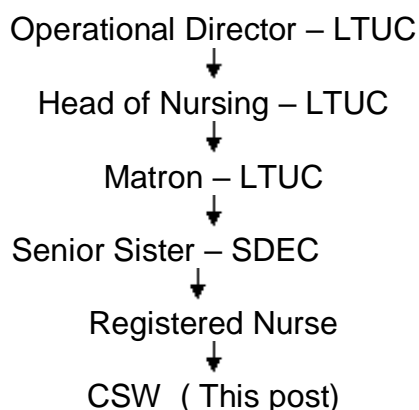


<b>1. JOB DETAILS</b>	
<b>Job title:</b>	<b>CSW</b>
<b>Accountable to:</b>	<b>Senior Nurse/Nurse in Charge</b>
<b>Managerially (if required)</b>	<b>Matron – Long Term and Unscheduled Care</b>
<b>Agenda for Change Band:</b>	<b>2</b>
<b>Location:</b>	<b>HDFT and all outreach sites</b>
<b>2. JOB SUMMARY</b> (A brief description of the main purpose of the post)	
<p>The post holder will work as part of the Acute Medical Team on Same Day Emergency Care (SDEC), delivering a high standard of direct patient care within HDFT.</p> <p>You will work under the direction of the Registered Nurses, utilising your own skills and knowledge.</p> <p>Assist medical colleagues with investigations and procedures.</p> <p>You will be familiar with, and work to, the protocols and policies of the SDEC department and Trust policies, paying particular attention to chaperoning, infection control and maintaining privacy and dignity.</p> <p>The role requires close liaison with other disciplines and the provision of a courteous, reliable and quality service to patients, relatives and carers, healthcare professionals, internal departments and outside organisations.</p> <p>To be aware of the health and safety aspects of staff and patients and to promote a safe environment to work in.</p> <p>To have a thorough knowledge of how to prepare, care for and clean equipment within the clinical areas.</p> <p>To commit to further training as required and when competent to assist in the training of others.</p>	
<b>3. ROLE OF DEPARTMENT</b> (The function of the department in which the post holder works)	
<p>The Surgical and Medical Outpatient areas deliver a wide range of services to patients across many specialities both on and off site. Our off site services are expanding rapidly delivering high quality care to many patients 'closer to home'.</p>	

#### 4. ORGANISATIONAL CHART

(Including in diagrammatic form to whom the post is responsible to and any posts which are responsible to the post holder)



#### 5. KEY WORKING RELATIONSHIPS

(The range of individuals and organisations the post holder has contact with, how regularly and for what purpose)

To work with patients on a daily basis with their consultations, examinations, assessments and treatments.

To work closely with all other staff within the clinic setting – clinical, nursing, administrative and management.

To co-operate with other departments across the trust such as Admissions, Medical Records and the other Outpatient areas.

To work closely with other departments such as Radiology and Emergency Department.

#### 6. DUTIES AND RESPONSIBILITIES OF THE POST

Attend all training sessions, complete work based activities and keep up to date all documentation to meet Care Certificate requirements.

- Work closely with the Multi-disciplinary team both within the clinic setting and as part of the trust, demonstrating mutual respect and acting as a positive role model using effective communication.
- Welcome patients arriving for clinic and undertake pre-consultation tests such as urine testing height and weight.
- Ensure that equipment is in working order and report faults accordingly
- Chaperone patients undergoing examinations and provide assistance to the medical team following appropriate training
- Assist with the manual handling of patients using equipment provided following training.
- Maintain utility rooms by stocking up equipment and documentation as required

- Work under instruction of a Registered Nurse, Senior Health Care Assistant or clinician
- Be aware of own limitations and know when to seek advice
- Adhere to trust policies and local guidelines
- Maintain high standards of record keeping ensuring entries are accurate, timely and legible
- Acknowledge diversity in patient communication and seek support and help as required
- Use resources efficiently and effectively

The above list is not exhaustive but acts as a guideline to the duties and responsibilities of the post.

## **7. WORK SETTING AND REVIEW**

(Who is responsible for setting and reviewing the work, the extent to which the post holder works unsupervised, and the extent to which they are free to act without direct reference to a more senior person)

Post holder is responsible for their actions to the Senior Sister who will direct, supervise, authorise and review working parameters.

## **8. JOB DESCRIPTION AGREEMENT**

Post holder's signature .....

Date .....

Line Manager's signature .....

Date .....

## PERSON SPECIFICATION

POST TITLE: Health Care Support Worker

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Care Certificate or required to undertake Care Certificate and complete within 12 weeks (pro rata for part time)</li> <li>5 GCSE grade c or above or equivalent, including Maths and English <b>OR</b> demonstrable equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>NVQ level 2 or 3 in care</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Working with the public</li> <li>Ability to maintain confidentiality at all times</li> <li>Commitment to providing high standards of care</li> <li>Experience of team working</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience in a Health Care setting</li> <li>Experience working in customer care</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>Basic understanding of the NHS as a Health Provider.</li> <li>Knowledge of the job and what it entails.</li> </ul>	
Skills and Aptitudes	<ul style="list-style-type: none"> <li>Computer literate</li> <li>Excellent written and verbal communication skills</li> <li>Ability to work as an active member of the multi-disciplinary team</li> <li>Methodical and professional approach to work.</li> <li>Motivated and enthusiastic</li> </ul>	
Personal Circumstances	<ul style="list-style-type: none"> <li>The ability to work varying hours according to service need.</li> <li>A flexible approach to work.</li> <li>The ability to work under pressure</li> </ul>	

Other requirements	<ul style="list-style-type: none"> <li>• Valid UK driving licence and access to own vehicle in order to meet services needs</li> <li>• Able to perform all duties of the role</li> <li>• Satisfactory DBS clearance</li> <li>• Satisfactory occupational health clearance</li> </ul>	

### PERSON SPECIFICATION AGREEMENT

Post holder .....

Date .....

Line Manager .....

Date .....

Each of the above points should be considered in the light of minimum requirements listed in the job description.