



Job description

POST:	Health Care Assistant – Women's Health Unit
BASE:	Chesterfield Royal Hospital NHS Foundation Trust
SALARY RANGE:	£18,005 - £19,337 per annum pro rata (Band 2)
REPORTS TO:	Matron for Women's Health Unit, Integrated Care Division
ACCOUNTABLE TO:	Head of Midwifery & Gynaecology, Integrated Care Division

Supporting our vision and values

Our Vision is to be a first-class provider of sustainable healthcare services, delivering the best possible care for our patients; and being a great place to work for our people. Our Proud to CARE philosophy supports this vision - and we all play a part in achieving it, by living up to the values we promise to our patients and each other. As members of staff we will always:

- **COMPASSION** – Treating everyone with kindness – welcoming diversity and equality, considering individual needs; and challenging inappropriate behaviours outside of our values.
- **AMBITION** – Aspiring to be the best – reaching high standards, providing exceptional care and services and achieving measurable improvements in people's health and wellbeing.
- **RESPECT** – Valuing and appreciating everyone – listening, learning and acting on their experiences, being open and honest and recognising that working with others brings benefits.
- **ENCOURAGE** – Opportunities for all – supporting education and development, helping people to bring their improvement ideas to life and to speak up; and getting everyone involved in our future.

Leading the Chesterfield Way

The Health Care Assistant role is a nursing role within our organisation. Leading the Chesterfield Way supports the Trust's objectives and ambitions - and sets out the behaviours and characteristics that leaders are expected to adopt and that all staff can role model, to make the Trust an even better place to work; and to support the best possible care for patients. It provides a framework for leadership and supports individual progression through appraisal, career progression and personal development. As a Health Care Assistant you will use Leading the Chesterfield Way and its principles to:

- **Inspire a shared sense of purpose** – encouraging your team to take pride in what they do, improve the care and services they provide; and enable them to understand how they contribute to the success of the organisation
- **Lead with care** - showing colleagues compassion and care by listening - and offering empathy and understanding to help create a supportive workplace
- **Evaluate and use information** - be alert to what is happening around you; and evaluate the information you hear, receive or discover to take actions and decisions that improve both patient and staff experience
- **Work with others to connect services** – using the opportunity to link up with different colleagues, leaders and partners, building relationships that can help everyone to deliver effective and efficient healthcare and services
- **Engage with your team** - respecting every member of staff, valuing their diversity and making sure that every member of your team feels that their contribution is appreciated and valued
- **Hold yourself and others to account** - be clear about what's expected at work, giving honest feedback and acting quickly and fairly to support others who are struggling to meet expectations
- **Develop capability** – take opportunities to develop your own skills, take-up training and education that will help you in your role and keep up-to-date with the essential training that applies to you
- **Influence what happens** – by acting as an ambassador for the Trust, sharing good news and good practice with your team, contributing to debates, having a say and leading improvement – all ways of influencing what happens to our services in the future

Job purpose

The post holder will assist nursing and medical staff with the provision of holistic, high quality, evidence based care to all women attending the Women's Health Unit.

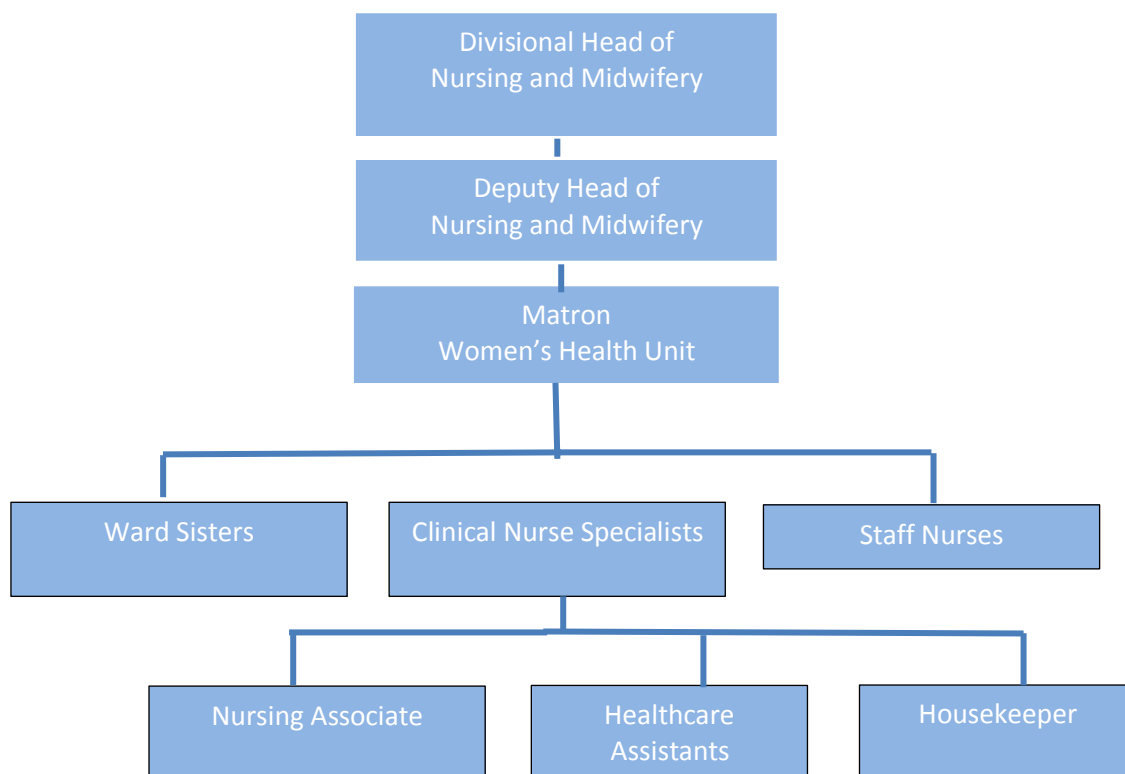
Work within their sphere of practice and employment to ensure patient safety at all times, reporting any untoward occurrences to the Ward Sister/Matron.

Deploy excellent communication skills with patients, relatives, visitors and colleagues.

Ensure their written documentation is accurate and legible.

Continue to strive and develop themselves, understanding they have a voice and can suggest change and improvement.

The Team



Key Result Areas

These are the key areas that support the purpose of the job

General Clinical Responsibilities

- Prepare the clinical environment for women attending the WHU.
- Assist in the admission and discharge processes.
- Undertake specific clinical tasks, procedures and tests, as directed by nursing staff and after specific competency based training.
- Report any abnormal findings/concerns to the qualified nursing staff or medical staff.

Compassion, Ambition, Respect, Encourage

- Liaise and communicate relevant information to other members of the multi-professional team.
- Be familiar with equipment used in connection with duties, reporting any deficiencies to the nurse in charge.
- Check stock levels of supplies, stationary, linen and other non-medical equipment, ensuring efficient use of available resources.
- Complete daily Health & Safety checks to ensure a safe working environment is maintained. Report any concerns to the Nurse in Charge.
- Assist with equipment testing and maintenance (e.g., pregnancy testing and urinalysis machines).
- Assist the nursing and medical staff during specialist out-patient procedures, e.g. hysteroscopy and colposcopy.
- Undertake the preparation of patients' notes as required.
- Acknowledge concerns or complaints raised by patients/ relatives and inform the nurse in charge.
- Assist in the induction and training of newly appointed support staff/cadets or work experience students.
- Proactively encourage feedback from patients via the divisional and Trust processes.
- Be aware of and supportive of research/ audit being undertaken and assist in the implementation of findings.
- Act as a chaperone to medical and other support staff, acting as the patient's advocate and ensuring that examinations & procedures are performed with the patient's full understanding, co-operation and consent.

Training and Education

- Ensure basic understanding of the principles of safeguarding, Mental Capacity Act and Deprivation of Liberty assessment.

General Responsibilities

- To act in line with the Trust's CARE values.
- To maintain patient confidentiality at all times.
- To actively participate in the staff appraisal process.
- To be familiar with Operational, Personnel, Health and Safety Policies and Procedures, including fire, COSHH, No smoking and Alcohol.
- It is the responsibility of every employee to actively help the Trust prevent and control infection by washing their hands effectively, carrying out their duties in a way which minimises infection, attending appropriate training and maintaining up to date knowledge and skills in infection control and prevention as relevant to their post.

Compassion, Ambition, Respect, Encourage

This job description acts as a guideline to the responsibilities of the post holder and will be reviewed in consultation with the post holder and amended to meet changing professional and service needs.

PERSON SPECIFICATION

Post Title: Health Care Assistant, Women's Health Unit

Assessment Criteria	Essential	Desirable	How Assessed
Qualifications and Training	<ul style="list-style-type: none"> Healthcare related NVQ qualification (or equivalent) or willingness to work towards. Completion of The Care Certificate 		<ul style="list-style-type: none"> Application
Experience	<ul style="list-style-type: none"> Evidence of being able to work alone, under the supervision of a qualified member of staff. Ability to work within a team. Currently working in a health care setting. 	<ul style="list-style-type: none"> Experience in gynaecology services Experience in out-patient & in-patient services in an acute hospital environment 	<ul style="list-style-type: none"> Application Interview
Skills and Knowledge	<ul style="list-style-type: none"> Able to organise and prioritise own workload. Ability to work effectively within a team. Understands the limitations of the Healthcare Assistant role and sphere of practice. 	<ul style="list-style-type: none"> Competent in phlebotomy/cannulation. 	<ul style="list-style-type: none"> Application
Personal Attributes	<ul style="list-style-type: none"> Willingness to contribute to own personal development and the development of the service. Awareness of confidentiality. Effective verbal and written communication skills. 		<ul style="list-style-type: none"> Application Interview
Demonstrates Trust Values	Compassion, Ambition, Respect, Encourage – Proud to CARE		<ul style="list-style-type: none"> Interview/ Selection Process