

JOB DESCRIPTION

Job Title: Healthcare Assistant (Mental Health/Learning Disability) – In patient	
Reports to (post title): Ward Manager	
Evaluated Banding: Band 2	
Role Purpose: Under the supervision of a registered nurse participate in the development and maintenance of high quality patient care through involvement in assessment, planning, implementation and evaluation.	
Role Context: The role will require an individual with the ability to work effectively under the supervision and leadership from a registered nurse in the provision of care to a specific patient group within the directorate	
Key Accountabilities	Performance Measures
Clinical Practice: Assisting with all the activities of daily living, addressing the physical and mental health care needs of patients – promoting individual health and well being. Undertake, record and report clinical observations as directed by registered staff. Assist in the treatment/activities for the patient which may involve accompanying informal patients outside the ward environment. To treat the patients as individuals and enable them to achieve maximum independence To maintain accurate, timely and relevant clinical records both written and computerised. To maintain the safe custody of healthcare records To undertake any other duties that would be a reasonable expectation of the role	Appropriate professional standards and agreed criteria are met in accordance with the healthcare assistant code of practice. Adherence to relevant and appropriate risk assessment. Accurate & timely recording in health care records
Dimensions	
Involved in the care of ward based patients. Liaises with ward based and other hospital staff.	

Safeguarding
All employees are responsible for taking all reasonable measures to ensure that the risks of harm to children and vulnerable adults are minimised. They should take all appropriate actions to address concerns, working to agreed local policies and procedures including the guidance on Safeguarding, in partnership with other relevant agencies. This includes accessing appropriate training, advice and support
Disclosure and Barring Services
Where this post relates to the types of work, activity, employment or profession as set out in The Exceptions Order made under the Rehabilitation of Offender Act 1974; the post will be subject to a DBS Disclosure check at the point of recruitment and thereafter, as the Trust determines appropriate. The level of the check will be determined by the type of activities undertaken and the level of contact the post holder will have with children and/or adults in receipt of health services
Infection Control
All employees of Nottinghamshire Healthcare NHS Foundation Trust have an individual responsibility to have knowledge of and employ the basic principles of infection prevention and control practice. All employees must comply with Infection Prevention and control mandatory training requirements specific to their role
Equality & Diversity
All staff should be able to demonstrate an understanding of and commitment to Equality, Diversity and Inclusion as identified within the Trust's Equality and Diversity Policy and associated Equality, Diversity and Human Rights legislation
Sustainability
It is the responsibility of all staff to minimise the Trust's environmental impact wherever possible. This will include recycling, switching off lights, computers, monitors and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.
Communication
<p>Providing and receiving routine information which requires tact or persuasive skills or where there are barriers to understanding.</p> <p>Ability to maintain a professional therapeutic relationship with patients, using tact, persuasive and reassurance skills and where barriers to understanding exist, adopt alternative methods to help overcome these barriers.</p>

Knowledge, Training and Experience
<p>NVQ II in Health and social Care, Care Certificate or equivalent or equivalent experience</p> <p>To have a basic understanding of the different types of mental health conditions, and/or Learning Disabilities/IDD. To maintain an understanding and caring approach to patients exhibiting behaviour as a result of their illness.</p> <p>To work under the supervision and leadership of registered professionals undertaking duties as requested and delegated.</p> <p>Undertake duties to maintain high levels of cleanliness and tidiness of the area in line with infection prevention and control guidelines</p> <p>Good observation skills with the ability to verbalise observations of incidents or events and behaviours in an accurate and timely manner.</p>
Analytical and Judgement Skills
<p>Judgements involving facts or situations, some requiring analysis.</p> <p>Ability to recognise variances in the patient's condition and report to the registered professional in timely and accurate way.</p> <p>Accurately report and record clinical observations and treatment to the registered professional</p>
Planning and Organisational Skills
<p>Works under supervision within the parameters of the individual's care plans.</p>
Physical Skills
<p>Standard keyboard skills</p> <p>Management of Violence and Aggression which may include restraint.</p> <p>Manual handling which may include Manoeuvring of wheelchairs/trolleys/beds etc.</p> <p>Assisting patients with all aspects of daily living.</p>
Responsibility for Patient/Client Care
<p>The post holder will assist patients with their personal, physical and emotional needs, which may include feeding, bathing and supporting them in their appearance.</p>
Responsibility for Policy/Service Development
<p>Follows policies in own role but may be asked to comment on departmental policies.</p>

The duties and responsibilities of the post will be undertaken in accordance with the policies, procedures and practices of Nottinghamshire Healthcare NHS Foundation Trust. It is the post holder's responsibility to keep up to date with these policies and other policy documents.
Responsibility for Financial and Physical Resources
May be required to handle or process cash, cheques and patients valuables.
Responsibility for HR
Demonstrates own duties and workplace routines and support for new or less experienced staff.
Responsibility for Information Resources
Records personally generated information to healthcare records which should be countersigned/verified/validated by a registered professional as per Trust policies and procedures
Responsibility for Research and Development
Undertakes surveys and audits as necessary to own role.
Freedom to Act
The post holder is required to follow defined procedures and protocols. Registered professionals are always available for reference/support and the post holder will understand what standards should be met.
Physical Effort
There is a frequent requirement to exert moderate physical effort for several short periods during a shift e.g. manoeuvring patients for treatment or personal care purposes using mechanical aids such as hoists, wheelchairs and trolleys. Controlled restraint of patients.
Mental Effort
Frequent concentration where the work pattern is predictable, occasionally unpredictable
Emotional Effort
Frequent exposure to distressing or emotional circumstances, occasional highly distressing, this may include supporting patients who display frequent challenging behaviour that can be highly demanding and emotionally draining.
Working Conditions
Frequent exposure to highly unpleasant working conditions, such as bodily fluids, verbal and physical abuse and threats.

Organisation Chart	
<p style="text-align: center;">Ward Manager</p> <p style="text-align: center;">Band 6</p> <p style="text-align: center;">Band 5</p> <p style="text-align: center;">Band 4</p> <p style="text-align: center;">Band 3</p> <p style="text-align: center;">This post (Band 2)</p>	
Signatures	
After reviewing the questionnaire please sign to confirm agreement	
Post holder: Line Manager: Next level Manager :	Date: Date: Date:

**EMPLOYEE SPECIFICATION FOR THE POST OF
Healthcare Assistant (Mental Health/Learning Disability) – In patient Generic**

All staff should be able to demonstrate an understanding of and commitment to Equality, Diversity and Inclusion as identified within the Trust's Equality and Diversity Policy and associated Equality, Diversity and Human Rights legislation

Attribute	Essential	Weight	Desirable	Weight	How Identified
Physical requirements	Able to undertake training in the management of violence reduction Has the physical ability to perform the full range of duties as required		-		Application Form
Qualifications - Academic / Craft / Professional	NVQ II in Health and Social Care, Care Certificate or equivalent or equivalent experience				Application Form
Training	Willingness to undertake training that will enhance service delivery.				Interview
Experience	Experience of working in a Healthcare setting		.		Application Form Interview

Attribute	Essential	Weight	Desirable	Weight	How Identified
Knowledge	To have a basic understanding of the different types of mental health conditions, and/or Learning Disabilities/IDD.				Interview
Skills	Ability to work as part of a team Good written/oral communication skills Diplomatic, caring & sympathetic Ability to be flexible Good observations skills with the ability to verbalise observations of incidents or events and behaviours in an accurate and timely manner. Standard keyboard skills				Application Skills Interview
Contractual Requirements	Ability to work to meet the needs to the service)				Interview

PLEASE NOTE THAT ALL CRITERIA WILL BE SUBJECT TO REASONABLE ADJUSTMENTS WHERE THE APPLICANT HAS DECLARED A DISABILITY AS DESCRIBED IN THE EQUALITY ACT