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| POST TITLE: | Healthcare Assistant |
| BAND: | Band 2 |
| ACCOUNTABLE TO: | Ward/Department Manager |
| RESPONSIBLE TO: | Ward/Department Manager |
| LINE MANAGEMENT RESPONSIBILITY FOR: | N/A |

JOB OVERVIEW

To assist qualified nursing staff with direct and indirect patient care within clearly defined limits and attainment of defined competence. To work without constant direct supervision using initiative within the level of competence for the post.

DETAILED JOB DESCRIPTION AND MAIN RESPONSIBILITIES

Main Tasks

- At all times treat patients, visitors and colleagues with dignity and respect, exercising discretion and behaving in a manner consistent with the CHFT standards of behaviour.
- To maintain confidentiality in all aspects of work
- Work in a collaborative and co-operative manner with other members of the care team.
- To maintain Trust policy regarding Control of Infections
- To undertake training re Manual Handling and adhere to principals taught
- To follow Health and Safety policies relevant to working environment and attend mandatory updates in accordance with Trust policy
- Undertake duties that you have received appropriate training for and have been deemed competent
- To adhere to Trust policies and procedures
 - To establish and maintain effective communication and relationships with multi-disciplinary team
- Contribute to the development of clinical area, through contribution of new ideas to improve patient care/experience

Clinical Duties

Carry out all duties in a professional, compassionate and courteous manner. To ensure that no action or omission on your part is detrimental to the condition, safety, wellbeing and interest of the patients.

To attend to the hygiene needs of patients by assisting with:

- Bathing in bathroom
 - Washing at bedside
 - Bed bathing
 - Oral hygiene
 - Hair care
 - Nail care
 - Dressing of patients
 - Bedmaking, e.g. routine, theatre beds, discharge beds
- Must be able to undertake other tasks appropriate to the ward environment with necessary training e.g.
- Use of Manual handling equipment – Arjo bath hoists, overhead tracking

- Recording of patient information e.g. Kardex, fluid balance chart
- Attending training in the use of medical devices
- Measuring and supplying patient with correct TED stockings
- Recording pain scores
- Waterlow score and provide correct pressure relieving mattress
- Pressure area care and use of correct topical medication
- Preparation of dressing trolleys
- Simple wound dressings i.e. to drain sites
- Instillation of eye medication
- Testing visual acuity
- Preparation of notes
- Emptying and changing drainage bags i.e. stoma bags and recording on relevant chart
- Completing patient disclaimer
- Transfer property books etc.
- Ward test urine/pregnancy test
- MRSA screening of patients
- Assist in the undertaking of last offices

To attend to the toileting needs of patients including:

- Giving and removing bed pans or urinals
- Assisting patients on and off commodes/sani-chairs or toilets

To assist patients eating and drinking by:

- Serving meals to patients in bed or at the table
- Feeding patients (with no swallowing difficulties)

To undertake observations and recording of:

- TPR and weight
- Taking and recording blood pressure, pulse, temperature, respirations and oxygen saturations
- Fluid intake and output of patients
- Report findings to a trained nurse and if appropriate to medical staff

To collect specimens of urine, sputum or faeces as requested and according to ward procedures

To assist patients in completing ward menus

To accompany patients to other departments as deemed appropriate by the nurse in charge

Other duties according to ward training:

- Taking patients to theatre
- Collecting blood from Path Lab
- testing and recording blood sugar
- Giving of suppositories/enemas
- Removal of venflons
- Care of catheters and naso-gastric tubes

Ward Environment Duties

- To attend to general tidiness of ward including unpacking and storage of ward stock deliveries.
- To answer the telephone and relay messages appropriately
- To undertake ward errands as required
- In the absence of the ward clerk, tidy case notes, trolley and file reports etc. correctly

Professional Duties

- There are no professional duties required in this post.

Managerial Duties

- There are no managerial duties required in this post.

Financial Duties

- There are no financial duties required in this post.

Managing Self

- Participate in regular supervision.
- Attend all mandatory training.
- Participate annually identifying, developing and agreeing your own development plan with your Line Manager using the Trust Appraisal.
- Comply with all Trust policies, procedures and protocols.
- Carry out duties with due regard to the Trust's Equal Opportunity Policy.
- Seek advice and support from Line Manager whenever necessary.
- Maintain professional conduct including appearance at all times.
- Ensure maintenance of Professional Registration.

This job description is an outline only and is not definitive or restrictive in any way. It will be regularly reviewed and may be amended in the light of changing circumstances following consultation with the post holder

PERSON SPECIFICATION
ROLE TITLE:
BAND:

| REQUIREMENTS | Essential or Desirable | Application | Interview | Reference |
|---|------------------------|-------------|-----------|-----------|
| QUALIFICATIONS / TRAINING | | | | |
| NVQ level 2 in Health/Care OR Care Certificate issued by an Employer | E | Y | Y | Y |
| English & Math's GCSE grade 9-2 (A*-E) or equivalent OR a pass at pre employment assessment | E | Y | Y | Y |
| Or equivalent acute healthcare experience (18 months) | E | Y | Y | Y |
| Willingness to undertake any training or development relevant to the role | E | Y | | |
| Moving and handling training | D | Y | | |
| Infection control training | D | Y | | |
| Food hygiene training | D | Y | | |
| Resuscitation training | D | Y | | |
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| KNOWLEDGE, EXPERIENCE & EXPERTISE | | | | |
| Minimum of 12 months experience of working within a care setting | E | Y | Y | Y |
| Care experience in a hospital setting | D | Y | Y | Y |
| Experience of working in a customer service setting | D | Y | Y | Y |
| Insight into the roles and responsibilities of the post | E | Y | Y | |
| Demonstrate a commitment to a caring profession | E | Y | Y | |
| Understand the importance of record keeping | E | Y | Y | |
| Literacy skills | D | Y | Y | |
| Experience of record keeping | D | Y | Y | |
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| COMMUNICATION AND RELATIONSHIPS (INCLUDING MANAGEMENT RESPONSIBILITIES) | | | | |
| Ability to work as a team member | E | Y | Y | |
| Ability to work in a busy environment | E | Y | Y | |
| Good communication skills | E | Y | Y | |
| Able to work under direction | E | Y | Y | |
| Ability to position patients | E | Y | Y | |
| Ability to stand for long periods of time | E | Y | Y | |
| Caring and Compassionate | E | Y | Y | |
| Able to work shifts (24 hour rotation) | E | Y | Y | |
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| DBS REQUIREMENT | | | | |
| <i>This position is eligible for an enhanced check with adults and children's barred list information</i> | | | | |