

## Health Care Assistant Role Summary

In the role of a Health Care Assistant, you will be expected to carry out the following activities on a day to day basis:

- Providing patients with food and drink and assisting where needed
- Washing patients (male and female)
- Changing and making up patient beds
- Escorting and assisting patients in visiting the toilet, washing and getting dressed
- Cleaning patients and/or ward area of bodily fluids including urine, faeces, vomit and blood
- Supporting wound and skin management
- Maintain records and documentation for patients
- Recording and documenting patient observations e.g. temperature
- Liaising with doctors, nurses, physiotherapists, porters and social workers
- Supporting the routine of the ward including responding to visitor and patient needs

### *A Day in the Life of a Health Care Assistant*

“I arrive for my shift at 7:30 am in time for handover with the team. The first priority is providing patients with their breakfast and assisting those that need help to eat. We give the patients a drink and ensure everything is documented on the fluid balance sheets.

We then assist patients in washing, make up the beds and ensure that patients are comfortable, helping them with their toilet needs or providing a bedpan where appropriate. Any change to a patient's condition is documented. At lunchtime we assist any patients that need support and ensure they have had enough to drink.

Throughout the day we answer calls from patient buzzers, ensuring the patient has everything they need to be comfortable. We also liaise with doctors, nurses, physiotherapists and social workers at various times in the day, and make any visitors to the ward feel welcome.

During break times I usually sit in the breakout room and have a coffee or go to the canteen for hot or cold food. At the end of my shift I hand over to the Health Care Assistant coming on to the shift or put the documentation in the confidential box.”

**- Health Care Assistant, Ward 3**

### *Care Certificate*

East Cheshire NHS Trust will support you to complete the required Health Care Certificate during the first 12 weeks of your employment. Please access the Skills for Care website for more details using the following link:

<http://www.skillsforcare.org.uk/Standards/Care-Certificate/Care-Certificate.aspx>

### ***Health Care Assistant Induction and Training***

When you join East Cheshire NHS Trust as a Health Care Assistant (HCA) you will take part in an Induction programme that will support you in developing the skills and knowledge required to deliver safe and compassionate care to our patients. Our Corporate induction and core clinical statutory and mandatory day will introduce you to our organisation and our values and behaviours.

East Cheshire NHS Trust strongly believes in investing in the training and education of its workforce to support the delivery of the high standard of care expected by our patients. In order to achieve this all HCA's are required to attend a clinical statutory and mandatory training day, complete allocated e-learning modules as well as attend our three day Be AWARE to Care Course, which incorporates the nationally accredited AWARE course.

Consolidation of the skills and knowledge acquired from attending this training programme, together with the support of Trust colleagues from various departments will help you to complete the nationally recognised Care Certificate over a six month period.