

# RECRUITMENT INFORMATION PACK

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story



Health Care  
Assistance



## Job particulars

<b>Job Title</b>	<b>Health Care Assistance – Gynaecology service</b>
<b>Pay Band</b>	Band 2
<b>Location</b>	Whipps Cross Hospital
<b>Reports to</b>	B7 EGU Nurse Specialist
<b>Responsible to</b>	Gynaecology Matron
<b>Hours per week</b>	37.5 hrs

## Job purpose

The health care assistant is a member of the Gynaecology team appointed to support Registered Nurses in the delivery of direct patient care. The role involves contact on a physical and psychological level with patients and their families. The post holder will undertake a range of activities under the supervision of a registered nurse, having been assessed and deemed competent in the activities required.

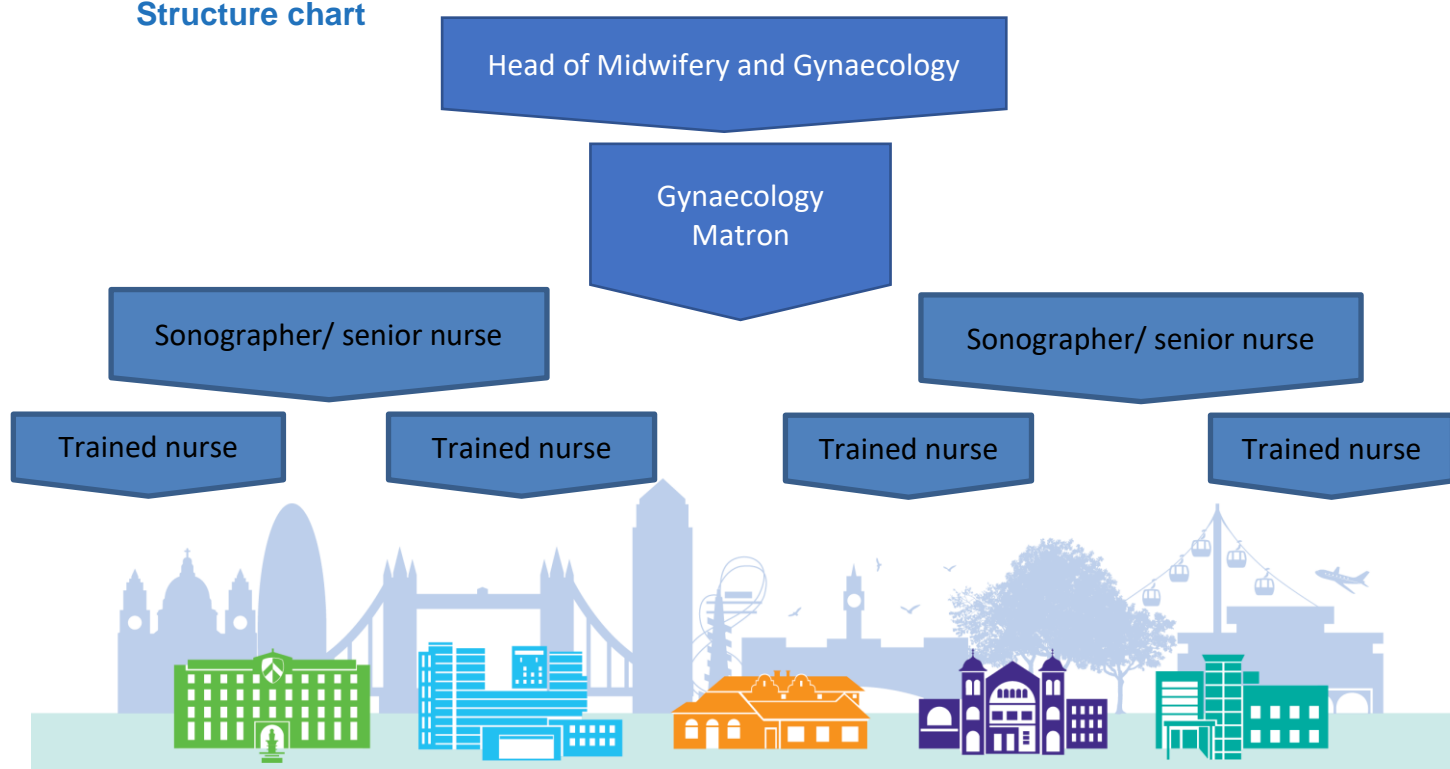
The post holder will be rotating within Gynaecology services: i.e.: Emergency Gynaecology Unit (EGU), women centre (Hysteroscopy, colposcopy, and Uro-Gynaecology clinic) this will enable the post holder to develop their skill.

## Key working relationships

Professional relationships with key partners, employees, and boards.

Internal	External
Patients and Families	GP's
Consultant Gynaecologists/Obstetricians	Social services
Sonographers / trainee sonographers	Other hospitals
Nursing, Midwifery and Medical students	External Agencies and company representatives
All admin staff	Community nursing services
Laboratory staff	
Portering service	
Estates service	

## Structure chart



## Main duties, responsibilities, and results areas

### 1. **Colleague responsibilities, and results areas**

This Post

Support the registered nurse in implementation of an agreed plan of care with the patient and in accordance with instructions and training received.

Help promote and maintain an environment conducive to meeting the needs of the patient / relatives and carers.

Contribute to a team approach to patient care in conjunction with all members of the multidisciplinary team.

Participate in regular unit meetings and attend other meetings as requested (Core 1).

Undertake tasks and procedures, in which competency has been assessed and recorded specific to the care environment.

Provide support and assistance to registered staff.

Chaperoning clinicians and ensuring clinical room/area is clean.

Ensure clinical rooms are always stocked up.

Ensure patient confidentiality is maintained.

Maintain compliant with mandatory training.

Support team with infection control audits.

All team members are responsible for behaving in a manner that does not put themselves, patients, visitors, and other team members in danger or at risk in the clinical environment.

To assist in the maintenance of stock levels, including pharmaceutical products.

To assist in the maintenance of unit cleanliness and tidiness and always adhere to infection control policy and procedures.

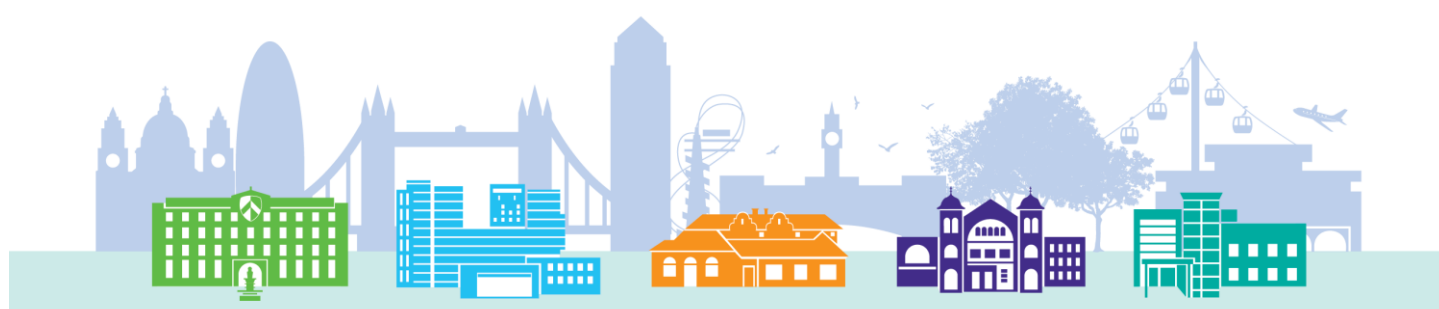
To assist and support registered nurses and clerical staff in administrative duties as required.

Undertake training to develop yourself and gain new skill.



## Working conditions

Criteria	Description
<b>Physical Skills</b>	<ol style="list-style-type: none"> <li>1. The post holder will regularly be required to undertake the following physical movements: sitting, standing, walking bending, lifting.</li> <li>2. Advanced keyboard skills required. Data entry for audit purposes</li> </ol>
<b>Physical Effort</b>	<ol style="list-style-type: none"> <li>1. There are frequent times where the post holder will be required to sit and/or stand and/or walk.</li> <li>2. The post holder will be required to lift/move equipment/notes to support specialist gynaecology clinics.</li> <li>3. The post holder may be sat at a computer station for prolonged periods of time.</li> <li>4. The post holder may be required to travel to other sites within the trust.</li> </ol>
<b>Emotional Support</b>	<ol style="list-style-type: none"> <li>1. The post holder must be able to work successfully under pressure of time and resources.</li> <li>2. They may have to deal with staff and patients who are angry/upset/tearful.</li> <li>3. The post holder may be directly involved in emotional/distressing situations/circumstances as the post may include breaking bad news.</li> <li>4. There will be emotional involvement with patients face to face and on the telephone.</li> </ol>
<b>Working Conditions</b>	<ol style="list-style-type: none"> <li>1. The post holder will work across both clinical and office areas.</li> <li>2. The post holder will regularly be exposed to blood and other bodily fluids and to chemicals such as monsells solution, iodine, acetic acid and silver nitrate within their role.</li> <li>3. The post holder will be exposed to VDU screens both clinically and administratively.</li> </ol>
<b>Mental</b>	<ol style="list-style-type: none"> <li>1. The post holder requires high levels of concentration at all times.</li> <li>2. The work is often unpredictable, and the post holder may have to demonstrate flexibility and to adapt to change in order to deliver outcomes</li> <li>3. The post holder may be frequently interrupted due to the operational nature of the role.</li> </ol>



### **Performance management and appraisal**

All staff are expected to participate in individual performance management process and reviews.

### **Personal development and training**

Barts Health NHS Trust actively encourage development within the workforce and employees are required to comply with trust mandatory training.

Barts Health's education academy aims to support high quality training to NHS staff through various services. The trust is committed to offering learning and development opportunities for all full-time and part-time employees.

No matter where you start within the NHS, you will have access to extra training and be given every chance to progress within the organisation. You will receive an annual personal review and development plan to support your career progression and you will be encouraged to develop your skills and experience.

### **Health and safety at work**

The post holder has a duty of care and personal obligation to act to reduce healthcare-associated infections (HCAIs). They must attend mandatory training in infection prevention and control (IP&C) and be compliant with all measures required by the trust to reduce HCAIs. All post holders must comply with trust infection screening and immunisation policies as well as be familiar with the trust's IP&C policies, including those that apply to their duties, such as hand decontamination, personal protective equipment, aseptic techniques and safe disposal of sharps.

All staff must challenge noncompliance with infection, prevention and control policies immediately and feedback through the appropriate line managers if required.

### **Confidentiality and data protection**

All employees are expected to comply with all trust policies and procedures related to confidentiality and data protection and to work in accordance of the Data Protection Act 1998. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training (e.g. HISS induction, organising refresher sessions for staff when necessary).

### **Conflict of interest**

The trust is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The trust's standing orders require any officer to declare any interest, direct or indirect with contracts involving the trust. Staff are not allowed to further their private interests during their NHS duties.

### **Equality and diversity**

*The trust values equality and diversity* in employment and in the services we provide. It is committed to promoting equality and diversity in employment and will keep under review our policies and procedures to ensure that the job-related needs of all staff working in the Trust are recognised. The Trust will aim to ensure that all job applicants, employees, or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race,



colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements for the job.

You are responsible for ensuring that the trust's policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

### **NHS managers' code of conduct**

As an NHS manager, you are expected to follow the code of conduct for NHS managers (October 2002).

### **Budgetary management**

If you have responsibility for a budget you are expected to operate within this and under the trust's standing financial instructions (available in the intranet's policies section) at all times.

### **Smoke Free Trust**

Barts Health NHS Trust is a smoke free health provider. This means that smoking or vaping and charging electronic cigarettes is not permitted anywhere on our hospital grounds or premises. Our Smoke Free Policy aims to support smokers who are ready to stop and create a smoke free environment. As a healthcare provider it's important we do everything we can to reduce smoking among patients, visitors, staff and the risk of harm to others. All employees are expected not to smoke in their uniform or with Trust ID cards on public display. Frontline clinical staff are expected to advise patients about the risks of smoking and support them by offering a referral to the smoking cessation service and for inpatients also offer nicotine replacement therapy (e.g. nicotine patches) or medicines; to help alleviate the discomfort of nicotine withdrawal. Smokers are up to four times more likely to stop smoking successfully with support than by going it alone and are more motivated to stop smoking whilst in hospital.

### **Barts Health values-based leadership.**

Our leaders ensure a focus on health where patients are at the centre of all we do. They work to create a culture where innovation is promoted and encouraged. They lead by example and demonstrate value-based decision making as being integral to the ways of working within the Trust.

Barts Health leaders are role models who demonstrate those attitudes and behaviours which will make us unique. Our leaders are passionate about delivering high quality patient care, take pride in the work that they do to and are committed to the delivering the Barts Health NHS Trust 10 pledges of:

1. Patients will be at the heart of all we do.
2. We will provide consistently high-quality health care.
3. We will continuously improve patient safety standards.
4. We will sustain and develop excellence in research, development, and innovation.
5. We will sustain and develop excellence in education and training.
6. We will promote human rights and equalities.
7. We will work with health partners to improve health and reduce health inequalities.
8. We will work with social care partners to provide care for those who are most vulnerable.
9. We will make the best use of public resources.
10. We will provide and support the leadership to achieve these pledges.





Our leaders are visible leaders who believe in spending time listening and talking our staff, patients and partners about the things that are important to them and the changes they would like to make to continuously improve patient care.

Barts Health leaders work with their teams to develop organisational values, embed them in our ways of working and create the cultural changes required to ensure that we consistently provide an excellent patient experience, regardless of the point of delivery, in an environment where people want to work, regardless of where they work or what they do.

### **NHS Manager's Code of Conduct**

As an NHS manager, you are expected to follow the code of conduct for NHS managers (October 2002).

### **About Barts Health**

Our group of hospitals provide a huge range of clinical services to people in east London and beyond.

We operate from four major hospital sites (The Royal London, St Bartholomew's, Whipps Cross and Newham) and a number of community locations, including Mile End hospital. Around 2.5 million people living in east London look to our services to provide them with the healthcare they need.

The Royal London in Whitechapel is a major teaching hospital providing local and specialist services in state-of-the-art facilities. Whipps Cross in Leytonstone is a large general hospital with a range of local services. Newham in Plaistow is a busy district hospital with innovative facilities such as its orthopaedic centre. Mile End hospital is a shared facility in Mile End for a range of inpatient, rehabilitation, mental health and community services. And St Bartholomew's in the City, London's oldest hospital, is a regional and national centre of excellence for cardiac and cancer care.

As well as district general hospital facilities for three London boroughs, Tower Hamlets, Waltham Forest and Newham, we have the largest cardiovascular centre in the UK, the second largest cancer centre in London, an internationally-renowned trauma team, and the home of the London Air Ambulance. The Royal London also houses one of the largest children's hospitals in the UK, a major dental hospital, and leading stroke and renal units.

We're also proud to be part of UCL Partners, Europe's largest and strongest academic health science partnership. The objective of UCL Partners is to translate cutting edge research and innovation into measurable health gain for patients and populations through partnership across settings and sectors, and through excellence in education.



## Person specification

Domain	Essential Criteria	Desirable Criteria
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Educational qualifications in Maths and English [to complete basic skills assessment (Skills for Health) prior to appointment]</li> <li>• NVQ level 2 in Physiological Measurement (if not in possession of these competencies to be achieved in three months)</li> <li>• NVQ level 2 in care or equivalent in care (if not in possession of these competencies to be achieved in twelve months)</li> </ul>	<ul style="list-style-type: none"> <li>• Working towards NVQ level 1 or 2.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Understands the need for strict confidentiality</li> <li>• Understands and committed to a caring approach to patients &amp; relatives</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a Health Care Assistant or other caring role</li> <li>• Basic IT literacy</li> </ul>
<b>Skills</b>	<p>Patient Care:</p> <ul style="list-style-type: none"> <li>• Able to carry out basic procedures as delegated by and under the direction of registered nursing staff (HWB 5).</li> <li>• Able to demonstrate an empathetic and caring approach to patients and relatives and work so that patients' dignity &amp; respect is maintained at all times (Core 2 &amp; HWB5).</li> <li>• Able to prioritise own workload.</li> <li>• Able to work under own initiative within boundaries of role (All dimensions).</li> <li>• Demonstrates awareness of importance of working as part of a team.</li> </ul> <p>Communication:</p> <ul style="list-style-type: none"> <li>• Able to communicate routine information</li> </ul>	<ul style="list-style-type: none"> <li>• Able to supervise junior/less experienced Health Care</li> </ul>

