

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Health Care Assistant
<b>BAND:</b>	Band 2
<b>LOCATION:</b>	Blandford Hospital, Tarrant Ward.
<b>HOURS OF WORK:</b>	37.5 hours per week. The post holder may be required to work flexibly to meet the needs of the service. This includes both day and night shifts.
<b>ACCOUNTABLE TO:</b>	Senior Sister/ Matron
<b>RESPONSIBLE TO:</b>	Senior Sister/Matron
<b>KEY RELATIONSHIPS:</b>	Patients, Senior Sister, Matron, Sister, Health Care Assistants, Nurse Practitioner, Ward Physiotherapist, Occupational Therapist, Social Services, Consultant Ward and Ward Clerk.
<b>JOB PURPOSE:</b>	<p>To assist the Sister /Charge Nurse in providing a high quality nursing care to clearly defined group of patients.</p> <p>To assist the MDT to aid patient in gaining independence and mobility in preparation for a safe discharge.</p> <p>To meet service objectives and work within the operational policy.</p>

## MAIN DUTIES AND RESPONSIBILITIES

### Clinical

Assist with patient's personal care, record patient observations, collect specimens, assist patients with meals i.e.: Preparing and serving meals, observing / assisting with oral intake.

Escorting patients to outpatients' appointments

Ensure equipment used by patients i.e. hoists / slings are safe and fit for purpose.

Receive instructions on patient care, but carry out routine patient care duties at own discretion.

Respond and escalate to nursing staff change in patients NEWS and condition.

Assess the comfort of patients and report to nursing staff as appropriate.

Maintain cleanliness of the ward environment reporting any concern to Senior Sister

**Arranging patient's meals and special diets and participating in the meals service.**

**Liaising and maintaining good relationships with other staff of all disciplines to ensure the smooth running of services for patients.**

**Communicating with relatives and other visitors.**

**To assist in the maintenance of good communications within the Trust.**

**Substituting for other nursing staff as necessary. To act as a role model for other nursing staff.**

### **Educational**

**Participate fully in clinical supervision and staff performance reviews.**

**Attend study days to enhance knowledge and skills in the ward environment**

**Attend grand round on a monthly basis.**

### **Environment**

**Frequent exposure to highly unpleasant working conditions (involves dealing with body fluids, foul linen and occasionally lice).**

**Will encounter patients and relatives in often distressing and challenging situations.**

**Walks, stands for most of the shift. Pushes and pulls trolleys, commodes and patient hoists. Frequently manoeuvres patients into position for treatment or personal care. Frequently transfers patients from bed to chair or similar.**

**Frequent requirement for concentration in care duties where the pattern of work maybe unpredictable.**

**May be exposed to face to face physical and/or verbal aggression.**

### **CONFIDENTIALITY**

**In the discharge of their duties the post holder may often be in possession of or have access to confidential/personal information and must not disclose or discuss such information outside their place of work, or within their place of work except in the proper discharge of their duties. Failure to observe confidentiality may result in disciplinary action.**

## Person Specification

### Health Care Assistant Westminster Memorial Hospital, Shaftesbury.

1. Knowledge, Skills, and Training		Essential	Desirable
1.1	Existing NVQ level 2/3 in Health care		Yes
1.2	Demonstrate high level of clinical skills		Yes
1.3	Previous experience of working within a fast-paced environment	Yes	
1.4	Demonstrates Knowledge of safeguarding Vulnerable Adults and Children	Yes	
1.5	Experience of working in an emergency and /or minor injury		Yes
1.6	Experience of working within a customer focused environment		Yes
1.7	Good communication skills	Yes	
1.8	Ability to develop relationships with patients, carers.	Yes	
1.9	Understand the principles of rehabilitation.	Yes	
1.10	Able to use a computer to basic standard for inputting information and accessing e-aills and internet.	Yes	
1.11	Previous experience of working in a MDT.		Yes
2. Personal Qualities/Attributes		Essential	Desirable
2.1	Willingness to engage in service development.	Yes	
2.2	Demonstrated ability at exercising tact and diplomacy.	Yes	
2.3	Able to use own initiative within Sphere of Authority	Yes	
2.4	Flexibility	Yes	
2.5	Ability to work as part of a team	Yes	

**3. Business Travel****Essential****Desirable**

<b>3.1</b>	<b>Subject to the provisions of the Equality Act 2010, able to travel using own vehicle on Trust business.</b>		<b>Yes</b>
<b>4. Additional Requirements</b>		<b>Essential</b>	<b>Desirable</b>
<b>4.1</b>	<b>Demonstrable skills in written and spoken English, adequate to enable the post holder to carry out the role Yes effectively.</b>		
<b>4.2</b>	<b>The candidate will be able to work on an interaction rotation contract.</b>	<b>Yes</b>	

**Essential / Desirable Car User Definitions****Level 1 – (Essential) post holder is required to:****travel an average of more than 3,500 miles a year;****or travel an average of at least 1,250 miles a year; and necessarily use their car an average of 3 days a week; or spend an average of at least 50% of their time on such travel; including duties performed during the visits;****or travel an average of at least 1,000 miles a year and spend an average of 4 days a week on such travel, including the duties performed during the visits.****Level 2 – (Essential) users who use their own vehicles for official journeys other than in the circumstances described under Level 1 above.****Level 3 (Desirable) non- car users who may exceptionally be required to travel on Trust business where such journeys could also be reasonably made by public transport.**