

## JOB DESCRIPTION

| <b>Job Title:</b> Healthcare Assistant (General) - In-patient   |   |
|---|---|
| <b>Reports to (post title):</b> Ward Manager  |   |
| <b>Evaluated Band:</b> Band 2   |   |
| <b>Role Purpose:</b><br><br>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.   |   |
| <b>Role Context:</b><br><br>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  |
| <b>Clinical Practice:</b><br><br>Assisting with all the activities of daily living, addressing the physical and mental health care needs of patients – promoting individual health and well being.<br><br>Undertake, record and report clinical observations as directed by registered staff.<br><br>Assist in the treatment/activities for the patient within the ward environment<br><br>To treat the patients as individuals and enable them to achieve maximum independence<br><br>To maintain accurate, timely and relevant clinical records both written and computerised. To maintain the safe custody of healthcare records<br><br>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.<br><br>Adherence to relevant and appropriate risk assessment. Accurate & timely recording in health care records |
| Dimensions  |   |
| To carry out clinical care of patients under the direct supervision of a Registered Nurse.<br>To work cohesively with the rest of the ward team to care for patients effectively, compassionately and safely.   |   |

|   |
|---|
|   |
| <b>Safeguarding</b>   |
| 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  |
| <b>Disclosure and Barring Services</b>  |
| 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                     |
| <b>Infection Control</b>  |
| 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  |
| <b>Equality &amp; Diversity</b>   |
| 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  |
| <b>Sustainability</b>   |
| 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. |
| <b>Communication</b>  |
| <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</p>  |

overcome these barriers

### **Knowledge, Training and Experience**

NVQ II in Health and Social Care, Care Certificate or equivalent or equivalent experience

To have an understanding and caring approach to patients .

To work under the supervision and leadership of registered professionals undertaking duties as requested and delegated.

Undertake duties to maintain high levels of cleanliness and tidiness of the area in line with infection prevention and control guidelines

Good observation skills with the ability to verbalise observations of incidents or events and behaviours in an accurate and timely manner.

### **Analytical and Judgement Skills**

Judgements involving facts or situations, some requiring analysis.

Ability to recognise variances in the patient's condition and report to the registered professional in timely and accurate way.

Accurately report and record clinical observations and treatment to the registered professional

### **Planning and Organisational Skills**

Works under supervision within the parameters of the individual's care plans

### **Physical Skills**

Standard keyboard skills

Manual handling which may include manoeuvring of wheelchairs/trolleys/beds etc

Assisting patients with all aspects of daily living.

### **Responsibility for Patient/Client Care**

The post holder will assist patients with their personal, physical and emotional needs, which may include feeding, bathing and supporting them in their appearance.

### **Responsibility for Policy/Service Development**

Follows policies in own role but may be asked to comment on departmental policies.

|  |
|--|
| 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. |
| <b>Responsibility for Financial and Physical Resources</b>   |
| May be required to handle or process cash, cheques and patients valuables.   |
| <b>Responsibility for HR</b>   |
| Demonstrates own duties and workplace routines and support for new or less experienced staff.  |
| <b>Responsibility for Information Resources</b>  |
| Records personally generated information to healthcare records which should be countersigned/verified/validated by a registered professional as per Trust policies and procedures  |
| <b>Responsibility for Research and Development</b>   |
| Undertakes surveys and audits as necessary to own role.  |
| <b>Freedom to Act</b>  |
| 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.  |
| <b>Physical Effort</b>   |
| 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  |
| <b>Mental Effort</b>   |
| Frequent concentration where the work pattern is predictable, occasionally unpredictable   |
| <b>Emotional Effort</b>  |
| Frequent exposure to distressing or emotional circumstances, occasionally highly distressing due to the unpredictable, varying and intensive nature of their illness and associated risks.   |
| <b>Working Conditions</b>  |
| Frequent exposure to highly unpleasant working conditions such as bodily fluids, verbal and physical abuse and threats.  |

|   |                                 |
|---|---------------------------------|
|   |                                 |
| <b>Organisation Chart</b>   |                                 |
| <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:<br><br>Line Manager:<br><br>Next level Manager :   | Date:<br><br>Date:<br><br>Date: |



## EMPLOYEE SPECIFICATION FOR THE POST OF Band 2 Healthcare Assistant (General) - 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                            | 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<br>Interview |

| Attribute                | Essential  | Weight | Desirable | Weight | How Identified                      |
|--------------------------|--|--------|-----------|--------|-------------------------------------|
| Knowledge                | To have an understanding and caring approach to patients.  |        |           |        | Interview                           |
| Skills                   | Ability to work as part of a team<br>Good written/oral communication skills<br>Diplomatic, caring & sympathetic<br>Ability to be flexible<br>Good observations skills with the ability to verbalise observations of incidents or events and behaviours in an accurate and timely manner.<br>Standard keyboard skills |        |           |        | Application Skills<br><br>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**