

# DERBY HEALTH STAFFING

NM/NS/NQ/1803CP2

## Job Description

<b>JOB TITLE</b>	<b>Flexible Health Care Assistant</b>
<b>GRADE</b>	<b>Level 2</b>
<b>REPORTS TO</b>	<b>Derby Health Staffing Manager</b>
<b>ACCOUNTABLE TO</b>	
<b>DEPARTMENT</b>	<b>Derby Health Staffing</b>
<b>DIVISION</b>	<b>Derby Health Staffing</b>
<b>DATE</b>	<b>February 2020</b>

### Job Purpose

Working under the supervision of a registered nurse and taking forward the Essence of Care philosophy assist in the delivery of high standard of care in a safe environment that meets the patients' needs whilst maintaining privacy and dignity.

Care delivered within this role will always be that delegated by the accountable registered nurse and will be within the scope of the training and development undertaken by the HCA.

### Organisational structure

To be completed by directorate

### Dimensions

To be completed by directorate

### Key Result Areas

1. Assist in the implementation of personal care according to the patients individual care plan including encouraging and helping the patient with the activities of daily living e.g. bathing, toileting and assisting with nutritional needs.
2. Assist clinical staff by undertaking some basic clinical procedures specifically related to personal care e.g. urine specimens, emptying urinary catheter bags, removal of catheters and cannulae
3. Work in an effective and efficient way utilising appropriate Trust and directorate policies, procedures and guidelines.
4. Communicate effectively by giving and receiving information so that appropriate action can be taken.
5. Maintain own competence by continuously developing own skills and knowledge in

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accordance with agreed personal development plan.

6. Record accurately and report on the patient's condition by undertaking basic monitoring skills e.g. Bp and TPR
7. Contribute effectively as a member of the Multi-professional team building appropriate relationships.
8. Promote and deliver high quality personal care and report problems to a senior member of staff.
9. At all times ensure that own actions support and promote equality, diversity and the rights of patients, the public and colleagues within the health care environment.
10. Support the effective use of available resources in an efficient way.
11. Identify hazards and act accordingly to promote the health and safety of patients, the public and staff in the health care environment.
12. Maintain a safe environment by following infection control policies and procedures at all times
13. Complete all appropriate documents in a clear, accurate and timely way, participating in reporting processes as necessary.
14. Contribute to effective working in a changing environment as services develop.

### **Internal and external relationships**

To be completed by directorate

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## PERSON SPECIFICATION

	Criteria
<b>Communication &amp; relationship skills</b>	Clearly and accurately communicate information as appropriate and in a manner suitable to the recipient whilst maintaining confidentiality. Understands and can overcome barriers to communication.
<b>Knowledge, training &amp; experience</b>	NVQ or QCF Level 2 Diploma in Care or equivalent experience Evidence of a good standard of numeracy and literacy (GCSE A-D) Understands the role of the HCA and is able perform the personal care and related clinical procedures required for the post Be able to demonstrate good literacy and numeracy abilities sufficient to undertake the role.
<b>Analytical &amp; judgemental skills</b>	Make judgements involving facts or situations, some requiring analysis. Prioritise which duties to respond to first , report patient condition
<b>Planning &amp; organisational skills</b>	Organises own day to day tasks or activities. Plans own work
<b>Physical skills</b>	Develop physical skills to ensure accuracy and dexterity required for moving patients and equipment Standard key board skills
<b>Responsibilities for patient care</b>	Provides individualised care relating to the activities of daily living (e.g. bathing and toileting) Undertakes and records basic observations (e.g. BP,TPR) and assists clinical staff carrying out basic clinical procedures e.g. taking urine specimens, removal of catheters and Cannulae.
<b>Responsibilities for policy &amp; service development implementation</b>	Follows Trust policies, procedures and guidelines.
<b>Responsibilities for financial and physical resources</b>	Understands personal responsibility when using equipment or handling patients property. Understands the risks involved in using equipment.
<b>Responsibilities for human resources</b>	Approachable and adaptable. Willing to demonstrate own duties, share knowledge, skills and experience in own work area, to new or less experienced employees.
<b>Responsibilities for information services</b>	Ability to accurately maintain standard documentation and record own findings. Basic IT skills to input data
<b>Responsibilities for research &amp; development</b>	Participates in audit/ research/ data collection within own sphere of clinical practice.
<b>Freedom to act</b>	Works under supervision and within well-defined policies and procedures to stated standards of care.
<b>Physical effort</b>	Physically able to undertake the ongoing requirements of the role.

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<b>Mental effort</b>	Is flexible and adaptable to the changing work environment. Frequent concentration required to carry out personal care duties and basic clinical skills.
<b>Emotional effort</b>	Required to work in distressing and emotional circumstances
<b>Working conditions</b>	Works in an environment where there is exposure to unpleasant working conditions and hazards.

This job description outlines the duties as currently required but may be amended by mutual agreement to reflect future transformation and integration of the Trust.

<b>Signed: (Member of staff)</b>		<b>Date</b>	
<b>Signed: (Line Manager)</b>		<b>Date</b>	

University Hospitals of Derby and Burton NHS Foundation Trust was formed on 1 July 2018, bringing together five hospital sites in Derby and Burton.

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## Our Vision & Identity

Our UHDB Identity is that we provide '*Exceptional Care Together*', which is our 'Why?'. It is the fundamental purpose that guides all that we do.



## Our Values & Behaviours

Our staff have co-created a set of values and behaviours that are stretching and inspiring in equal measures. These are our UHDB promises. They are powerful messages and will shape how we care for others and care for each other. They are **Compassion, Openness and Excellence...**



## Our objectives

As part of the 'Big Conversation', we lastly turned our attention to our aims, big steps we must we take in the future. This is our 'What?'. Our staff said that we should continue to have **PRIDE...**

**Our aim is to bring together the expertise of our 12,300 staff to provide the highest quality care to patients within Derbyshire and South East Staffordshire. All our employees are expected to demonstrate the following behaviours: Compassion, Openness and Excellence.**

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## **Equality, Inclusion and Diversity**

University Hospitals of Derby and Burton NHS Foundation Trusts is fully committed to promoting inclusion, equality, diversity and human rights in employment and delivery of its services. The Trust is committed to providing an environment where all employees, patients, carers and visitors experience equality of opportunity by means of understanding and appreciating the value of diversity.

The Trust works to eliminate all forms of discrimination in line with the Equality Act 2010, and recognises that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

The Trust actively encourages its employees to challenge discrimination and promote equality of opportunity for all.

Employees of the Trust are required to comply with its policies and values around equality, inclusion, diversity and human rights. Failure to do so will be treated as misconduct under the Trusts' Disciplinary Policy and Procedure, which may result in dismissal."

## **Freedom to Speak up**

The Trust is committed to listening to our staff and learning lessons. There are a variety of ways in which concerns can be raised in person, by phone or in writing (including email). We also have a Freedom to Speak Up Guardian who works with Trust leadership teams to create a culture where staff are able to speak up in order to protect patient safety and empower workers. Full details can be found on the Trust Intranet

## **Data Protection**

Organisations are required to comply with the General Data Protection Regulation; the UK Data Protection Act 2018; all other data protection legislation and other local policies and procedures regarding the handling of information. All employees retain the right to request information held about them.

## **Confidentiality**

The Trust requires all staff to maintain a high standard of confidentiality, and any disclosure of information outside the proper and recognised course of duty will be treated as a serious disciplinary offence.

## **Infection Control**

The prevention and management of infection is a key priority for the Trust. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff

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- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at mandatory training and ongoing continuing professional development
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

## **Health and Safety at Work Act**

All staff must not wilfully endanger themselves or others whilst at work. Safe practices and precautions must be adhered to.

## **Smoke free Trust**

The smoke free policy applies to staff, patients, resident's visitors and contractors.

## **Research:**

"The Trust comprises research-active hospitals with a developing culture of research and innovation across the whole organisation. All clinicians are expected to engage in research, development & innovation.

Engagement of clinical staff in research covers a spectrum of involvement, ranging from having an awareness of the studies and trials taking place in their areas, to assisting with the identification of research participants, to research-experienced individuals who win research funding and assume the role of Chief Investigator for multi-centre trials and studies".