



## JOB DESCRIPTION

<b>Job Title:</b> Healthcare Assistant (Mental Health/Learning Disability) - Community	
<b>Reports to (post title):</b>	
<b>Evaluated Banding:</b> Band 3	
<b>Role Purpose:</b>  Under the direction of a registered professional participate in the development and maintenance of high quality patient care through involvement in assessment, planning, implementation and evaluation.	
<b>Role Context:</b>  The role will require an individual with the ability to work effectively under the direction and leadership from a registered professional in the provision of care to a specific patient group within the directorate	
<b>Trust Values</b>  All colleagues are expected to demonstrate at interview and throughout employment that they act in line with Nottinghamshire Healthcare NHS Foundation Trust Values:  <p style="text-align: center;"><b>Trust Honesty Respect Compassion Teamwork</b></p>	
<b>Key Accountabilities</b>	<b>Performance Measures</b>
<b>Clinical Practice:</b>  Assisting with all the activities of daily living, addressing the physical and mental health care needs of patients – promoting individual health and well being.  Undertake record and report clinical observations as directed by the registered professional.  Assist in the treatment/activities for the patient within the community environment.  To maintain accurate, timely and relevant clinical records both written and computerised. To maintain the safe custody of healthcare records.  To treat the patients as individuals and enable them to achieve maximum independence  To undertake any other duties that would be a reasonable expectation of the role	Appropriate professional standards and agreed criteria are met in accordance with the healthcare assistant code of practice.  Adherence to relevant and appropriate risk assessment. Accurate & timely recording in health care records
<b>Dimensions</b>	

<b>Safeguarding</b>
All employees are responsible for taking all reasonable measures to ensure that the risks of harm to children and vulnerable adults are minimised. They should take all appropriate actions to address concerns, working to agreed local policies and procedures including the guidance on Safeguarding, in partnership with other relevant agencies. This includes accessing appropriate training, advice and support
<b>Disclosure and Barring Services</b>
Where this post relates to the types of work, activity, employment or profession as set out in The Exceptions Order made under the Rehabilitation of Offender Act 1974; the post will be subject to a DBS Disclosure check at the point of recruitment and thereafter, as the Trust determines appropriate. The level of the check will be determined by the type of activities undertaken and the level of contact the post holder will have with children and/or adults in receipt of health services
<b>Infection Control</b>
All employees of Nottinghamshire Healthcare NHS Foundation Trust have an individual responsibility to have knowledge of and employ the basic principles of infection prevention and control practice. All employees must comply with Infection Prevention and control mandatory training requirements specific to their role
<b>Equality &amp; Diversity</b>
All staff should be able to demonstrate an understanding of and commitment to Equality, Diversity and Inclusion as identified within the Trust's Equality and Diversity Policy and associated Equality, Diversity and Human Rights legislation
<b>Sustainability</b>
It is the responsibility of all staff to minimise the Trust's environmental impact wherever possible. This will include recycling, switching off lights, computers, monitors and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.
<b>Communication</b>
<p>Providing and receiving routine information which requires tact or persuasive skills or where there are barriers to understanding.</p> <p>Ability to maintain a professional therapeutic relationship with patients, using tact persuasive and reassurance skills and where barriers to understanding exist, adopt alternative methods to help overcome these barriers.</p>

<b>Knowledge, Training and Experience</b>
<p>NVQ III in Health and Social Care, Care Certificate or equivalent or equivalent experience</p> <p>To have a basic understanding of the different types of mental illness and maintain an understanding and caring approach to patients exhibiting behaviour as a result of their illness.</p> <p>To work under the direction and leadership of registered professionals undertaking duties as requested and delegated.</p> <p>Maintain high levels of cleanliness in line with infection prevention and control guidelines.</p> <p>Developed observation skills with the ability to report and record physical/mental health changes etc observations of incidents or events and behaviours in an accurate and timely manner, .</p>
<b>Analytical and Judgement Skills</b>
<p>Judgements involving facts or situations, some requiring analysis.</p> <p>Ability to recognise variances in the patient's condition and report to the registered professional in timely and accurate way.</p> <p>Accurately report and record clinical observations and treatment to the registered professional</p>
<b>Planning and Organisational Skills</b>
<p>Organises own day to day work tasks or activities to deliver care within the parameters of the patients care plan.</p> <p>Plans home visits</p>
<b>Physical Skills</b>
<p>Standard keyboard skills</p> <p>Breakaway skills</p> <p>Manual handling which may include manoeuvring of wheelchairs/trolleys/beds etc when escorting patients to appointments or therapeutic activities as necessary</p> <p>Assisting patients with all aspects of daily living.</p>
<b>Responsibility for Patient/Client Care</b>
<p>The post holder will assist patients with their personal, physical and emotional needs, within the overall programme of care as directed by the registered professional. They may also supervise</p>

<p>therapeutic activities within the overall programme of care as directed by the registered professional.</p> <p>Provides advice which contributes to the care, well-being or education of patients, including Health Promotion.</p>
<b>Responsibility for Policy/Service Development</b>
<p>Follows policies in own role but may be asked to comment on departmental policies.</p> <p>The duties and responsibilities of the post will be undertaken in accordance with the policies, procedures and practices of Nottinghamshire Healthcare NHS Foundation Trust. It is the post holder's responsibility to keep up to date with these policies and other policy documents.</p>
<b>Responsibility for Financial and Physical Resources</b>
<p>Personal duty of care.</p>
<b>Responsibility for HR</b>
<p>Demonstrates own duties and workplace routines and support for new, less experienced or lower banded staff.</p>
<b>Responsibility for Information Resources</b>
<p>Records personally generated information to healthcare records which should be countersigned/verified/validated by a registered professional as per Trust policies and procedures.</p>
<b>Responsibility for Research and Development</b>
<p>Undertakes surveys and audits as necessary to own role.</p>
<b>Freedom to Act</b>
<p>Will be guided by Standard Operating Procedures and understand what results or standards are to be achieved.</p> <p>Someone is always available for reference.</p>
<b>Physical Effort</b>
<p>There is a frequent requirement to exert moderate physical effort for several short periods during a shift e.g. manoeuvring patients for treatment or personal care purposes using mechanical aids such as hoists, wheelchairs and trolleys.</p>
<b>Mental Effort</b>
<p>Frequent concentration where the work pattern is predictable, occasionally unpredictable</p>

<b>Emotional Effort</b>	
Frequent exposure to distressing or emotional circumstances, occasional highly distressing, this may include supporting patients who display frequent challenging behaviour that can be highly demanding and emotionally draining.	
<b>Working Conditions</b>	
Frequent highly unpleasant working conditions, verbal abuse and exposure to body fluids,  Adhere to Lone Working policy and Health and Safety guidance	
<b>Organisation Chart</b>	
<b>Our promise to you</b>	
We will ensure that you are supported and lead in line with our Trust Values: <b>Trust</b> , <b>Honesty</b> , <b>Respect</b> , <b>Compassion</b> & <b>Teamwork</b>	
	
Nottinghamshire Healthcare NHS Foundation Trust actively works to fulfil the seven elements of the NHS People Promise.	
We will adhere to the promise and support all our colleagues, assuring that we are continuously striving to listen to colleagues, adapting accordingly and striving always to be the best place to work.	
	
<b>Signatures</b>	
After reviewing the questionnaire please sign to confirm agreement	
Post holder:	Date:
Line Manager:	Date:
Next level Manager :	Date:



**EMPLOYEE SPECIFICATION FOR THE POST OF  
Healthcare Assistant (Mental Health/Learning Disability) – Community Band 3 Generic**

All staff should be able to demonstrate an understanding of and commitment to Equality, Diversity and Inclusion as identified within the Trust's Equality and Diversity Policy and associated Equality, Diversity and Human Rights legislation

Attribute	Essential	Weight	Desirable	Weight	How Identified
Values and Behaviours	<ul style="list-style-type: none"> <li>All colleagues are expected to demonstrate that they act in line with Nottinghamshire Healthcare NHS Foundation Trust Values: <b>Trust Honesty Respect Compassion Teamwork</b></li> <li>All colleagues are expected to demonstrate an understanding of and commitment to Equality, Diversity and Inclusion (EDI) and how it applies to their role. The Trust's expectations are highlighted within our EDI Policy, and associated EDI and Human Rights legislation</li> </ul>				
Physical requirements	Breakaway Manual Handling which may include manoeuvring of wheelchairs/trolleys/beds etc as appropriate		-		Application Form
Qualifications - Academic / Craft /	NVQ III in Health and Social Care, Care Certificate or equivalent or equivalent experience				Application Form

Professional					
Training	Willingness to undertake training that will enhance service delivery.				Interview
Experience	Experience of working in a Healthcare setting		.		Application Form Interview
<b>Attribute</b>	<b>Essential</b>	<b>Weight</b>	<b>Desirable</b>	<b>Weight</b>	<b>How Identified</b>
Knowledge	To have a basic understanding of the different types of mental illness and maintain an understanding and caring approach to patients.				Interview
Skills	Ability to work as part of a team Good written/oral communication skills Diplomatic, caring & sympathetic Ability to be flexible Developed observations skills with the ability to report and record physical/mental health changes etc observations of incidents or events and behaviours in an accurate and timely				Application Skills Interview



	<p>manner.</p> <p>Standard keyboard skills</p>				
Contractual Requirements	<p>Ability to work to meet the needs of the service)</p> <p>A full UK driving licence and vehicle for business use is required for this post; however reasonable adjustments will be made for disabled individuals in line with the Equality Act 2010.</p>				Interivew

**PLEASE NOTE THAT ALL CRITERIA WILL BE SUBJECT TO REASONABLE ADJUSTMENTS WHERE THE APPLICANT HAS DECLARED A DISABILITY AS DESCRIBED IN THE EQUALITY ACT**