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***“Our vision is to provide safe, high quality seamless service delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust Values”***

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| **JOB DETAILS** | |
| **Job Title** | Healthcare Assistant |
| **Reports to** | Clinical Nurse Manager |
| **Band** | 3 |
| **Department/Directorate** | Acute Medical Unit/Same Day Emergency Care, Medicine Division |

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| **JOB PURPOSE** | |
| * To contribute to the delivery of patients individual care programmes under the direction and supervision of a Registered Nurse/Midwife. * To practice in accordance with Trust standards and statutory requirements and operate within the boundaries of the role and assessed competencies. | |
| **KEY WORKING RELATIONSHIPS** |  |
| **Clinical Area:**  Clinical Matron  Clinical Nurse Manager / Deputy  Nursing Staff    **Multi-disciplinary Team:** Support Services | |

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| **ORGANISATIONAL CHART** | |
| Clinical Matron  Clinical Nurse Manager / Deputies  Registered Nurses  Postholder Students | |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** | |
|  | |
| **CARE MANAGEMENT** | |
| * To contribute to the assessment of patient needs and the evaluation of care programmes within the speciality. * To provide patient care as directed by an RGN an 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. Sure that these changes are input to EPIC. | |
| **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 RESPONSIBILITIES** | |
| * As an employee of this Trust it is your contractual duty to abide by any relevant code of professional conduct and/or practice applicable to you. The Code of Conduct relevant to this role is the ‘Code of Conduct for Healthcare Support Workers’. * 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. * 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. | |
| **POST** | Healthcare Assistant |
| **BAND** | 3 |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**   |  | | --- | | NVQ Level III or equivalent | | Completed secondary education | |  | | |  | | --- | | **E** | | **E** | |  | | |  | | --- | |  | |  | |  | |
| **KNOWLEDGE/SKILLS**   |  | | --- | | Basic knowledge of medical patients | | Undertake simple dressings | | Removal of urinary catheters | | Measure and record blood pressure, oxygen saturation, temperature, pulse and monitor fluid balance | |  | | Assist in reporting care and transfer of continuing care between shifts | |  | |  | | Perform ECGs and basic rhythm recognition | | Take an active role in the facilitation and education of other auxiliary nurses | |  | | Blood sugar monitoring under the guidance of a trained nurse | | Administration of enemas/suppositories under guidance of trained nurse | | Venepuncture for routine blood tests  Cannulation  Manage bay of patients/ambulatory area with RN supervision  Patient Handover (verbal and written)  Use of Phillips Cardiac Monitors  Oxygen Therapy (Humidified, Venturi and Nasal)  Good knowledge of infection control measures | | |  | | --- | | **E** | | **E** | | **E** | | **E** | |  | | **E** | |  | |  | |  | | **E** | | **E** | | **E** | |  | |  |   **E**  **E** | |  | | --- | |  | |  | |  | |  | |  | |  | |  | |  | | **D** | |  | |  | |  | |  | | **D**  **D**  **D** |   **D**  **D** |
| **EXPERIENCE**   |  | | --- | | Recent experience of care for patients in an acute setting  High dependency acute nursing care experience | | |  | | --- | | **E** |   **D** | |  | | --- | |  | |
| **PERSONAL ATTRIBUTES**   |  | | --- | | Communicates well, is able to respond to patients with respect and empathy | | Works well as a team member | | Good attendance record | | Abe to work in a busy environment | | Able to work under the direction of trained members of staff carrying out instructions as necessary | | Empathetic approach with vulnerable patients | | |  | | --- | | **E** | | **E** | | **E** | | **E** | | **E** | | **E** | | |  | | --- | |  | |  | |  | |  | |  | |  | |
| **OTHER REQUIREMENTS**   |  | | --- | | Internal rotation | | Flexibility in day to day working | | Willingness to undertake training as identified by training needs analysis | | |  | | --- | | **E** | | **E** | | **E** | | |  | | --- | |  | |  | |  | |

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