

**JOB DESCRIPTION**

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 an Enhanced Disclosure Check.

The Trust is committed to recruiting and supporting a diverse workforce and so we welcome applications from all sections of the community, regardless of age, disability, gender, race, religion or sexual orientation. The Trust expects all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards.

**1. JOB DETAILS**

**Job Title: Senior Healthcare Support Worker (Trauma)**

**Band: 3**

**Reports To: Trauma Nurse Practitioner**

**Directorate: T&O**

**2. JOB PURPOSE**

* To contribute to the preparation for admission of trauma patients from the emergency department & fracture clinic under the direction and supervision of the trauma nurse practitioner.
* To practice in accordance with Trust standards and statutory requirements and operate within the boundaries of the role and assessed competencies.

**3. KEY WORKING RELATIONSHIPS**

**Clinical Area:**  Trauma Nurse Practitioner

Matron / Deputy Durbin ward, fracture clinic and emergency department

Nursing Staff

**Multi-disciplinary Team:** Orthopaedic consultants

 SHO’s

 Plaster technicians

**4. ORGANISATION CHART**

Trauma Nurse Practitioner

Postholder

Key: Denotes Line Management Accountability

**5. KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES**

**Care Management**

* To contribute to the assessment of trauma patients prior to admission or referral to the fracture clinic or wards.
* To provide patient care as directed by the trauma practitioner and in accordance with the specifications of each patients care needs.
* To undertake skilled nursing activities for which training and competency assessment has been undertaken.
* To guide and assist other support workers in the delivery of basic nursing care.

**Quality Management**

* To participate in the monitoring and use of nursing and patient care standards.
* 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.
* To participate in and contribute to improvements and changes within the Directorate and Trust.

#### Financial Management

#### To participate in the monitoring and control of the use of resources within budgetary limits.

#### To participate in developing the financial awareness of the team so that individual staff contribute to the efficient use of resources.

**Information Management**

* To contribute to the collection, recording and storage of information.

#### Staff Management

* To contribute to the supervision, development and coaching of other support workers so that they function effectively within the roles and responsibilities as laid down by the Trust Vision for Nursing
* To develop own supervisory skills and competence.

**Professional development**

* To practice in accordance with standards as laid down by the Trust.
* To develop own knowledge and practice
* To participate in a personal development review in accordance with knowledge and skills framework.

**Other**

* To take part in regular performance appraisal
* To undertake any training required in order to maintain competency including mandatory training, i.e. Fire, Manual Handling
* To contribute to and work within a safe working environment
* The post holder is 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.
* To undertake any other duties commensurate with the role.

**THE TRUST - PURPOSE AND VALUES**

We are committed to serving our community by being a highquality specialist Hospital with consultant-led services. We aim to co-ordinate our services with primary and community care, and to develop a limited number as Sub-Regional Referral Centres with appropriate levels of research, development and educational involvement. Where appropriate, and consistent with our services, we may provide services aimed at preventing disease and debilitation.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

We recruit competent staff whom we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.

# 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, the Trust reserves the right to insist on changes to your job description after consultation with you.

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.

The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call 01392 207462.

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.

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**PERSON SPECIFICATION**

**POST: Senior Healthcare Assistant**

### BAND: 3

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| **REQUIREMENTS** | At Recruitment | **At PDR** |
| **QUALIFICATIONS/SPECIAL TRAINING:** |  |  |
| NVQ Level III in Health and Social Care | E | E |
| Completed secondary education | E | E |
| **KNOWLEDGE/SKILLS:** |  |  |
| Basic knowledge of trauma patients | E | E |
| Undertake simple dressings | E | E |
| Removal of urinary catheters | E | E |
| Measure and record blood pressure, oxygen saturation, temperature, pulse and monitor fluid balance | E | E |
| Remove intravenous cannulaUndertake MRSA screening | E | E |
| Assist in reporting care and transfer of continuing care between shifts | E | E |
| Application of prescribed creams to patients under guidance from Registered Nurses | E | E |
| Assist the trained nurse in health promotion | E | E |
| Perform ECGs and basic rhythm recognition | E | E |
| Take an active role in the facilitation and education of other healthcare assistants nurses | E | E |
| Escort patients for investigations  | E | E |
| Blood sugar monitoring/Ketone monitoring under the guidance of RN | E | E |
| Co-ordination and organisational skillsPerform pregnancy testing | ED | EE |
| Venepuncture for routine blood testsCannulationAssist with the application of plasters. | DDD | EEE |
| **EXPERIENCE:** |  |  |
| Recent experience of care for patients in a trauma setting | E | E |
| **PERSONAL REQUIREMENTS:** |  |  |
| Communicates well, is able to respond to patients with respect and empathy | E | E |
| Works well as a team memberHighly organised | EE | EE |
|  |  |  |
| Abe to work in a busy environment | E | E |
| Able to work under the direction of trained members of staff carrying out instructions as necessary | E | E |
| Empathetic approach with vulnerable patients | E | E |
| **OTHER REQUIREMENTS:** |  |  |
| Internal rotation | E | E |
| Flexibility in day to day working | E | E |
| Willingness to undertake training as identified by training needs analysis | E | E |

\* **E**ssential/**D**esirable

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| **HAZARDS:** |
| Laboratory Specimens Proteinacious Dusts |  | Clinical contact with patients | 🗸 | Performing Exposure Prone Invasive Procedures |  |
| Blood / Body Fluids | 🗸 | Dusty environment |  | VDU Use |  |
| Radiation |  | Challenging Behaviour | 🗸 | Manual Handling | 🗸 |
| Solvents |  | Driving |  | Noise |  |
| Respiratory Sensitisers |  | Food Handling |  | Working in isolation |  |
| Handling Cytotoxic Drugs |  |  |  |  |  |