

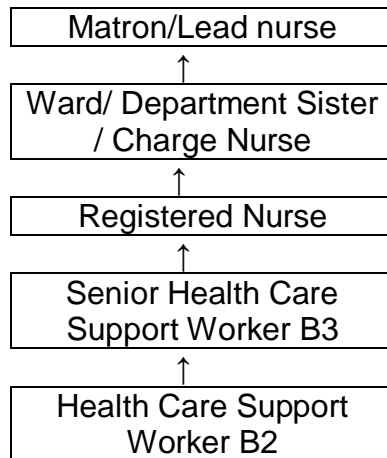
JOB DESCRIPTION

Job Title: Senior Health Care Assistant Sexual health
Band: Agenda for Change Band 3
Directorate: Various
Reports to: Sister/Charge Nurse
Accountable to: Matron
Professionally Accountable to: Chief Nurse
Responsible for:
Main Base: Various, including York, and North Yorkshire with an allocated travel base
Contract Status: Permanent/Fixed term/Nurse Bank
AfC Job NI85/RP
Reference:

JOB SUMMARY/ PURPOSE:

- The Registered Nurse will be responsible for assessing the patient and then delegating the duties required to the Senior Health Care Support Worker, who has been deemed competent to deliver enhanced skills in patient care delivery
- The Senior Health Care Support Worker 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 Support Worker 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
- To undertake asymptomatic screening with a development of this to include working with men who have sex with men and young people.
- To continue to undertake microscopy

ORGANISATIONAL CHART:



KEY RELATIONSHIPS:

The Senior Health Care Support Worker, under the direction of the Registered Nurse, will work along side:

Patients and their relatives/carers

Members of the Secondary Health Care Team e.g. 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.

KEY DUTIES and RESPONSIBILITIES:

This generic job description outlines the primary role and responsibilities of a Senior Health Care Support Worker. It is not exhaustive and may be amended from time to time as the needs of the service change. As this contains core functions of the role, it is important to note that some service areas may have additional skill requirements which are subject to competency- based assessments.

There is an expectation for post holders to be flexible in order to provide cover to other clinical areas where there is an increase in service demand.

Conduct and behaviour

- Demonstrate a courteous, sympathetic, compassionate and helpful approach to patients, relatives and visitors at all times

- 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
- Establish and actively maintain clear professional boundaries at all times with patients, and any one close to them e.g. relatives, friends
- Undertake basic administration duties as required

Patient Care

Assist the Registered Nurse to deliver care with privacy and dignity, focusing on respect for the patient and meeting their cultural and spiritual needs.

- Following delegation by the Registered Nurse, be able to plan, prioritise and organise own workload
- Contribute to the assessment, implementation and evaluation of care by documenting care given and outcomes and giving feedback to the Registered Nurse
- Following training and assessment contribute to the documentation of patient information using the Organisations' admission proforma. The Senior Health Care Support Worker is only responsible for the collection of information; it remains the responsibility of the Registered Nurse to perform the patient's assessment.
- Deliver evidence based care, reflecting on own practice and sharing information and experience with colleagues
- Contribute to the planning of programmes of care for patients with diverse and complex needs
- 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.
- Demonstrates understanding of the fundamental practices related to consent and the prevention of abuse
- Involves patients in decision making process and gains informal patient consent
- Maintains patient confidentiality at all times
- Documents all care given clearly and accurately in patient records
- 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
- Report promptly to the Registered Nurse/Registered Professional any change in the patient's condition
- To provide appropriate equipment and aids as delegated by clinical staff, or in accordance with standard operating procedures and protocols
- 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
- Maintain a portfolio that demonstrates evidence of continued development for annual Personal Development Review
- Inform the Registered Nurse with professional concerns and promote practice at all times according to the Health Care Support Worker Code of Conduct
- 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
- Contributes to achievement of the team objectives and actively contributes and participates in ward meetings
- 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
- Contribute and participate in audit and research i.e. assist in the collection of simple data
- 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
- To be able to provide after-care advice to patients post procedure.
- Chaperone patients in accordance with the Trust policy.
- Escort patients safely to other departments within the hospital and be able to give a hand over to the nurse in charge of the patient and explain the treatment given
- 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
- To assist in facilitating the safe discharge of patients

Clinical Skills

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

- Monitor and record patient's physiological observations and report any changes or concerns to the registered nurse
- Identify early recognition of a patient at risk of deterioration, accurately documenting the NEW score and escalating concerns to the Registered Nurse or clinician
- 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

- 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
- Perform peripheral cannulation and complete relevant documentation
- Monitor a peripheral cannula site, completing the Organisation's relevant documentation and adhering to standards of cannula care post insertion
- 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
- Assist in the pre-operative checks for patients going for surgery or invasive procedures, in accordance with the Organisation's protocols
- Demonstrate safe collection and transfer of 'clinically stable' patients from Theatre Radiology post surgery/invasive procedure/Endoscopy, in accordance with the Organisation's protocols
- Act as the 'second checker' for the administration of blood products
- Prepare and clear clinical areas and specialty trolleys for procedures/clinics
- 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, may assist in the administration of:

- Decolonisation treatment for MRSA
- Nutritional supplements
- Eye drops
- Topical creams
- Enemas or suppositories for the purpose of bowel evacuation

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

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:

Values, drivers and motivators:

- Caring about what we do.
- Respecting and valuing each other
- Listening in order to improve (always seeking to improve)
- Always doing what we can to be helpful

Providing support by:

- Working in partnership and responding to local needs
- Respecting Differences: Building on similarities
- Empowering people to be involved in decisions about how we provide care
- Encouraging others to behave respectfully in line with our values
- Suggesting 'Values and Behaviors' to influence and perform efficiently in line with our brand

STANDARD GENERIC ITEMS

The post holder will uphold and support these values in accordance with the Personal Responsibility 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. Further, the post holder will embrace the Trust's philosophy that as individuals we are all unique, and will acknowledge and value difference in order to treat everyone fairly.

The post holder will maintain the security of sensitive personal and other confidential information and will apply all relevant Information Governance policies reliably to working practice. Additionally they will be expected to follow secure operating procedures for handling information in all formats, including verbal, written and that held electronically.

The post holder will support the Trust's internal audit service during regular reviews of financial and other systems across the organisation. The post holder will assist audit in these reviews and will provide information as required and without undue delay.

The post holder is responsible and accountable for their own practice in line with Trust Infection Prevention and Control policies that reflect evidence, best practice and legislative requirements.

The post holder will have the appropriate level of child protection and adult safe guarding knowledge, skills and practice required for the post and be aware of and comply with the Trust's child protection and adult safe guarding policies and procedures.

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. Particular attention is drawn to:

- Health & Safety: Under the Health and Safety at Work etc Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work, and that of others who may be affected by their acts at work. This includes co-operating with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards. The post-holder is required to undertake annual training in respect of Health and Safety and comply and adhere to all Trust Health and Safety Policies.

- Fire: The post-holder must adhere to the Trust's Fire Policy, including attendance at training.
- Working Time Regulations: The postholder must ensure that they do not work more than an average of 48 hours per week based on a 17-week period regardless of whether this is for the Trust as a secondary contract, as overtime, bank/casual, agency work or with another employer.

The Trust has a No Smoking Policy. All its premises are considered as non-smoking zones, other than designated smoking areas.

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. The job description will be reviewed annually as part of the Trust's Appraisal process.

JOB DESCRIPTION AGREEMENT:

Job Holder [Print name]	Job Holder Signature
Recruiting Manager [Print name]	Recruiting Manager Signature

PERSON SPECIFICATION

Senior Health Care Assistant

Criteria	Essential	Desirable
Education, Qualifications and Training	<p>Level 3 vocational qualification in a health/social care related subject or willing to successfully complete the Level 3 Diploma (QCF) appropriate to the clinical area as provided by the Organisation, within 24 months or demonstrate relevant sexual health experience for 2 years or more ,</p> <p>L2 Functional/Key skills</p>	A minimum of C grade GCSE or equivalent, in English and Maths
Experience & Knowledge Required	Previous experience working and communicating with the public in a health/social care/educational setting	Experience of working in a multidisciplinary team in health/social care or education
Skills & Attributes	<p>Basic IT skills</p> <p>Demonstrate effective communication skills</p> <p>Ability to follow direction and able to use own initiative to problem solve</p> <p>Able to work independently without direct supervision</p> <p>Ability to manage, prioritise and organise own workload with advice and consultation</p> <p>Be approachable, friendly and non-judgemental with an ability to handle sensitive issues</p> <p>Ability to remain calm and organised under pressure</p> <p>Professional approach and image</p>	Advanced IT skills e.g. spreadsheets, PowerPoint or ECDL qualification (Willing to undertake further training)
Aptitude & Personal Qualities	<p>Caring and compassionate</p> <p>Flexible and adaptable</p> <p>Polite & Friendly</p> <p>Approachable</p> <p>Professional (including neat and tidy)</p>	

	Honest Reliable Ability to work as a team Assist with the mentor/support of junior colleagues	
Values, Drivers & Motivators	Ability to demonstrate our organisational values and behaviours: <ul style="list-style-type: none"> - Caring about what we do - Respecting and valuing each other - Listening in order to improve (always seeking to improve) - Always doing what we can to be helpful 	

KSF GENERIC BAND OUTLINE:

PAY BANDS	C1: COMMUNICATION	C2: PERSONAL & PEOPLE DEVELOPMENT	C3: HEALTH, SAFETY & SECURITY	C4: SERVICE IMPROVEMENT	C5: QUALITY	C6: EQUALITY & DIVERSITY
	LEVELS					
1	1	1	1	1	1	1
2	2	1	2	1	1	2
3	2	2	2	1	2	2
4	2	2	2	2	2	2
5	3	3	2	2	2	2
6	3	3	2	2	3	2
7	3	3	3	3	3	3
8 a-b	4	4	3	4	4	3
8 c-d and 9	4	4	4	4	4	4