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## Job Description

<b>Job Group (Delete as applicable):</b>	Nursing and midwifery
<b>Job Title:</b>	Lead HCA
<b>Existing Grade:</b>	<b>3</b>
<b>Care Group:</b>	<b>Surgery</b>
<b>Service Line:</b>	<b>Neurosurgery</b>
<b>Department:</b>	Erme Ward
<b>Location:</b>	Level 4
<b>Appraiser:</b>	Rachael Porter
<b>Accountable to:</b>	Rachael Porter
<b>Position number</b>	14809986
<b>Date:</b>	17/05/2022

### Job Purpose:

To assist in the delivery of care planned and assessed by the Registered Nurses.

To carry out care / other duties under indirect supervision.

To supervise junior health care assistants making a contribution to their training and development.

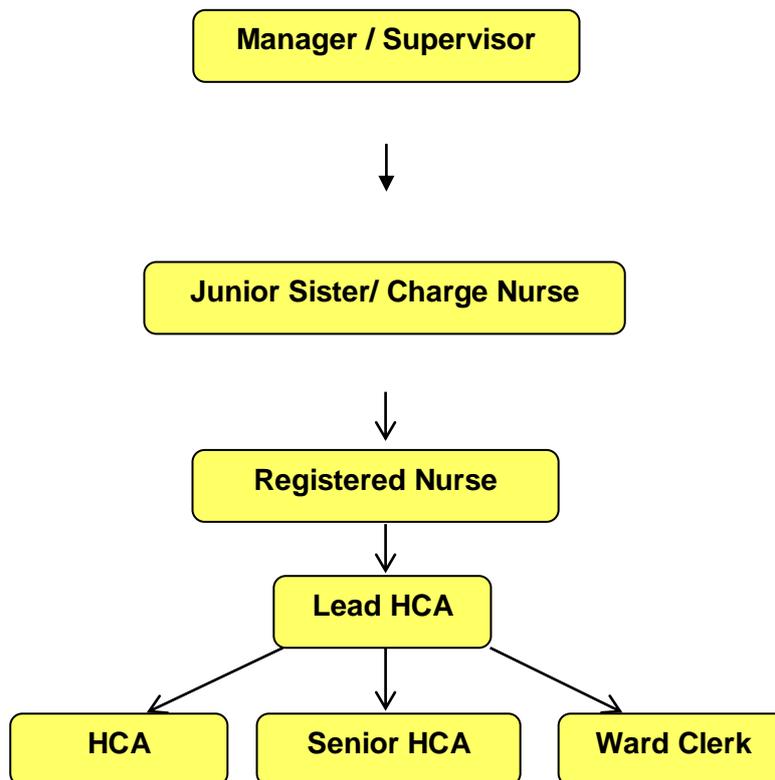
To undertake specific extended skills.

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**Key Dimensions:**

- a. Support care on a day – to – day for all patients in the clinical area under indirect supervision.
- b. Contribute to resource management

**Organisational Chart**



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#### **PRIMARY DUTIES & AREAS OF RESPONSIBILITY**

- Providing and delivering a high standard of nursing care by initiating and co-ordinating the assessment, planning, implementing and evaluating of individual patients needs based on evidence. This includes all aspects of care from admission to discharge.
- To Manage, under indirect supervision, own workloads within clinical area and competencies of the post
- To carry out clinical observations on patients, recognising, recording and reporting all changes in patients condition to senior staff.
- Undertake the escort of patients to and from Theatre/other Departments once the escorting module has been successfully completed, under the direction of the registered nurse.
- To support maintenance of fluid balance and dietary charts, recognising, recording and reporting all adverse findings to senior staff.
- To carry out observations of skin integrity over pressure points, recognising and reporting all finding to senior staff.
- To complete documentation for manual handling charts, to be assessment by registered staff.
- To recognise the importance of health education and teaching of patients and carers, and to be able to advise and refer patients on where to access information.
- Document and sign for all observations and care given with counter signature from a registered practitioner.
- To main his/her own professional development, attending courses/further training to enhance and optimise his/her role within the work area.
- To participate in the training and development of junior staff on the ward and participate in the supervision and support of trainee Health Care Assistants.
- Act as a mentor to new health Care Assistants & HCA Trainees, participating in induction programs and on – going development of their practice.

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- To promote and safeguard the wellbeing of patients, their families and colleagues
- To participate in the development and implementation of ward area policy and nursing strategies.
- To supervise and share responsibility in the care and maintenance of all equipment on the ward and stock control.
- To respect the confidential information, in line with the Trust policy Data Protection Act, obtained in the course of work and not disclose this information.
- To be familiar with and adhere to Trust and Departmental policies and procedures mindful of responsibilities to self, colleagues and patients.
- Report untoward incidents, complaints, clinical emergencies to senior staff
- Following patient assessment by Registered Staff, undertake extended skills specific to individual competence under the indirect supervision of Registered staff.

#### **COMMUNICATIONS & WORKING RELATIONSHIPS**

- Work collaboratively within a multi-disciplinary team and participate in the induction of junior locum staff to ward policies and routine.
- Ward sisters/charge nurses and all ward based nursing staff
- Modern Matron
- Educational Staff
- Clinical Nurse Specialists, Nurse Consultants, Nurse Practitioners.
- Infection control team
- Consultants in area or responsibility
- Patients and their support network
- Housekeeping and domestic staff
- Physiotherapists and Occupational Therapists
- Portering Staff
- Bank/Agency Nurses and Healthcare Assistants

#### **OTHER**

##### Post Profile

##### Physical Effort

A combination of sitting, standing and walking with frequent requirement for physical effort in the manual handling loads.

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### Mental Effort

Frequent requirement for concentration and consistent ability to react to unpredictable work patterns and operational demands. Supervision of junior staff and persons under training.

### Emotional Effort

Frequent exposure to distressing or emotion circumstances. Provision of support to patients, carers and colleagues.

### Working Conditions

Frequent exposure to unpleasant working conditions within clinical environment, (body fluids, contaminates dressings, foul linen). Occasional exposure to verbal aggression.

### **All Job Holders are required to...**

- Work to the Trust values - Put patients first, Take ownership, Respect others, Be positive, Listen, learn and improve.
- Adhere to Trust policies and procedures, e.g. Health and Safety at Work, Equal Opportunities etc.
- Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Attend statutory, essential and mandatory training.
- Respect the confidentiality of all matters relating to their employment and other members of staff. All members of staff are required to comply with the requirements of *“UK Data Protection Act 2018/UK General Data Protection Regulation (UK GDPR)”* or *“Data Protection legislation”*.
- Comply with the Corporate Governance structure in keeping with the principles and standards set out by the Trust.
- Comply with the codes of professional conduct set out by the professional body of which registration is required for the post.
- Ensure they are familiar with the Risk Management Framework, follow policies, procedures and safe systems of work, make known any hazards or risks that they identify and take all necessary actions to reduce risk.

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- Ensure the welfare and safety of children within their care. This includes staff who come into contact with children and families in the course of their work as well as those staff who have a specific role with children and families.
- Ensure they attend Child Protection training at the appropriate level within the specified time frame.
- Staff must comply with Safeguarding Policies and Procedures in order to promote safeguarding and prevent abuse to vulnerable people using Trust services.
- Maintain the prevention and control of infection and fully comply with all current Trust Infection Control policies and procedures.
- Take responsibility for any records that they create or use in the course of their duties, in line with the Public Records Act and be aware that any records created by an employee of the NHS are public records and may be subject to both legal and professional obligations.

**All Managers are responsible for...**

- Assessing risks and implementing the necessary actions to minimise these risks within their sphere of responsibility. They must also enable staff to attend the relevant statutory and essential training.
- Managing attendance in accordance with the Trusts Attendance Management Policy.

**All Heads of Departments are responsible for...**

- Ensuring all necessary risk assessments are carried out within their division, Service Line or department in liaison with relevant sources of specialist support and expertise within the Trust. They must also ensure that the risk management process is completed appropriately.

**Note**

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This job description is neither definitive nor exhaustive and is not intended to be totally comprehensive. It may be reviewed in the light of changing circumstances following consultation with the post holder. This job description is to be read in conjunction with all current Plymouth Hospitals NHS Trust policies, procedures & guidelines

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### PERSON SPECIFICATION TEMPLATE

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>KNOWLEDGE &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Level 3 in Healthcare (undertaken within an acute clinical setting) / allocated place on level 3 course within an acute clinical setting</li> <li>Demonstrable neurosurgery experience</li> </ul>	Demonstrable experience working within neurosurgery whilst in Healthcare related role
<b>QUALIFICATIONS</b>	<p>GCSEs Grade A-D/3-9 in Maths and English or Functional Skills level 2 in Maths and English</p> <p><b>Plus either</b></p> <p>NVQ level 3 in Health &amp; Social Care or HCA UHP Level 3 or definitive proven evidence of working towards – 75% completed (or equivalent transferable qualification)</p> <p><b>OR</b></p> <p>Demonstrable equivalent experience (NVQ Level 3 equivalent) as a Healthcare Assistant in a Band 2 clinical role and agree to undertake the HCA UHP L3 course. Willing to undertake a competency based assessment at interview.</p> <ul style="list-style-type: none"> <li>Undertake and complete the Care Certificate training programme offered in-house</li> </ul>	<ul style="list-style-type: none"> <li>Computer Literate</li> <li>Venepuncture and Cannulation</li> <li>ECG's</li> <li>Catheterisation</li> </ul>

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<p><b>APTITUDE &amp; ABILITIES</b></p>	<ul style="list-style-type: none"> <li>• Able to competently organise and carryout designated work load within scope or previous training</li> <li>• Communication skills, both written and verbal</li> <li>• Able to work well as a member of a team</li> </ul>	
<p><b>DISPOSITION / ATTITUDE / MOTIVATION</b></p>	<ul style="list-style-type: none"> <li>• Willingness to undertake further training and development</li> <li>• Positive and caring attitude</li> <li>• Patient centred approach to care</li> <li>• Commitment to imparting knowledge and experience to others</li> </ul>	
<p><b>OTHER FACTORS</b></p>	<ul style="list-style-type: none"> <li>• Able to Work rotational Shifts</li> <li>• Research and audit work is carried out on the unit, and staff are encourages to participate.</li> </ul>	