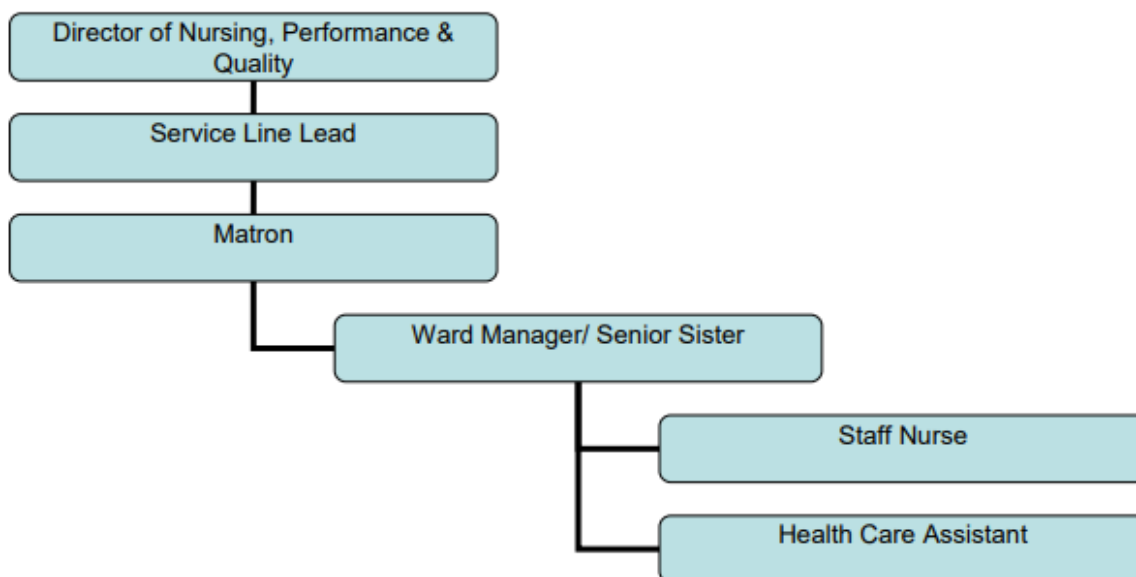


JOB DESCRIPTION

JOB TITLE	Healthcare Assistant
PAY BAND	Band 2
DIRECTORATE	Medical, Surgical, Urgent & Integrated Care
DEPARTMENT	Medical, Surgical, Urgent & Integrated Care
BASE	Macclesfield District General Hospital
RESPONSIBLE TO	Senior Sister
ACCOUNTABLE TO	Matron/ Service Line Lead

Organisational Chart



Job Summary

The role of the Health Care Assistant is to support the Nurse in the delivery of high quality, evidence-based, holistic patient care.

The role of a Healthcare Assistant is to support our Staff Nurses in delivering high quality patient care by attending to aspects of patient personal hygiene, supporting patients to access appropriate nutrition, providing bowel and bladder care and maintaining patient privacy and dignity at all times.

In order to support service delivery and the highest level of care for our patients, you will be required to participate in a 24 hour shift pattern and possible rotation between wards within their speciality.

Principle Responsibilities:

In this role and under the supervision of a registered nurse the post holder is expected to provide support to the Staff Nurses and other team members (doctors, physiotherapists, porters and social workers) by observing and reporting aspects of patient care as appropriate and promptly alerting a staff nurse to any issues or risks.

The Healthcare Assistant will assist with appropriate aspects of patient care, maintaining patient privacy and dignity at all times, including:

1. Attention to aspects of patients personal and oral hygiene (male and female patients)
2. Providing bowel and bladder care and promoting patients continence
3. Escorting and assisting patients in visiting the toilet, washing and getting dressed
Providing patients with food and drink and assisting where needed
4. Maintaining patients tissue integrity and providing pressure area care
5. Supporting wound and skin management
6. Promoting patients mobility as appropriate and applying appropriate moving & handling skills when caring for the patient
7. Changing and making up patient beds
8. Cleaning patients and ward area of bodily fluids and ensuring cleanliness of the ward environment
9. Maintaining records and documentation for patients; recording and documenting patient observations e.g. temperature
10. Supporting the routine of the ward including responding to visitor and patient needs
11. Providing emotional support to patients and relatives and attend appropriately to patients' mental health needs

General

- Take an active part in own development and education by attending appropriate lectures and making use of learning opportunities as directed by the senior nurse
- Work effectively as part of the multi-disciplinary health care team
- Ensure their own actions contribute to the provision a quality service
- To be aware of and work within the Trust's Equal Opportunities Policy and to treat all contacts, staff or clients, with dignity and respect.
- To abide by all relevant Trust and Departmental policies including Confidentiality and Data Protection. The post holder is reminded that any breach of the Trust's confidentiality policies and procedures will result in disciplinary action.
- All staff have a duty to ensure the health and safety of themselves and others whilst at work. Safe working practices and health and safety precautions are a

legal requirement. ALL accidents must be reported to your manager and in line with the general philosophy of the trust,

- you must participate in accident prevention by reporting hazards and following policies and procedures including Moving and Handling guidelines.
- Execute their responsibility to inform the Registered Nurse/Ward Sister/Clinical Manager/Director of Nursing & Operations, as appropriate, of any breaches of practice, abusive practice or other serious incidents as soon as is practically possible.
- Be aware of and comply with the legislation within the Data Protection Act 1998 and the Trust responsibility regarding the handling of personal information.
- You are required to contribute to the control of risk and use the incident reporting system to alert the Trust of incidents or near misses that may compromise the quality of services.

This list of duties is not intended to be exhaustive, but indicates the main areas of work and may be subject to change after consultation with the post-holder to meet the changing needs of the service

GENERIC CLAUSES FOR ALL JOB DESCRIPTIONS

To maintain a broad understanding of the work of the Directorate and Department, and of Trust as a whole, and actively contribute your ideas for the improvement of service provision.

To ensure own actions contribute to the maintenance of a quality service provision.

To be responsible for the self-development of skills and competencies through participation in training and development activities and to maintain up to date technical and professional knowledge relevant to the post.

To participate in Trust's Performance and Development Review and to undertake any identified training and development related to the post.

To undertake statutory and mandatory training as deemed appropriate by the Trust.

To develop and maintain effective working relationships with colleagues.

To adhere to all Trust policies and procedures.

Health & Safety:

All staff have a duty to ensure the health and safety of themselves and others whilst at work. Safe working practices and health and safety precautions are a legal requirement. ALL accidents must be reported to your manager and in line with the general philosophy of the Trust; you must participate in accident prevention by reporting hazards and following relevant policies and procedures including Moving and Handling guidelines.

Infection Control:

All staff have a duty to comply with all relevant ECNHST guidelines and policies in relation to Infection, Prevention and Control. You have a duty to ensure that you minimise the risk of infection, infectious diseases and particularly Hospital Acquired Infection. This responsibility includes minimising the risk by highlighting any concerns you may have to the appropriate person as identified in the policies and guidelines.

Risk Management:

You are required to contribute to the control of risk and use the incident reporting system to alert the Trust of incidents or near misses that may compromise the quality of services.

Data Security:

To ensure that the Trust Policies and Procedures regarding data security are adhered to, and that staff are aware of their obligations under these policies.

Confidentiality:

Working within the trust you may gain knowledge of confidential matters which may include manual / electronic personal and medical information about patients and staff. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

Equality & Human Rights:

The Trust will ensure that job applicants and prospective and current employees are treated solely on the basis of their merits, abilities and potential without any unjustified discrimination on grounds of age, gender, gender reassignment, sexual orientation, disability, marital or civil partnership status or family circumstances, race, colour, nationality, ethnic origin, religion or belief, trade union activity & social and economic status.

Values based Recruitment:

The post-holder has a responsibility to ensure that their own actions and behaviours fully support the Trust's core values.

Codes of Conduct and Accountability:

You are required to comply with Trust codes of conduct and accountability and codes of conduct which are relevant to this post.

SAFEGUARDING Adults and Children:

East Cheshire NHS Trust has a responsibility and is committed to, safeguarding and promoting the welfare of children, young adults and adults at risk with care or support needs and expects all staff and volunteers to honor this commitment to minimise risk of harm in accordance with current legislation, statutory guidance and Trust policies and procedures. This means that staff must understand their own responsibility and recognise the requirement to engage with staff training and supervision, as well as promoting multi-agency working to safeguard our patients.

Disclosure and Barring Service (DBS):

“REHABILITATION OF OFFENDERS ACT: This post is exempt from the Rehabilitation of Offenders Act 1974. Should you be offered the post it will be subject to a disclosure and barring check from the DBS before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions”.

The Trust requires an Enhanced Disclosure through the Disclosure and Barring Service for this post to ensure suitability for employment.



East Cheshire
NHS Trust

THE TRUST OPERATES A NO SMOKING POLICY

PERSON SPECIFICATION

JOB TITLE	Healthcare Assistant		
PAY BAND	Band 2		
	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	Good standard of general education including literacy and numeracy	NVQ Level 2 in care or customer services	Application/Interview
KNOWLEDGE	<p>Able to demonstrate an understanding of principles of effective customer care</p> <p>Good basic hygiene skills (e.g. food handling, hand washing)</p>		Application/Interview
SKILLS	<p>Able to communicate clearly and effectively (to understand and be understood)</p> <p>Ability to follow clear instruction and feed back to senior staff</p> <p>Ability to work as part of a team, as well as on own initiative</p> <p>Ability to work to deadlines</p>		Application/Interview
EXPERIENCE	Experience of working with the general public	<p>IT Literate</p> <p>Previous experience within a care setting</p>	Application/Interview
SPECIFIC JOB REQUIREMENT	<p>Willing to learn new skills</p> <p>Caring attitude</p>		Application/Interview

Signature of Postholder:

Date:

Print Name:

Signature of Manager:

Date:



Print Name:

East Cheshire
NHS Trust