

JOB DESCRIPTION

.

|  |  |
| --- | --- |
| **JOB DETAILS** | |
| **Job Title** | Band 2 HCA |
| **Reports to** | Clinical Nurse Manager |
| **Band** | AfC Pay scale |
| **Department/Directorate** | Renal/Medicine |

|  |
| --- |
| **JOB PURPOSE** |
| Supporting the registered nurses in the team, assisting with weight and observations monitoring of patients,  restocking the unit from our main store area and gathering equipment needed to perform haemodialysis treatments. You will be removing dialysis lines from the machines, cleaning machines and dialysis station between patients, and preparing machine ready for dialysis and also the safe removal and disposal of dialysis needles. The role occasionally involves assisting the patients with basic personal care.  **K** |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| Assisting patients with weighing and clinical observations  Preparing Haemodialysis machines for treatment  Stripping and cleaning machines and bed space between patients  Stocking up equipment needed for haemodialysis  Occasionally assisting with patient personal care  Making patients tea and assisting with nutritional requirements as directed by nursing staff  Packing away equipment and linen following deliveries  . |
| **KEY WORKING RELATIONSHIPS** |
| Senior Nurse  Clinical Nurse Manager  Registered Nurses  HCA  Ward Clerk  House-keeping staff  Patients and carers   The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis  In addition, the post holder will deal with the wider healthcare community, external organisations and the public  This will include verbal, written and electronic media.  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Trust Renal Units * Community hospital site staff and visitors | * Other Renal Units * Transport providers | |  | * External users of the clinics in the building | |  | * Primary care deliverers * Delivery and Contract providers | |  |  | |

|  |
| --- |
| **ORGANISATIONAL CHART** |
|  |
|  |
| **FREEDOM TO ACT** |
| The post holder will work under supervision of the Registered Nurses and is guided by standard operating procedures and policies |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| The post holder will need to communicate with all staff at the base unit and on the telephone with staff at partner units, the post holder will be expected to have telephone communications with staff at other units and with other healthcare staff and professionals in other departments. The post holder will have communication with patients and their relatives. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| The post holder will have training how to carry out their role efficiently and safely.  To undertake skilled activities for which training and competency assessment has been undertaken |
| **PLANNING/ORGANISATIONAL SKILLS** |
| The post holder will manage their time as appropriate to the tasks required.  The post holder would in time be expected to help train staff new to the role |
| **PATIENT/CLIENT CARE** |
| The post holder will contribute to the care of the renal patient under the supervision of the registered nurse.  To provide patient care as directed by a registered nurse in accordance with the specifications of each patients care needs. |
| **POLICY/SERVICE DEVELOPMENT** |
| To participate in the implementation of action plans to improve patient care standards and services.  To participate in the implementation of improvements to working methods and practices.  The post holder may apply suggestion to improve service |
| **FINANCIAL/PHYSICAL RESOURCES** |
| The post holder will participate in monitoring stock levels, control and stock rotation. They will contribute to the monitoring of resources and would be expected to share suggestions that would have an impact on budgets |
| **HUMAN RESOURCES** |
| The post holder would in time be expected to help train staff new to the role  Participate in performance appraisals |
| **INFORMATION RESOURCES** |
| The post holder will use computers for training purposes.  Contribute to collecting recording and storing of information |
| **RESEARCH AND DEVELOPMENT** |
| Research trials are carried out at the unit and the post holders may be asked to contribute in these |
| **PHYSICAL EFFORT** |
| This is a physical role and the post holder needs to be physically able to lift, push and pull furniture and equipment. Manual handing training will be given as part of the induction process |
|  |
|  |
| **EMOTIONAL EFFORT** |
| The post holder will get to know the regular service users and the role can become emotionally demanding as patients’ conditions deteriorate or they pass away |
| **WORKING CONDITIONS** |
| The post hold will come into contact with body fluids and cleaning agents although PPE is provided |
| **OTHER RESPONSIBILITIES** |
| Take part in regular performance appraisal.  Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  Contribute to and work within a safe working environment  You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection  As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.  You must also take responsibility for your workplace health and wellbeing:   * When required, gain support from Occupational Health, Human Resources or other sources. * Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health. * Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you. * Undertake a Display Screen Equipment assessment (DES) if appropriate to role. |
| **DISCLOSURE AND BARRING SERVICE CHECKS** |
| This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check. |
| **GENERAL** |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff. |

PERSON SPECIFICATION

|  |  |
| --- | --- |
| **Job Title** | Band 2 Haemodialysis HCA |

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Essential** | **Desirable** |
| **KNOWLEDGE/SKILLS**  Basic knowledge of care work expectations  Basic supervisory skills  Effective Verbal and Written communication skills  Ability to report care and the transfer of continuing care between shifts  Ability to take an active role in the training and development of other HCA | ●  ●  ● | ●  ● |
| **EXPERIENCE**  No experience necessary although a caring attitude and a willingness to learn is essential | ● |  |
| **PERSONAL ATTRIBUTES**  Communicates well, is able to respond to patients with respect and empathy  Works well as a team member  Works well on their own initiative  Able to work in a busy environment  Ability to take direction from trained members of staff | ● |  |
| **OTHER REQUIREMENTS**  Ability to be flexible in day to day working  Willingness to undertake training as identified by training needs analysis  Ability to work shifts and weekend working  Ability to work at other units if necessary  he post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust. | ● |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
|  | | | | | |
| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | Y |  | Y |  |  |
| Contact with patients | Y |  |  |  | Y |
| Exposure Prone Procedures | Y | Y |  |  |  |
| Blood/body fluids | Y |  |  |  | Y |
| Laboratory specimens | Y | Y |  |  |  |
|  | | | | | |
| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
|  | | | | | |
| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N | Y |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | Y | YY |  |  | Y |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
|  | |  |  |  |  |
| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
|  | | | | | |
| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | N |  |  |  |  |
| Heavy manual handling (>10kg) | N |  |  |  |  |
| Driving | N |  |  |  |  |
| Food handling | Y |  |  | Y |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  |  |  | Y |
| Mental Effort | Y |  |  |  | Y |
| Emotional Effort | Y |  |  |  | Y |
| Working in isolation | Y |  |  |  |  |
| Challenging behaviour | Y |  | Y |  |  |