actively contributes and participates in team meetings

9. Responsibilities for Information Resources

- Demonstrates understanding of the fundamental practices related to consent and the

AfC Reference:

- prevention of abuse
- Documents all care given clearly and accurately in patient records
- Assist in the assessment of patient satisfaction through the use of comment cards and reviewing informal and formal complaints in collaboration with the nursing team
- To write accurate nursing reports and feedback during nursing handover

10. Responsibilities for Research and Development

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11. Freedom to Act

- Inform the Registered Nurse with professional concerns and promote practice at all times according to the Health Care Assistant, Code of Conduct

EFFORT AND ENVIRONMENT

12. Physical Effort

- A combination of sitting, standing, moving bending and stretching is required.

13. Mental Effort

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14. Emotional Effort

- Understands the importance of the patient as the centre of the health care system. Demonstrates that he/she consults and involves patients in decisions about their care and well-being.

15. Working Conditions

- Assist in the maintenance of a healthy, safe and secure environment for patients and staff, reporting any hazards or faulty equipment to the nurse in charge, ensuring all equipment is cleaned after being returned from repair

In addition to the core clinical skills of a Band 2 HCA, the Senior Health Care Assistant will be expected (depending on the clinical area) following completion of the appropriate training and achievement of the relevant competency assessment to:

There may be clinical skills specific to the Senior Health Care Assistant area of work, which will not be appropriate for all Senior Health Care Assistants to perform but will greatly improve the quality of the patient's experience for that 'speciality'.

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In these circumstances, any 'clinical specific skills' must be determined as appropriate by the service manager and added as an addendum to this job description.

The additional skills must be submitted to the Advancing Clinical Practice Policy group for approval (refer to the Policy) and be checked by the service area's Human Resource manager as appropriate for the level of banding for this role.

KEY VALUES

The Trust would expect all employees to demonstrate our values as part of their day to day working lives:

- We are **kind**
- We are **open**
- We pursue **excellence**

These values are underpinned by behaviours:

We are **kind**, this means we:

- **Respect** and value each other;
- Treat each other **fairly**;
- Are **helpful**, and seek help when we need it.

We are **open**, this means we:

- **Listen**, making sure we truly understand the point of view of others;
- Work **collaboratively**, to deliver the best possible outcomes;
- Are **inclusive**, demonstrating everyone's voice matters.

We pursue **excellence**, this means we:

- Are **professional** and take pride in our work, always seeking to do our best;
- Demonstrate high **integrity**, always seeking to do the right thing;
- Are **ambitious**, we suggest new ideas and find ways to take them forward, and we support others to do the same.

STANDARD GENERIC ITEMS:

The post holder will uphold and support these values in accordance with the Behavioural Framework. To this end, in our goal to promote and embed equality and diversity throughout the organisation, the post holder will ensure that everyone is treated as an individual, with dignity and respect.

In addition to observing the departmental rules and procedures, which all staff are required to observe and follow, the post holder is also required to follow the Trust's general policies and procedures that apply to the employment relationship. Whilst the Trust recognises specific responsibilities fall upon management, it is also the duty of the post holder to accept personal responsibility for the practical application of these policies, procedure and standards. The post holder should familiarise themselves with these, and ensure they have an understanding of them, and adhere to them.

The Trust has a No Smoking Policy. All its premises are considered as non-smoking zones.

AfC Reference:

In order to ensure the Trust's ability to respond to changes in the needs of the service, the Trust may make changes on a temporary or permanent basis, that are deemed reasonable in the circumstances, to the duties and responsibilities outlined in the job description. Any changes will be made with reasonable notice, taking into account the circumstances of the Trust and the post-holder.

This job description is not meant to be exhaustive. It describes the main duties and responsibilities of the post. It may be subject to change as the organisation and services develop and wherever possible change will follow a consultation with the post holder.

JOB AGREEMENT:

Job Holder	
<i>(PRINT NAME)</i>	
Job Holder	
<i>(SIGNATURE)</i>	
Date	

Recruiting Manager	
<i>(PRINT NAME)</i>	
Recruiting Manager	
<i>(SIGNATURE)</i>	
Date	

Person Specification

Senior Health Care Assistant

Criteria	Essential	Desirable
Education, Qualifications and Training	<ul style="list-style-type: none"> Level 3 vocational qualification in a health/social care related subject or will undertake the Level 3 Diploma (QCF) appropriate to the clinical area, as provided by the Organisation. L2 Functional/Key skills OR equivalent clinical experience in a community setting Willingness to undertake relevant departmental training in order to achieve required clinical competencies Car driver and access to a vehicle for work 	<ul style="list-style-type: none"> A minimum of C grade GCSE or equivalent, in English and Maths
Experience and Knowledge Required	<ul style="list-style-type: none"> Previous experience working and communicating with the public in a health/social care/educational setting. Understanding of the role of a Senior Health Care Assistant 	<ul style="list-style-type: none"> Experience of working in a multidisciplinary team in health/social care or education
Skills and Attributes	<ul style="list-style-type: none"> Basic IT skills Demonstrate effective communication skills Ability to follow direction and able to use own initiative to problem solve Able to work independently without direct supervision Ability to manage, prioritise and organise own workload with advice and consultation Be approachable, friendly and non-judgemental with an ability to handle sensitive issues Ability to remain calm and organised under pressure Professional approach and image 	<ul style="list-style-type: none"> Advanced IT skills e.g. spreadsheets, PowerPoint or ECDL qualification (Willing to undertake further training)

AfC Reference:

Aptitude and Personal Qualities	<ul style="list-style-type: none">• Caring and compassionate• Flexible and adaptable• Polite & Friendly• Approachable• Professional (including neat and tidy)• Honest• Reliable• Ability to work as a team• Assist with the mentor/support of junior colleagues	<ul style="list-style-type: none">•
Values & Behaviours	Ability to demonstrate our organisational values and behaviours: <ul style="list-style-type: none">• We are Kind.• We are Open.• We pursue Excellence.	

