

152-C016.24

## **JOB DESCRIPTION**

**JOB TITLE:** Community Health Care Assistant  
**PAY BAND:** Band 3  
**LOCATION:** Wimborne - East Dorset District Nursing  
**ACCOUNTABLE TO:** Team Leader/Deputy

**KEY RELATIONSHIPS:** District Nursing Sister/team leader,  
 Community nurses,  
 ICRT,  
 Social Care  
 Healthcare Services

**HOURS OF WORK:** 30hrs

**JOB SUMMARY** To undertake care, following the instructions of the team leader or nominated deputy according to the needs of the patients as identified on the care plan, providing evidence based, high quality, holistic nursing care for patients in their own homes.

## **SECTION A: MAIN DUTIES AND RESPONSIBILITIES**

### **1. CLINICAL RESPONSIBILITIES**

1.1 Under direction of the team leader or deputy, undertake nursing care for patients in their own homes and other community settings and by working in partnership with patients, their carers and others, enable them to make informed choices.

1.2 To maintain a high standard of individualised patient care and to report any changes in condition or environment to the team leader or deputy.

To advise carers and/or patients how to manage care between visits, and promote health education on a person-to-person basis as directed by the team leader.

1.3 Maintain/develop IT skills appropriate to role.

1.4 To undertake any other duties required within the service, following consultation with Line Manager

### **2. MANAGERIAL RESPONSIBILITIES**

2.1 Respect and care for patients' property and ensure the economical use of nursing equipment

2.2 To submit all claims and work returns promptly

2.3 To ensure that all equipment provided is kept in good order

2.4 To maintain accurate, legible records of care provided, based upon the care plan incorporating all relevant communication and liaison

2.5 To record all care given on relevant documentation (including electronic), at the time given

### **3. RESPONSIBILITY FOR HUMAN RESOURCES / WORKFORCE**

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To regularly work without supervision for all of the shift

To undertake clinical supervision in line with Trust Policy, to further develop competence and clinical practice  
Counsel and support as appropriate following discussion with senior colleagues

**4. RESPONSIBILITY FOR FINANCE / RESOURCES**

Awareness of budgetary constraint when ordering stores of equipment for patients.

Ordering and monitoring equipment and stores taking into account budget restrictions.

**5. RESEARCH & DEVELOPMENT**

Assist with and participate in quality audits, helping to implement recommended changes and report on the results

To participate in research programmes as necessary.

**6. POLICY & SERVICE DEVELOPMENT)**

Contribute to the development and planning of the service provided by the District Nursing Team to ensure the health needs of the practice population are met.

**7. RESPONSIBILITY FOR INFORMATION / DATA**

To complete Information/Data returns as required

**8. ENVIRONMENTAL FACTORS**

Working conditions in the community are likely to provide exposure to unpleasant conditions, e.g., smells, noise, dust, body fluids, faeces, vomit, emptying bed pans, urinals and catheter bags, and aggressive behaviour

There may be a frequent requirement for physical effort whilst performing physical examination manoeuvring patients.

The post holder may be required to concentrate for sustained periods

The post holder may be required to process distressing information relating to service users

**CHANGES**

This document represents a description of the job, and the skills, knowledge, experience and attributes required, at the date of issue.

Dorset HealthCare will periodically review this job description and person specification to ensure that it continues to meet service needs and will involve the post holder/s in the review process with the aim of reaching agreement on any reasonable changes which may be required. In the event that agreement is not achieved, Dorset HealthCare reserves the right to insist on reasonable changes following consultation with the post holder.

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PERSON SPECIFICATION

**COMMUNITY HEALTH CARE ASSISTANT, BAND 3**

1.	<b>KNOWLEDGE, SKILLS AND TRAINING</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
1.1	Willing and able to apply existing experience to community and gain necessary skills to work effectively in the community setting.	Yes	
1.2	Willing to professionally develop and undertake further development/training as identified to meet the needs of the service, including Trust Band 3 Extended Skills programme and Care Certificate.	Yes	
1.3	Excellent communication skills. Excellent interpersonal skills.	Yes	
2.	<b>JOB SPECIFIC EXPERIENCE</b>		
2.1	Desire to work in the primary care setting.	Yes	
2.2	Ability to work alone.	Yes	
2.3	Good IT skills.	Yes	
2.4	Community/Acute Hospital experience.		Yes
2.5	Good team player.	Yes	
2.6	Willingness to learn.	Yes	
2.7	Ability to prioritise		
3.	<b>PERSONAL QUALITIES/ATTRIBUTES</b>	Yes	
3.1	Enthusiastic and motivated	Yes	
3.2	Evidence of demonstrating the Trust's values and behaviours.	Yes	
4.	<b>BUSINESS TRAVEL</b>		
4.1	Subject to the provisions of the Equality Act, able to travel using own vehicle on Trust business.	Level 1	
5.	<b>ADDITIONAL REQUIREMENTS</b>		

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5.1	Demonstrable skills in written and spoken English to a standard which enables the post holder to carry out the full range of duties and responsibilities of the role effectively	Yes	
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**\*Essential / desirable car user definitions**

Level 1 – (Essential) post holder is required to:

- travel an average of more than 3,500 miles a year;
- or travel an average of at least 1,250 miles a year; and necessarily use their car an average of 3 days a week; or spend an average of at least 50% of their time on such travel; including duties performed during the visits;
- or travel an average of at least 1,000 miles a year and spend an average of 4 days a week on such travel, including the duties performed during the visits.

Level 2 – (Essential) users who use their own vehicles for official journeys other than in the circumstances described under Level 1 above.

Level 3 (Desirable) non-essential car users who may exceptionally be required to travel on Trust business where such journeys could also be reasonably made by public transport.