



Northern Devon Healthcare
NHS Trust

JOB DESCRIPTION

Job Title: Healthcare Assistant

Band: Band 2

Responsible To: Ward/Department/Team Manager |

Accountable To: Ward/Department/Team Manager

Section/Department/Directorate: Surgery Division/Medicine Division/Ward

Job Purpose:

Under the supervision and direction of a Registered Nurse, the post-holder will :

1.1. Assist in the delivery of clinical care to patients ensuring the highest possible evidenced based standards.

1.2. Competently provide clinical care in an agreed, timely and appropriate manner.

1.3. Accurately record and collate patient information ensuring any problems are reported.

Context:

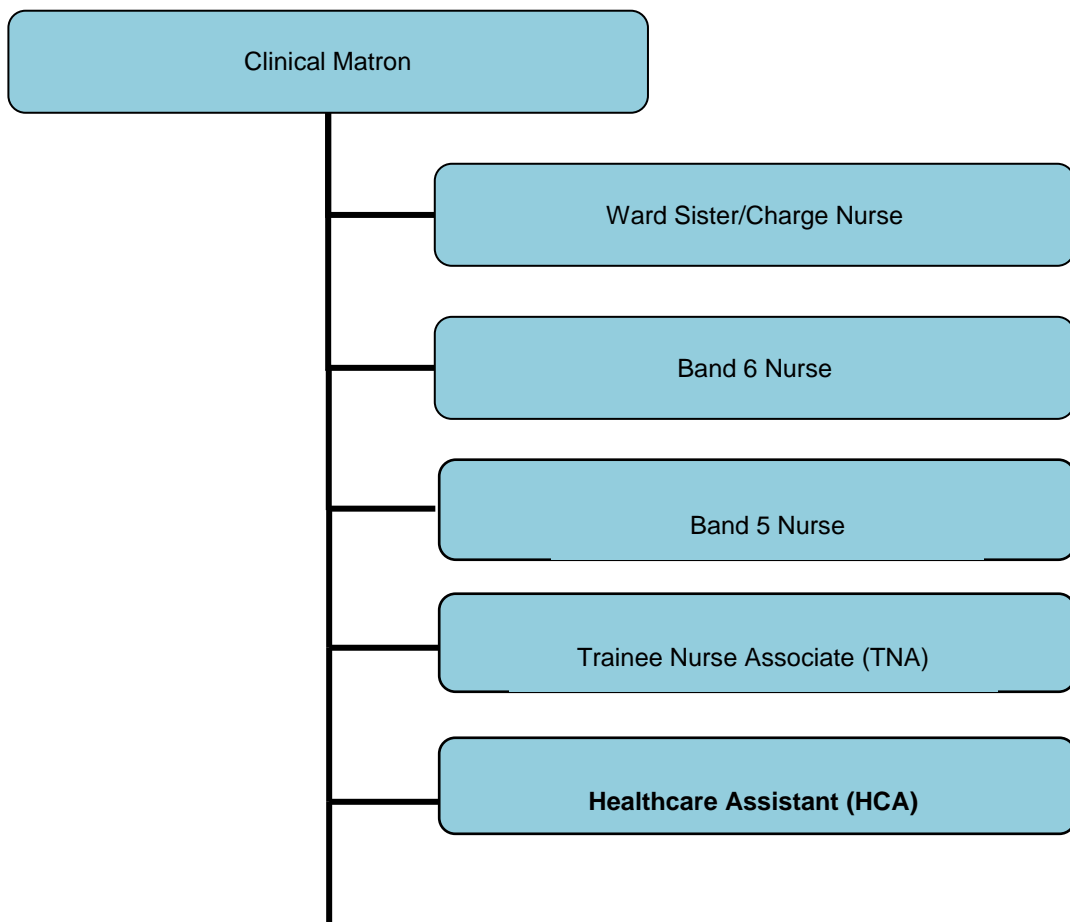
The **Healthcare Assistant** will be based in the acute/community hospital.

The post holder will fulfil all tasks and work as part of a team. To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the line manager.

Key Working Relationships:

The post holder will be working alongside all team members from the multidisciplinary team including healthcare assistants, registered nurses, ward sisters, medical staff and therapy staff.

The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media.

Organisational Chart:**Key Result Areas/Principal Duties and Responsibilities**

The post holder will be an integral part of the nursing team, actively taking part in meeting the needs of patients and of the service in accordance with agreed standards under supervision of the registered nurse. The post holder will develop essential competencies through training and practice to ensure safety and

quality are priority.

GENERAL

- This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.
- We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.
- 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.
- The Trust operates a 'non smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.
- All employees must demonstrate a positive attitude to The Trust's equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.
- If the postholder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Disability Discrimination Act.

STAFF HEALTH AND WELLBEING

You must take responsibility for your workplace health and wellbeing:

- Be physically active at work (i.e. take breaks away from your desk, taking the stairs where possible)
- 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.

If you are a line manager, in addition to the above, it is expected you will:

- Champion health and wellbeing.
- Encourage and support staff engagement in delivery of the service.

- Encourage staff to comment on development and delivery of the service.
- Ensure during 1:1's / supervision with employees you always check how they are.

HEALTH AND SAFETY AT WORK

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

INFECTION CONTROL - ROLE OF ALL STAFF

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

- Attending mandatory and role specific infection prevention education and training.
- Challenging poor infection prevention and control practices.
- Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

CONFIDENTIALITY

You may not process or disclose any information of a confidential or personal nature relating to the employer or in respect of which the employer has a duty of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.

SAFEGUARDING

To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.

To also be fully aware of the principles and practice of safeguarding applies to adults, in line with The Care Act 2014, in relation to the worker's role, which will include recognising the types and signs of abuse and neglect.

The worker's line manager should be made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

Everyone within Northern Devon Healthcare Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of adults, at risk of abuse / neglect, and children and young people ensuring that they are protected from harm.

Northern Devon Healthcare Trust ensures that the Trusts Safeguarding Children Policy, Child Protection and Safeguarding Adult policies and procedures are promoted within the Trust and adhered to by all members of staff.

CARE CERTIFICATE

It is a Trust requirement that as part of your new role you complete the Care Certificate programme provided by Northern Devon Healthcare NHS Trust. You will be allocated 12 weeks in which to complete the programme, and will be provided with the necessary support and opportunities in order to achieve this.

If there are extenuating circumstances preventing you from achieving the Care Certificate within 12 weeks of commencing employment with the Trust your line manager in discussion with you should identify this and request an extension from Workforce Development.

Please note that your appointment and continuation of employment with the Trust is conditional upon completion of the Care Certificate Programme, within 12 weeks of your commencement with the Trust. If you do not successfully complete the programme within the 12 week time frame and an extension has not been approved, your employment with the Trust may be terminated.

JOB DESCRIPTION AGREEMENT

Job holder's Signature:

Date:

Manager's Signature:

Date:

PERSON SPECIFICATION**POST: Healthcare Assistant**

REQUIREMENTS	E/ D*	HOW TESTED? Application Form/Interview/ Reference/Test	INTERVIEW COMMENTS	SCORE (1 Low – 10 High)
<p><u>QUALIFICATIONS/SPECIAL TRAINING :</u></p> <p>Basic secondary education demonstrated through effective written and verbal communication skills.</p> <p>To have a minimum requirement of Functional Skills Level 2 at Maths or English.</p> <p>To achieve a pass at maths test at interview.</p> <p>Apprenticeship standard Level 2/QCF/NVQ or equivalent.</p> <p>We would consider a candidate who is willing to work towards the qualification if they can demonstrate substantial knowledge and experience in a care setting.</p> <p>The candidate will be expected to start the course within 12 months of commencing post and complete within 18 months of commencing the course.</p> <p>Completion of the Care Certificate programme provided by NDHT, within 12 weeks of commencing in post.</p>	<p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p>	<p>Application Form/Interview/ Reference/</p>		
<p><u>KNOWLEDGE/SKILLS:</u></p> <p>Prepared to participate in further training necessary for the post/service.</p>	<p>E</p> <p>E</p>			

<p>To demonstrate competent clinical skills</p> <p>To have a basic knowledge of working with computers and IT systems.</p> <p>To demonstrate compassionate interpersonal skills.</p> <p>To be able to work under direction and to use their own initiative.</p> <p><u>PHYSICAL SKILLS/EFFORT</u></p> <p>Ability to stand/walk for long periods of time.</p> <p>Physical ability to assist patients with walking/sitting and other activities of daily living</p> <p>Ability to undertake manual handling and movement tasks</p> <p>Ability to work variable shift patterns</p> <p>To have manual dexterity and be able to use of equipment.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Application Form/Interview/Reference/</p>		
<p><u>EXPERIENCE:</u></p> <p>Substantial experience in a formal care setting i.e nursing or residential care facility, domiciliary personal care.</p>	<p>E</p>	<p><u>Application Form/Interview/Reference/</u></p>		
<p><u>PERSONAL REQUIREMENTS:</u></p> <p>Demonstrate care, compassion empathy and professionalism</p> <p>Demonstrate how they can provide support to patients, families and carers as appropriate</p> <p>Demonstrate effective communication skills.</p> <p>Ability to work as part of a team</p> <p>To be self-motivated, positive, resilient and professional.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Application Form/Interview/Reference/</p>		

<u>OTHER REQUIREMENTS:</u>				
The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.	E	Interview		
Ability to work the shift hours.	E	Interview		

*Essential/Desirable

Complete the table below as appropriate

HAZARDS :					
Laboratory Specimens		Clinical contact with patients		Performing Exposure	
Proteinacious Dusts				Prone Invasive Procedures	
Blood/Body Fluids	X	Dusty Environment		VDU Use	X
Radiation		Challenging Behaviour	X	Manual Handling	X
Solvents		Driving		Noise	X
Respiratory Sensitisers		Food Handling	X	Working in Isolation	
Cytotoxic drugs		Night working	X		