

Job Description

JOB TITLE:	HCA Critical Care
BAND:	Band 3
HOURS:	37.5/Pro-rota
BASE:	Blackpool Victoria Hospital
RESPONSIBLE TO:	Practice Development Lead
ACCOUNTABLE TO:	Unit Manager/Matron

RESPONSIBLE FOR:

Assisting and supporting the Critical Care Team in the provision of safe, effective patient care within the Critical Care Department and reducing risk of harm to patients.

To support and work alongside both Critical Care (CC) staff and Non-Critical Care (NCC) staff (Staff Nurses, Health Care Assistants (HCA's) or AHP's) to identify, prioritise and meet the individual needs of patients; demonstrate high standards of care and set examples of best practice when delivering care.

JOB SUMMARY:

- To assist the Critical Care Team in the provision of direct patient care within the scope of the NCC staff role.
- To work alongside under the direct supervision and support of Critical Care Nurses to deliver safe and effective patient care, to ensure individual patient needs are met.
- To assist identifying individual patient needs within your scope of practice and work collaboratively with the Critical Care Team to meet patient needs.
- To demonstrate high standards in the delivery of patient care; set examples of and adhere to best practice within in the Critical Care Department.
- To maintain accurate documentation and records of patient care delivered; communicate and work collaboratively within the Critical Care Team.

- To ensure patients' safety, privacy and dignity is always maintained.
- To assist the Practice Development Team in the delivery of training to both CC and NCC staff for medical devices within the scope of the Band 3 HCA and non-critical care staff role.
- To assist the Critical Care Unit to achieve and maintain Gold COAST accreditation.
- To maintain accurate training records for staff to which training is delivered and provide feedback to the Practice Development Team on all aspects of training.
- To undertake such duties as from time to time determined by the Department Manager or Matron.

JOB DUTIES AND RESPONSIBILITIES:

1. Supporting Staff Training and Development

- a) Assist in the planning, delivery and monitoring of Level 0 to Level 2 patient care within the critical care environment by working alongside and under the direct supervision of Critical Care Staff. For example, but not exclusive to, assisting with the admission and discharge process of patients within the Critical Care Unit; monitoring and recording of basic observations; documenting all aspects of care delivery; 12 lead ECG recording; providing pressure area care as per Trust policies and procedures, assisting with moving and handling of all critical care patients; suctioning; tracheostomy care and safety; mouth care, maintaining accurate fluid balance recording, supporting medical staff with line insertion, removal of lines when directed to, and participating in critical care handovers.
- b) To priorities and deliver Level 0 to Level 2 patient care as needed within the scope of the Band 3 HCA role; report and feedback to CC staff directly the ongoing care delivery and patient response to interventions; reporting immediately to the Nurse in Charge any adverse events/incidents.
- c) To ensure all care is delivered to a high standard, complies with both Trust and national guidelines, policies and procedures and is within the scope of a Band 3 HCA practice.
- d) To seek assistance from Critical Care Staff for tasks outside the scope of the Band 3 HCA role. For Example, the preparation and administration of medicines; documentation of ventilator settings and observations; changing of ventilation support and oxygen delivery via the ventilator; delivery of tracheostomy care; mobilisation of patients with a tracheostomy insitu; patients requiring > 2 mls/hr of inotropic support; ventilator safety checks.
- e) To inform the CC staff and Nurse in Charge immediately, any change in the level of care support your patient is requiring.

- f) Ensure accurate documentation of patient records and data bases are maintained in a contemporaneous manner for any care that you undertake.
- g) To work alongside critical care and non-critical care staff, where appropriate, in a clinical setting to develop clinical skills and knowledge competencies necessary for role of Band 3 HCA.
- h) Support NCC staff and Critical Care HCA's undertaking the Care Certificate Qualification; working alongside these staff in the clinical setting, supporting the development clinical skills, knowledge, and competencies necessary for role of Band 3 HCA and NCC staff.
- i) Assist the Practice Development Team and support the Department in reducing risk of harm to patients, being a Key Trainer for equipment and medical devices that are within the remit of a Band 3 HCA scope of practice. For example, but not exclusive to: Medstrom Beds, Flotrons; Suction regulators; patient moving and handling equipment; NG Feed pumps.
- j) Act as a technical resource to staff for equipment you have received training in, in day-to-day practice.
- k) Identify, report, and take appropriate actions, as per level of competence, for any Untoward incident/accident, problem solving and reporting as soon as possible to the Nurse in Charge and the registered nurse who is overseeing delivery of care and is accountable for the delivery of care for the individual patient.
- l) Participate in the Audits required by both the Trust and the Department to enhance the quality-of-care delivery within the Unit, feedback findings to the Audit Lead and Ward Manager. Assist the Unit Manager to implement and monitor necessary changes to enhance quality of care for patients within the Critical Care Unit.
- m) To build rapport and links with other departments where potential staffing resources are identified. Support the Trust culture of collaborative, flexible cross-team working and commitment to delivering quality services and outcomes.
- n) Provide a relaxed and professional environment conducive to learning and staff wellbeing. Support staff and patients' equality, diversity, and rights.
- o) Ensure Health and Safety, and Infection Prevention and Control policies and procedures are adhered to as per Trust guidelines pre and post training delivery.

2. Supporting Practice Development Administration

- a) Ensure accurate training records and databases are maintained in a contemporaneous manner for any training that you undertake.
- b) Ensure all post training evaluations are completed by staff receiving training you have assisted with and submit to the Practice Development Team Leads; assist in the analysis of these evaluations for future planning of teaching sessions.
- e) Participate in the orientation/induction of non-critical care staff nurses/ HCA's and AHP's to the critical care environment and ensure all necessary induction documentation is completed as per Trust Policies and Procedures.

3. Self-Development in the Role

- a) Attend in-service training, study days, seminars, and courses as rostered.
- b) Attend a yearly IPR/Appraisal to set objectives and Personal Development Plan for the following twelve months with Practice Development leader.
- c) Acquire skills and attend any specific training essential for this role, as directed by Practice Development Leads.
- d) Ensure own competency in the range of clinical skills and knowledge necessary to teach others to standards in accordance with best practice. For example, but not exclusive to, e.g., taking and recording of basic observations, all aspects of critical care documentation, ECGs, pressure area care, suctioning, tracheostomy care and safety, mouth care, accurate fluid balance recording, supporting medical staff with line insertion, critical care handovers.

General Requirements

1. Quality

Each member of staff is required to ensure that:

- a) The patient and customer are always put first
- b) That in all issues, the patient/customer requirements are met, and all staff contribute fully to achieving the Trust corporate goals and objectives.

Every employee is personally responsible for the quality of the work, which they individually perform. It is their duty to seek to attain the highest standards achievable both individually and collectively within their knowledge, skills and resources available to them in furtherance of the Trust's philosophy of pursuing quality in all its services.

2. Confidentiality

Each member of the Trust's staff is responsible for ensuring the confidentiality of any information relating to patients and for complying with all the requirements of the Data Protection Act whilst carrying out the duties of the post. Any breaches in confidentiality will be dealt with by the Trust's Disciplinary Procedure and may result in dismissal. In the course of your duties, you may have access to confidential information about patients, staff, or health service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be always preserved whether at or away from work. The Trust has in place a 'Whistle blowers Policy' for staff wishing to express their concerns.

3. Health and Safety

Each member of the Trust's staff is responsible for ensuring that they carry out the duties of their post in accordance with all appropriate Health and Safety legislation, guidance and procedures and they do not, by any act or omission on their part, create a threat to the Health and Safety of any other person.

4. External Interests

Each member of the Trust's staff is responsible for ensuring that any external interest they have does not conflict with the duties of their posts and they must

disclose the external interest if this is likely to occur, or if they are in doubt about a conflict of interest.

5. Fire Training

Each member of the Trust's staff has a statutory obligation to attend mandatory Fire Training each year. It is the responsibility of each member of staff to ensure that they comply with this legal requirement.

6. Flexibility

This job description is intended to act as a flexible guide to the duties of the post and therefore will require revision in consultation with the post holder to reflect the changing requirements of the post, to enable the Trust to achieve its corporate goals and objectives.

7. Physical Effort

- Frequent requirement to exert moderate physical effort for several short periods during a shift when moving and transferring patients using hoists and other lifting aids.
- Frequent pressure area care of patients, which requires moving and handling of patients.
- Required to move patients on trolleys and in wheelchairs.

8. Working Conditions

- Frequent exposure to highly unpleasant conditions with blood and body fluids.

9. Emotional Effort

Work is predictable but an occasional requirement to deal with unpredictable emergency situations. To provide emotional support to colleagues and to expect support from others.

10. Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share its commitment. Vigorous recruitment checks are carried out on successful applicants who will be required to undertake Enhanced Disclosure via the Criminal Records Bureau (CRB).

11. Infection Prevention and Control

Infection prevention and control is the responsibility of all Trust staff. All duties relating to the post must be carried out in accordance with the Trust hand hygiene and infection control policies and procedures.