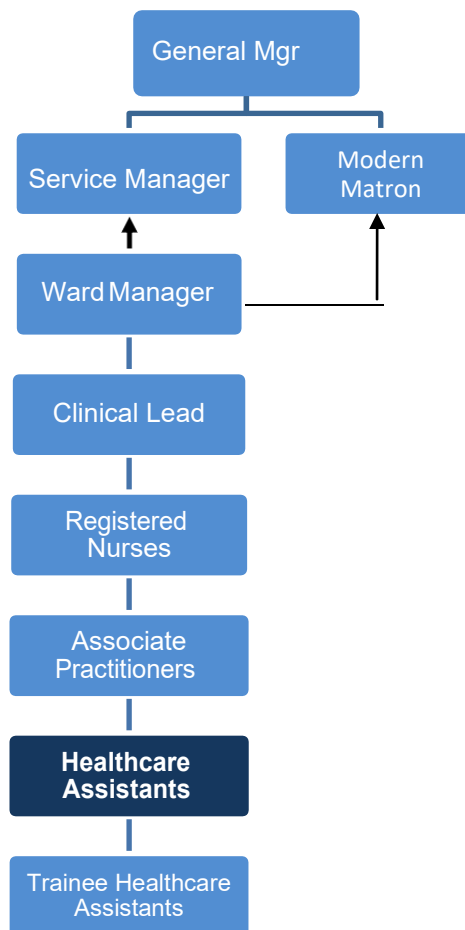


JOB DESCRIPTION

Section One

Job Title:	Healthcare Assistant (inpatients)
Band:	Band 3
Locality:	As designated (D&D, Tees or NY)
Service:	Adult Learning Disabilities
Accountable to:	Service Manager Teesside (managerially) Modern Matron Durham & Darlington (managerially) Modern Matron Teesside and D&D (professionally)
Responsible to:	Ward Manager
Responsible for:	Day to day supervision of trainee healthcare assistants

Organisation Chart:



2.0 Job Summary

- 2.1** To improve the lives of people with learning disabilities by minimising the impact of their condition through the delivery of excellent services to promote recovery and well being.
- 2.2** To be compassionate in meeting the needs of patients and their carers.
- 2.3** To assist in the delivery of patient care as directed by the nurse in charge of the ward, undertaking duties and activities with limited or indirect supervision.
- 2.4** To show commitment to and participate in quality improvement activities.
- 2.5** To provide day to day supervision to trainee healthcare assistants.
- 2.6** To promote at all times a positive image of people with learning disabilities.
- 2.7** To promote at all times a positive image of the Adult Learning Disabilities Service and the wider Trust.

3.0 Main Duties and Responsibilities

3.1 Clinical Responsibilities, Patient Contact

- 3.1.1** Maintains safety, privacy and dignity of all patients in the delivery of patient centred care recognising and respecting differences including spiritual and cultural beliefs.
- 3.1.2** Responsible for recognising the signs of patient harm, abuse or neglect, including poor clinical practice, identifying issues regarding the safeguarding of children who may be at risk and reporting all such concerns in accordance with Trust Safeguarding procedures.
- 3.1.3** Contributes to the creation of a physical and psychological environment conducive to the provision of high quality care.
- 3.1.4** Assists patients in the provision of personal care and encourages independence.
- 3.1.5** Undertakes delegated activities within level of own competency to assist with the implementation of intervention plans as part of the multidisciplinary team. Patients have learning disabilities and may demonstrate behaviours that challenge. Some patients have associated mental health conditions or complex physical health needs. Some may have difficult family situations of relevance.
- 3.1.6** Completes patient assessment tools and accurately summarises within patient care records.
- 3.1.7** Participates in the therapeutic engagement and observation of patients as delegated.

- 3.1.8 Identifies changes in patients' presentation and acts, reports and records appropriately.
- 3.1.9 Regularly accompanies and provides support to patients away from the clinical area, as delegated and dependent on current risk assessment. This includes social inclusion/community integration/transfer to and from appropriate areas e.g. acute hospitals, dentist etc. Drives Trust vehicles as and when required, if licensed.
- 3.1.10 Accurately records and reports physiological observations (e.g. temperature, blood pressure, pulse, blood glucose, oxygen saturation).
- 3.1.11 Carries out venepuncture as required, if trained.
- 3.1.12 Assists with wound management as directed by the individual intervention plan.
- 3.1.13 Demonstrates safe physical interventions in the management of violence and aggression as required.
- 3.1.14 Demonstrates safe moving and handling of patients using equipment as required.
- 3.1.15 Ensures safe administration of prescribed medication as delegated and in accordance with Trust policy and legal requirements.

3.2 Administrative Responsibilities

- 3.2.1 Undertakes administrative tasks in relation to own work.
- 3.2.2 Uses Microsoft Office applications.

3.3 Responsibility for Information Systems

- 3.3.1 Responsible for maintaining accurate and comprehensive patient records using PARIS in accordance with the Trust and professional record keeping standards.

3.4 Responsibility for Planning/Organising & Strategic/Business Development

- 3.4.1 Plans and organises own delegated workload prioritising appropriately in accordance with safety and patient need.

3.5 Policy Development

- 3.5.1 Contributes to the development of policies and procedures in own area as part of the ward team or special interest group.

3.6 Service Development, Project Management

- 3.6.1 Contributes to continual safety and quality improvement activities as part of the ward team or special interest group.

3.7 Financial Responsibilities

- 3.7.1 May be required to handle cash, cheques and patient valuables as part of safe keeping procedures.
- 3.7.2 Uses a Trust Purchasing Card within set limit, if trained and authorised.

3.8 Responsibility for Physical Resources, Estates, Hotel Services

- 3.8.1 Has a personal duty of care to ensure all equipment is used safely and effectively, following manufacturer's instructions, immediately reporting any defects in accordance with local procedures.
- 3.8.2 Prepares or assists patients to prepare and serve meals to other residents.
- 3.8.3 Uses available resources efficiently and effectively.

3.9 Research and Audit

- 3.9.1 Demonstrates an awareness of the audit process within the clinical governance framework and the relevant standards that are required and monitored within the team.
- 3.9.2 Participates in Trust audits and surveys.
- 3.9.3 Participates in information collection for clinical audits specific to own work area.
- 3.9.4 Participates in the implementation of agreed action plans.
- 3.9.5 Participates in practice development initiatives as part of the ward team.

3.10 Staff Management, Training and Development, HR

- 3.10.1 Supervises care delivery by trainee healthcare assistants on a day to day basis, as directed by registered nurses.
- 3.10.2 Participates in the induction of new staff to the clinical area.

4.0 Communication

- 4.1 Communicates in a way which recognises difference and ensures that people feel included and their individual communication needs are met.
- 4.2 Communications with patients must at all times be safe (appropriate) in content, effective and respectful and made compassionately and positively to minimise anxiety and distress related to their health and well-being.

- 4.3 Communicates effectively with patients with learning disabilities, their carers and families, overcoming barriers to understanding by empathetic listening and observation.
- 4.4 Communicates effectively in a supportive and positive manner with patients, carers and families in order to facilitate the implementation of intervention plans.
- 4.5 Works in partnership and communicates effectively with all members of the multi-disciplinary team, and external agencies as appropriate e.g. GP, Social Worker, Housing, Private Sector Providers and voluntary agencies providing structured, objective clinical information as required.
- 4.6 Provides sensitive information to members of the nursing team and records in written/electronic form as per guidelines, policies and legislation. Attends multidisciplinary team meetings.
- 4.7 May participate in special interest groups.
- 4.8 Proactively engages with visitors to the ward and communicates in a professional and courteous manner at all times.

5.0 Analysis and Judgement

- 5.1 Recognises own limitations and makes judgements within level of own competency when undertaking enhanced observations, escort duties and physiological measurements without close supervision.
- 5.2 Recognises unpredictable or non-routine situations and escalates to more senior staff.
- 5.3 Responsible for maintaining appropriate boundaries with patients.

6.0 Freedom to Act

- 6.1 Day to day supervision provided by associate practitioners and registered nurses.
- 6.2 Carries out delegated duties in accordance with agreed intervention plans, policies and procedures with limited supervision.
- 6.3 Works within range of own competency and scope of practice.
- 6.4 Accompanies patients away from the clinical environment into community settings with advice available by telephone.

7.0 Personal Responsibilities

The post holder must:

- 7.1 Comply with the terms of the contract of employment, the Staff Compact and the Trust's Statement of Values and Behaviours.

- 7.2 Be aware of, comply with and keep up to date with all Trust Policies and Procedures and other communications relevant to the role.
- 7.3 Maintain registration with the appropriate professional body where applicable and comply with the relevant code of conduct and standards of professional practice.
- 7.4 Fully participate in management, clinical and professional supervision sessions relevant to the role, as required by the Trust.
- 7.5 Fully participate in annual appraisal and appraisal reviews.
- 7.6 Maintain up to date knowledge and competency in the skills required to perform safely and effectively in the role. Undertake relevant training (including statutory and mandatory training) and be responsible for personal development agreed with the line manager and in line with the requirements of the AFC Knowledge and Skills Framework.

8.0 General

The post holder must:

- 8.1 Comply with the Trust's Information Governance Policies and maintain confidentiality of information at all times in line with the requirements of the Data Protection Act.
- 8.2 Comply with the Trust's Health and Safety Policy and risk management procedures and report as necessary any untoward incident or hazardous event in accordance with local procedure.
- 8.3 Carry out the duties of the post with due regard to the Equality and Diversity Policy.
- 8.4 Comply with the Trust's Infection Control Policies as appropriate to the role.
- 8.5 Comply with the Safeguarding of Children and Adults policies and protocols as appropriate to the role.
- 8.6 Comply with the Behaviours that Challenge Policy as appropriate to the role.

9.0 Other requirements

- 9.1 The post holder may be required to undertake duties not specified in the job description, but which are commensurate with the role and/or band as required by service need.
- 9.2 The post holder may be required to work in locations other than those specified in the job description as required by service need.
- 9.3 The post holder may be required to work flexible hours as required by service need.
- 9.4 There may be a requirement to change the job description in light of developing service needs.

10.0 Person Specification

	Essential	Desirable
Qualifications	<p>Qualified Post:</p> <ul style="list-style-type: none"> • Diploma in Health and Social Care level 2 or equivalent • Care Certificate • Key skills in Literacy and Numeracy level 2 • Successful completion of Trust's full HCA Framework within 6-month probationary period <p>Trainee Post:</p> <ul style="list-style-type: none"> • Diploma in Health and Social Care level 2 must be achieved within 2 years of commencement in post • Care Certificate must be achieved within 12 weeks of commencement in post • Successful completion of the Trust's full HCA Framework, including key skills in Literacy and Numeracy level 2, within 2 years of commencement in post 	
Experience	<ul style="list-style-type: none"> • Previous experience as a Band 2/3 HCA or equivalent in a care environment. <p>(Trainee Post: no essential experience required).</p>	<ul style="list-style-type: none"> • Previous experience of working with people with mental/social health needs or learning disabilities.
Knowledge	<ul style="list-style-type: none"> • Person centred care • Basic understanding of learning disability. 	
Skills	<ul style="list-style-type: none"> • Effective verbal and written communication skills • Time management and ability to prioritise effectively • Competency in record keeping (within agreed timescale) • Approved techniques in physical intervention (within agreed timescale) 	<ul style="list-style-type: none"> • Competency in venepuncture
Personal Attributes	<ul style="list-style-type: none"> • Able to work in accordance with the Staff Compact and Trust Values and Behaviours. • Compassionate in meeting the needs of vulnerable people and their families and carers. • Able to work flexibly and co-operatively as part of a team. • Committed to continual quality and service improvement • Self awareness and committed to continual personal development. 	
Other Requirements	<ul style="list-style-type: none"> • Ability to travel independently in accordance with Trust policies and service need. • This post is subject to a satisfactory Disclosure and Barring Service check. 	<ul style="list-style-type: none"> • Licensed to drive Trust vehicles

JOB DESCRIPTION AGREEMENT SNM001: v6: October 2022

Post Holder

Sign..... Date.....

Print Name.....

Line Manager

Sign..... Date.....

Print Name.....

Print Job Title.....



Our Journey To Change key messages

It's really important that as we continue to raise awareness and embed Our Journey To Change we use key messages. They will help us to use a shared language to communicate consistently with everyone and to make sure that what we say is simple and human. The key messages below are for use in the communications we share and conversations we have about Our Journey To Change.

Key messages:

- Our Journey To Change sets out why we do what we do, the kind of organisation we want to become and the way we will get there by living our values, all of the time. To help us achieve this we have also committed to three big goals over the next five years.
- Our Journey To Change was created with more than 2,500 colleagues, service users, families, carers, partners and our local communities who all took part in Our Big Conversation. We listened to every piece of feedback – and we will continue to listen.
- Through our conversations it was clear that the experience we provide to our service users, carers and colleagues was not consistently good and partners told us we weren't always easy to work with. We are committed to ensuring that we improve this experience for everyone.
- Change won't happen overnight but Our Journey To Change will be placed at the centre of everything we do and will inspire all actions and decision making at all levels, all of the time.
- This is our journey with you – it's important that everyone continues to be part of this.

Our values - key messages

- We are committed to co-creating safe and personalised care that improves the lives of people by involving them as equal partners. The most important way we will get there is by living our values, all of the time.
- Our values are respect, compassion and responsibility. They were created with more than 2,500 colleagues, service users, families, carers, partners and our local communities who all took part in Our Big Conversation.
- Our values are:
 - respect – we listen, we are inclusive and we work in partnership
 - compassion – we are kind, we are supportive and we recognise and celebrate achievement
 - Responsibility – we are honest, we are always learning and we are ambitious.
- Our values are at the heart of everything we do.

Further information

Further information is available at www.tewv.nhs.uk/about-us/our-journey-to-change

There is also further information for colleagues on our internal staff intranet
<https://intranet.tewv.nhs.uk/our-journey-to-change>