

# JOB DESCRIPTION

1. **JOB DETAILS**

**Job Title:** Mental Health – Health Care Assistant (Bank)

# Band: 3

**Accountable to:** Matron

# JOB PURPOSE

The overall job purpose of the Health care assistant is to contribute to the delivery of patient’s individual care programmes under the directions and supervision of a Registered Nurse. The post holder will be expected to be self-motivated and use their initiative when necessary and will be expected to assist with the induction, supervision and training of Health Care Assistants and be a key resource for the ward in the care of the older person with a Dementia/Delirium .

The postholder will work frequently within the enhanced bay and will be required to work a variety of days and nights to provide support and identify areas of potential improvement. The post holder will practice in accordance with Trust standards and statutory requirements and to operate within the boundaries of the role and assessed competencies

# KEY DIMENSIONS

The post holder is required to deal effectively with staff of all levels throughout the Trust, and the public. This will include verbal, written and electronic media. Key working relationships with:

* Patients/Relatives
* Ward matron
* Ward Staff
* Medical staff
* Allied Health Professionals
* Psychiatry Liaison

# 4. ORGANISATIONAL CHART

Matron

Ward Sister/Charge Nurse Registered Nurse

# POSTHOLDER

Key: Denotes line management

# KEY RESULT AREAS / PRINCIPAL DUTIES AND RESPONSIBILITIES Patient Care, Treatment & Therapy

* + To contribute to the assessment of patient needs and the evaluation of care programmes.
  + To provide patient care as directed by an RGN and in accordance with the specifications of each patient’s care plan.
  + To undertake skilled nursing activities for which training and competency assessment has been undertaken.
  + To provide support with daily living skills promoting independence and to guide and assist other support workers in the delivery of basic nursing care.
  + Implementation and delivery of therapeutic interventions, - group and individual 1-1 activities, offering time in positive activity and engagement.
  + Participate in procedures involving intensive engagement and care of individuals who are distressed and / or verbally or physically aggressive.
  + Be able to recognise signs of abuse and know procedures they need to follow to escalate their concerns.
  + Provide regular and practical support to individuals and their carers.
  + To maintain the dignity and well being of individuals and their carers at all times.
  + Assisting in the monitoring of patient nutritional needs.
  + Escorting individuals under direction of Nurse-in-Charge
  + To keep up to date with clinical knowledge pertaining to role, relevant to sphere of mental health and in accordance with practice developments.
  + To communicate effectively with patients and their carers/relatives offering emotional support, advise, information and education where appropriate
  + To ensure all interventions are recorded in patients notes and any concerns escalated to the appropriate professional in a timely manner.

# 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 changes and improvements with the Directorate and Trust.
  + Assist in maintaining safety and security of the environment
  + Maintain cleanliness and tidiness of the ward environment

# 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.
  + To use Trust NHS resources in a sustainable way

# 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 supervisor skills and competence.
  + To support learning of the team and students

# Professional Development:

* + To practice in accordance with standards as laid down by the Trust.
  + To develop own knowledge and practice.
  + To utilise support from the psychiatry liaison team and work with ward matron/Ward sisters/charge nurse in the implementation of clinical supervision for the ward team
  + To promote education in relation to best practice

# Other Responsibilities:

* + To undertake any training required in order to maintain competency including mandatory training, e.g. 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

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 post holder is expected to comply with Trust Infection Control Policies and conduct him/her at all times in such a manner as to minimise the risk of healthcare associated infection.

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

# THE TRUST – Vision and Values

Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust values. Our Trust values are:

Honesty, Openness & Integrity Fairness,

Inclusion & Collaboration Respect & Dignity

We recruit competent staff that 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.

We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.

We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards.

# 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.

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.



# PERSON SPECIFICATION

**POST: Mental Health – Health Care Assistant (Bank) BAND:3**

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| --- | --- | --- |
| **REQUIREMENTS** | **At Recruitment** | **At PDR** |
| **QUALIFICATIONS/SPECIAL TRAINING:**  NVQ level 3, QCF Level 3 in Health and Social Care or equivalent qualification.  Other evidence of training or development relevant to working within mental health settings.  PMVA qualification | **E E**  **D** | **E E**  **D** |
| **COMMUNICATION**  Demonstrate an ability to make and sustain professional therapeutic relationships  Good communication and listening skills  Ability to work with people in a group and individual basis Good written communication.  Able to work in a team effectively | **E**  **E E E E** | **E**  **E E E E** |
| **KNOWLEDGE/SKILLS/ABILITIES:**  Previous employment / experience of working with people in a caring situation or previous experience working in a different role within mental health services | **E** | **E** |
| Previous care experience with people who have Mental Health difficulties. | **E** | **E** |
| Knowledge of mental health and a basic understanding of physical health presentations. | **E** | **E** |
| Awareness of safeguarding principles | **D** | **E** |
| IT skills | **D** | **E** |
| To demonstrate an ability to provide practical support with daily living activities, and physically perform nursing duties. | **D** | **E** |
| To be able to respond promptly to physical and mental health emergencies, be able to think quickly and deal with situations in a calm and sensible manner. | **D** | **E** |
| **PERSONAL REQUIREMENTS:** |  |  |
| Excellent interpersonal skills | **E** | **E** |
| Positive and enthusiastic attitude | **E** | **E** |
| Flexible and adaptable | **E** | **E** |
| Commitment to openness, honesty and integrity in undertaking the role | **E** | **E** |

**\*Essential/Desirable**

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| HAZARDS:- Updated 31st May 2013 | | | | | |
| Laboratory Specimens |  | Clinical contact with Patients | X | Dealing with violence &  aggression of patients/relatives | X |
| Blood / Body Fluids | X | Dusty Environment |  | VDU Use (occasional) | X |
| Radiation / Lasers |  | Challenging Behaviour | X | Manual Handling | X |
| Solvents |  | Driving |  | Noise / Vibration |  |
| Respiratory Sensitisers |  | Food Handling | X | Working in isolation |  |
| Cytotoxic Drugs |  | Electrical work |  | Night Working |  |