

<b>POST TITLE:</b>	Healthcare Assistant
<b>BAND:</b>	Band 3
<b>ACCOUNTABLE TO:</b>	Team Co-ordinator
<b>RESPONSIBLE TO:</b>	
<b>LINE MANAGEMENT RESPONSIBILITY FOR:</b>	

## JOB OVERVIEW

To work under the guidance and supervision of qualified members of staff to meet the needs of the clients in their own home. The job may also occasionally require the provision of care of clients in some other primary health care setting. Calderdale provides a 24 hour district nursing service and the job entails supporting this service.

## DETAILED JOB DESCRIPTION AND MAIN RESPONSIBILITIES

### Clinical Duties

Delivery of Care:

- Provide a safe environment for staff and service users having due regard to legislative requirements.
- Contributes to the equity of care for all individuals.
- Assist qualified staff in the delivery of planned packages of care, working to evidence based care plans.
- Assist in the delivery of unscheduled, unpredictable episodes of care on a regular basis, with appropriate use of initiative.
- Instigate emergency procedures where appropriate.
- Undertakes delegated care without direct supervision where appropriate. This may require the use of observational / analytical skills to monitor the health and wellbeing of clients.
- Observe a personal duty of care when using equipment, ensuring own safety and that of others. Contributes to the management of aggressive / abusive behaviour.
- Participates in the ongoing support of clients and their carers / relatives.
- Work in a collaborative manner with other healthcare professionals and agencies to deliver a high standard of care.
- Participate in the delivery of care of terminally ill / chronically ill clients and their carers / relatives using tact and diplomacy.
- Be aware of the health and safety issues regarding the handling/exposure to bodily fluids when caring for clients.
- Contributes to the promotion of Health and wellbeing, encouraging people to view their health as a positive aspect of their lives, through planned activities and shared decision making.

### Professional Duties

- Impart knowledge plans and instructions clearly and effectively
- Establish clear lines of communication at all levels
- Communicate relevant and factual information to patients and carers, using sensitivity and tact.

Contributes to the understanding of patients where there are communication difficulties.

- Maintain patient and professional confidentiality at all times.
- Report any change to patients' condition to appropriate qualified member of the team at earliest opportunity.
- Attend and contribute to meetings held by the team and the Trust.
- Able to create a professional nursing culture which is open to change, new ideas, concepts and innovation whilst reflecting organisational strategy and values.
- Willing to develop new skills and participate in training in line with service development e.g. venepuncture, administration of defined medicines, enteral feeding.
- Has an understanding and knowledge of community care procedure and practice (basic observations, catheter care, monitoring of blood sugar/blood pressure etc)
- Participate, through appraisal, in matching organizational aims with personal objectives and supporting staff within their own area of responsibility to do the same.

### **Managing Information:**

- Use appropriate information to make timely and effective decisions in relation to the community nursing team.
- Contribute to the development of information systems.
- Obtains transmits and stores information relating to the delivery of care services (this may involve auditing)
- Participate in the use of information and technology including inputting data on the computer system enabling other members of the team to use.
- Provide information in a form that meets the understanding of the receiver at all levels. • Use of oral, written and computerized information that facilitates continuity of patient care throughout the 24-hour period.
- Completes documentation in accordance with Trust's policies and procedures

### **Managing Self:**

- Participate in regular supervision.
- Attend all mandatory training.
- Participate annually identifying, developing and agreeing your own development plan with your Line Manager using the Trust Appraisal.
- Comply with all Trust policies, procedures and protocols.
- Carry out duties with due regard to the Trust's Equal Opportunity Policy.
- Seek advice and support from Line Manager whenever necessary.
- Maintain professional conduct including appearance at all times.
- Ensure maintenance of Professional Registration

***This job description is an outline only and is not definitive or restrictive in any way. It will be regularly reviewed and may be amended in the light of changing circumstances following consultation with the post holder.***

**PERSON SPECIFICATION**  
**ROLE TITLE:**  
**BAND:**

REQUIREMENTS	Essential or Desirable	Application	Interview	Reference
<b>QUALIFICATIONS / TRAINING</b>				
GCSE maths and English grade 9-2 (A*-E) or equivalent	<b>E</b>	Y		
Health Specific NVQ Level 2 or 3 (or equivalent)	<b>E</b>	Y		
Willingness to undertake any training or development relevant to the role	<b>E</b>	Y		
Moving and Handling training	<b>D</b>	Y		
Infection Control training	<b>D</b>	Y		
Resuscitation training	<b>D</b>	Y		
<b>KNOWLEDGE, EXPERIENCE &amp; EXPERTISE</b>				
Competent in cannulation	<b>D</b>	Y	Y	
Previous employment with a healthcare setting	<b>E</b>	Y	Y	Y
Insight into the roles of responsibilities of the post	<b>E</b>	Y	Y	
Demonstrate a commitment to a caring profession	<b>E</b>	Y	Y	
Understand the importance of record keeping	<b>E</b>	Y	Y	
T skills	<b>E</b>	Y	Y	
Experience of record keeping	<b>D</b>	Y	Y	
<b>COMMUNICATION AND RELATIONSHIPS (INCLUDING MANAGEMENT RESPONSIBILITIES)</b>				
Literacy Skills	<b>E</b>	Y	Y	
Ability to work as a team member	<b>E</b>	Y	Y	
Good communication Skills	<b>E</b>	Y	Y	
Able to use own initiative	<b>E</b>	Y	Y	
Aware of own limitations/ level of competence	<b>E</b>	Y	Y	
Plan delegated workload	<b>D</b>	Y	Y	
<b>DBS REQUIREMENT</b>				
<i>This position is eligible for an enhanced check with adults and children's barred list information</i>				