

JOB DESCRIPTION

Job Title: Healthcare Assistant
Band: 3
Department: Trust Wide
Responsible to: Ward/Department Manager
Accountable to: Divisional Nurse
Job Banding Code: 2023-118



JOB PURPOSE

The post holder will work as part of the multidisciplinary team delivering a range of designated tasks/duties of a clinical and non-clinical nature including physical and personal needs, ensuring a high standard of care is achieved, working within the agreed policy and procedures. Acknowledging individual cultural needs respecting privacy and dignity.

They will record patient observations and changes to patient clinical condition and carry out limited clinical care duties.

The post holder will always work under the direct supervision of the NMC Registrant, who holds delegated accountability for the work designated.

The post holder will support the training and development needs of Care Support Workers and HCSW Apprentices.

MAIN DUTIES AND RESPONSIBILITIES

- Undertakes personal care duties, supporting patients with toileting, bathing, dressing and meals.
- Undertakes a limited range of delegated clinical duties relevant to the services provided/work area; record patient observations, e.g. taking blood pressure, blood glucose monitoring, pregnancy testing, routine maternal and neonatal observations, observing patients for signs of agitation or distress, wound observations and simple wound dressings (exceptions are dressings to category 3 or 4 pressure ulcers, compression dressing, negative pressure vac dressings).
- Assist patients to meet their individual elimination needs which involves assisting with toileting, catheter care, emptying catheters and stomas.
- Assist patients to mobilise safely, including the correct use of various aids available.
- Chaperone patients while undergoing medical examinations and various procedures.
- Escort appropriate patients to other wards/departments within the hospital. This may include taking a stable patient to medical imaging or discharge lounge.
- Assist in the personal care of the dying patient, providing sensitive support for the patient and their families by supporting with drinks, refreshments, tissues and comfort needs.
- Assist in the personal care of the deceased patient by undertaking last offices in accordance with Trust policies and procedures including washing and taking into account cultural needs.
- Assist with admission and timely discharge of patients by settling the patient and orientating them to their surroundings.
- Handles patients' valuables in accordance with Trust policies and procedures.
- Monitor and record vital signs (temperature, pulse, respirations, oxygen saturation level and blood glucose level) of patients, demonstrate an understanding of the normal range and report any abnormal recordings to nursing staff. Record early warning score and report any abnormal reading to nursing staff.
- Perform urinalysis testing, recording findings and reporting any abnormalities to the nursing staff.

- Following locally agreed competency-based tasks supported by training and education to gain theoretical underpinning knowledge to undertake a limited range of delegated clinical care duties relevant to the services provided in line with Trust policies and procedures. This could include venepuncture, cannulation, recording ECG's, bladder scanning, removal of sutures, and removal of self-retaining catheter (SRC).
- Removal of peripheral cannula.
- Obtain specimens of bodily fluids for culture/sensitivity when requested by nursing/medical staff, using universal precautions including urine sample, stool sample, wound swab, MRSA swab and Covid Testing
- Set up and assist nursing/medical staff in clinical procedures using aseptic technique once appropriate training has been given.

EDUCATION AND DEVELOPMENT

- Participate in the Appraisal process.
- Attend all SET (Statutory Essential Training) as required.
- Complete the Foundations of Care Programme.
- Completion of a competency-based workbook or equivalent relevant experience to vocational qualification level 3.
- Attend in-service training as required of the role.
- Maintain validation of clinical skills competence and demonstrate a willingness to learn new skills.
- Knowledge of care and related procedures, clinical observations, relevant legislation; short courses to undertake patient and clinical care duties.
- Support with the training and development of junior colleagues for example HCA Apprentices and Care Support Workers.

ADMINISTRATION

- Update patient records e.g. by recording basic patient information such as fluid balance (intake and output) and nutrition
- Work collaboratively with colleagues with good clear communication both verbal, written and virtual, ability to listen to patients and visitors', demonstration of polite, professional, and courteous interaction in practice, for example taking messages, relaying of sensitive information, direct communication with patients whilst providing care.

- Demonstrate an understanding of how to care and communicate with those requiring a level of enhanced care to support their safety, which may include one to one direct care and distraction and de-escalation techniques.
- Assist in obtaining results of investigations, basic computer skills required, training and computer access will be provided.

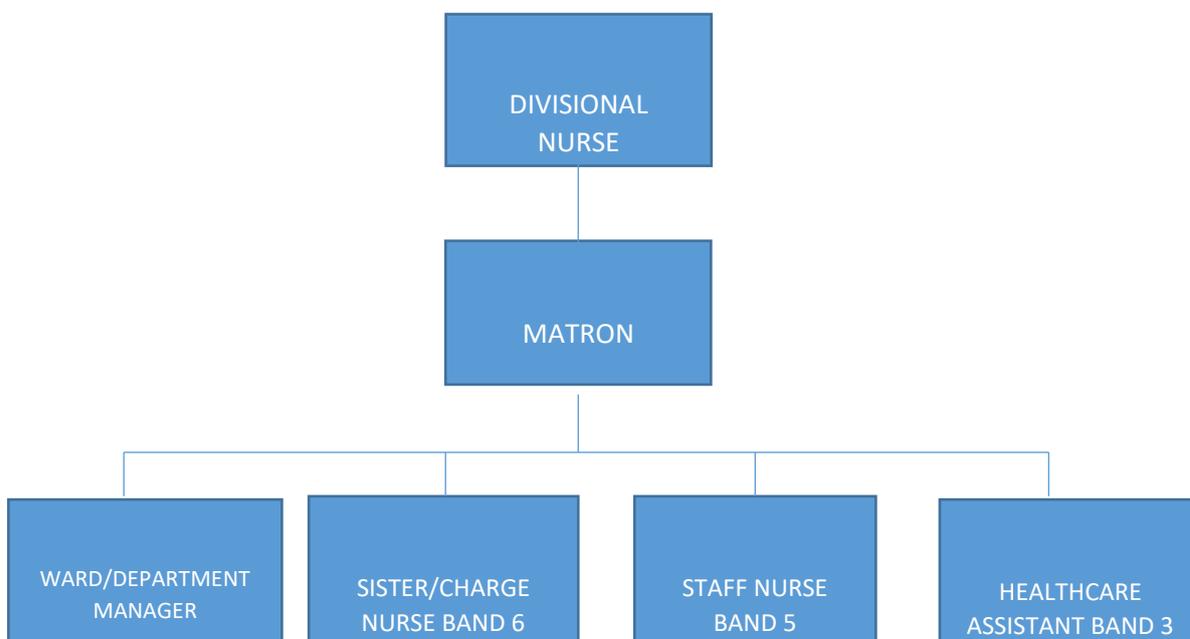
CLINICAL GOVERNANCE

- Report untoward incidents to an appropriate person. For example, someone senior to them.
- Maintain patient confidentiality at all times as per Trust policies.
- Participate in quality improvement initiatives within the Trust including audits, surveys and research.
- Be aware of and implement Trust policies and procedures relevant to the post.
- Assist in the identification of areas of risk and work towards minimising them.
- Aware of personal responsibilities as defined in the Health & Safety at Work Act.
- Adhere to hospital policy regarding uniform.

SCOPE AND RANGE

This job description applies within any ward/department area within the Trust (all sites)

ORGANISATIONAL STRUCTURE



APPENDIX 1 - SPECIFIC TERMS

- All staff and volunteers working within the trust have a duty to be aware of their own and the organisation's roles and responsibilities for safeguarding and protecting children and young people, and vulnerable adults. You must be competent to recognise abuse, respond appropriately and contribute to the processes for safeguarding, accessing training and supervision as appropriate to your role. The prevention and control of infection is an integral part of the role of all health care personnel. Staff members, in conjunction with all relevant professionals will contribute to the prevention and control of infection through standard infection control practices and compliance with the Trust's infection control policies in order to ensure the highest quality of care to patients. If your normal duties are directly or indirectly concerned with patient care you must ensure you receive sufficient training, information and supervision on the measures required to prevent and control risks of infection.
- You must be aware of and adhere to Health and Safety legislation, policies and procedures, to ensure your own safety and that of colleagues, patients, visitors and any other person who may be affected by your actions at work. You are reminded of your duty under the Health & Safety at Work Act 1974 to take reasonable care to avoid injury to yourself and others; to officially report all incidents, accidents and hazards using the Critical Incident Reporting Procedure; to use safety equipment provided for your protection at all times and to co-operate with management in meeting statutory requirements.
- Maintaining confidentiality of information related to individual patients or members of staff is a very important aspect of your work within the Trust. Failure to maintain confidentiality of such information may constitute a serious disciplinary offence. Staff should also bear in mind the importance of sharing essential information with carers and others, with the consent of each patient. There will also be circumstances where critical risk information will need to be shared with partner agencies, subject to guidance and advice available from your manager. You should remember that your duty, to respect the confidentiality of the information to which you have access in the course of your employment with the Trust, continues even when you are no longer an employee.
- This job description is not intended to be a complete list of duties and responsibilities, but indicates the main ones attached to the post. It may be amended at a future time after discussion to take account of changing patterns of service and management.