

# JOB DESCRIPTION

JOB DETAILS	
<b>Job Title</b>	Healthcare Assistant –South Devon Satellite Kidney Unit
<b>Reports to</b>	Clinical Nurse Manager
<b>Band</b>	Agenda for Change Band 3
<b>Department/Directorate</b>	Renal Services/Medicine – Cluster 7

JOB PURPOSE
<ul style="list-style-type: none"> <li>To contribute to high quality nursing care to patients undergoing haemodialysis treatment and contribute to the delivery of patients' individual care programmes under the directions and supervision of a Registered Nurse.</li> <li>To perform haemodialysis on patients under the supervision of the registered nurse.</li> <li>To practice in accordance with Trust standards and statutory requirements and to operate within the boundaries of the role and assessed competencies.</li> </ul>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<p><b>Care Management:</b></p> <ul style="list-style-type: none"> <li>To contribute to the assessment of patient needs and the evaluation of care programmes.</li> <li>To provide patient as directed by an RGN and in accordance with the specifications of each patient's care plan.</li> <li>To undertake skilled nursing activities for which training and competency assessment has been undertaken.</li> <li>To guide and assist other support workers in the delivery of basic nursing care.</li> </ul> <p><b>Quality Management:</b></p> <ul style="list-style-type: none"> <li>To participate in the monitoring and use of nursing and patient care standards.</li> <li>To participate in the implementation of action plans to improve patient care standards and services.</li> <li>To participate in the implementation of improvements to working methods and practices.</li> <li>To participate in and contribute to changes and improvements with the Directorate and Trust.</li> </ul> <p><b>Information Management:</b></p> <ul style="list-style-type: none"> <li>To contribute to the collection, recording and storage of information.</li> </ul> <p><b>Financial Management:</b></p> <ul style="list-style-type: none"> <li>To participate in the monitoring and control of the use of resources within budgetary limits.</li> </ul> <p>To participate in developing the financial awareness of the team so that individual staff contribute to the efficient use of resources</p> <p><b>Staff Management:</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>To develop own supervisory skills and competence.</li> </ul> <p><b>Professional Development:</b></p> <ul style="list-style-type: none"> <li>To practice in accordance with standards as laid down by the Trust.</li> <li>To develop own knowledge and practice.</li> </ul>

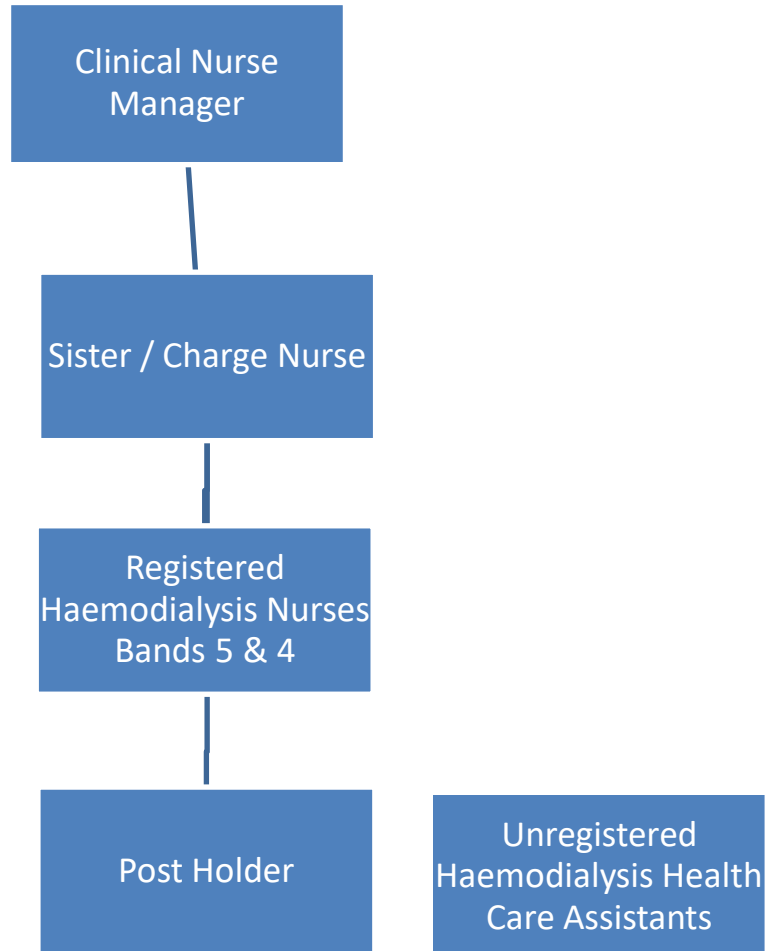
**Other:**

- 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.

**KEY WORKING RELATIONSHIPS**

Clinical Nurse Manager  
Ward Sisters / Charge Nurse  
Nursing Staff.  
Support Staff  
Ward Clerk  
Clinical Matron  
All staff members – paramedical and support services

## ORGANISATIONAL CHART



### FREEDOM TO ACT

To perform haemodialysis on patients under the supervision of the registered nurse

### COMMUNICATION/RELATIONSHIP SKILLS

Ability to communicate clearly with patients to enable thorough assessment and care planning as well as patient education.

### PATIENT/CLIENT CARE

Direct patient care on a daily basis after full competency-based haemodialysis training is provided.

### FINANCIAL/PHYSICAL RESOURCES

#### 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 RESOURCES**

### **Information Management:**

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

## **PHYSICAL SKILLS**

Full Competency -based training is provided in house

## **PHYSICAL EFFORT**

Prolonged periods of standing and walking.

Manual handling of equipment, stock and assisting patients with mobility needs.

## **MENTAL EFFORT**

Frequent Mental Effort required to communicate with patients, interpret observations / NEWS scores, perform treatments, upload computer records.

## **EMOTIONAL EFFORT**

Caring for patients with a Long-Term condition on a daily basis.

## **WORKING CONDITIONS**

Working environment is a 24 stationed haemodialysis unit.

Unit work requires prolonged periods of standing and walking in order to attend to individual patient needs.

## **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.

## **DISCLOSURE AND BARRING SERVICE CHECKS**

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.

Successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check in line with Trust policy.

## **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.



# PERSON SPECIFICATION

<b>Job Title</b>	Band 3 Healthcare Assistant –South Devon Satellite Kidney Unit
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Requirements	Essential	Desirable
<b>QUALIFICATION/ SPECIAL TRAINING</b> NVQ Level 3 GCSE's in Maths, English & Science (Grade A-C)	E E	
<b>KNOWLEDGE/SKILLS</b> Undertake simple dressings Measure: Height, weight, temperature, pulse, blood pressure Good knowledge of infection control measures Keep clinical area stocked Computer literate Collect clean specimens MSU and urine analysis, swabs.	E	D D D D D
<b>EXPERIENCE</b> Experience of caring for dialysis patients		D
<b>PERSONAL ATTRIBUTES</b> Communicates well, is able to respond to people with respect and empathy Smart appearance Able to work under the direction of trained members of staff, carrying out instructions as necessary Able to work as a team member.	E E E E	
<b>OTHER REQUIREMENTS</b> Good attendance record Ability to perform manual handling and move patients Willingness to undertake training as identified from the ward training needs analysis Ability to perform manual handling and move patients The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust. Ability to travel to other locations as required once trained in Haemodialysis.	E E E E E E	

		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
WORKING CONDITIONS/HAZARDS		R	O	M	F
<b>Hazards/ Risks requiring Immunisation Screening</b>					
Contact with patients	Y				*
Exposure Prone Procedures	N				
Blood/body fluids	Y				*
Laboratory specimens	Y			*	
<b>Hazard/Risks requiring Respiratory Health Surveillance</b>					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	N				
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	Y				
Cytotoxic drugs	N				
<b>Other General Hazards/ Risks</b>					
VDU use (> 1 hour daily)	Y				
Heavy manual handling (>10kg)	Y		*		
Physical Effort	Y				*
Mental Effort	Y				*
Emotional Effort	Y				*
Working in isolation	N				
Challenging behaviour	Y		*		