

st michael's hospice

JOB DESCRIPTION

Job Title: Health Care Assistant

Job Location: In Patient Unit

Responsible to: Senior Health Care Assistant

Accountable to: Nursing Manager

1.0 MAIN PURPOSE OF THE ROLE

The Health Care Assistant is a member of the care team who is appointed to assist and support the qualified staff in providing high standards of palliative and nursing care to the patients and their relatives.

2.0 PRINCIPAL RESPONSIBILITIES

- 2.1 To work under the supervision and direction of a Registered Nurse or Nursing Assistant NVQ level 3.
- 2.2 To assist patients with their personal care and all activities of daily living.
- 2.3 To take into account the physical, emotional, spiritual and social needs of the patient, their relatives and friends.
- 2.4 To observe patient's general condition, in line with the plan of care.
- 2.5 To help move, position and mobilize patients.
- 2.6 Assist with day to day administration related to patient care.
- 2.7 Help promote and maintain an environment conducive to meeting the needs of patients, their relatives and friends.
- 2.8 Participate in programmes of social and recreational activities for patients, in conjunction with voluntary staff.
- 2.9 Provide support and information to families and professional colleagues.
- 2.10 To be aware of and adhere to all local policies/protocols.

Patient care duties

- 2.11 To listen and talk with patients, their families and friends in a caring and sensitive manner and inform qualified staff of salient issues.
- 2.12 To maintain confidentiality of patients and those important to them.
- 2.13 Maintain accurate, clear and concise paper and computerised nursing records.
- 2.14 To help promote and maintain an environment conducive to meeting the needs of patients.
- 2.15 To liaise closely with the Registered Nurse within the In Patient Unit with regard to patient care, changes in condition, and deal with queries from relatives.

Ongoing personal development

- 2.16 To ensure that own professional development is maintained in line with the Hospice's Review Process.
- 2.17 To attend mandatory training, e.g. manual handling, fire safety etc and to attend appropriate in-service and study days.
- 2.18 Ensure the safety of patients, carers and colleagues through familiarity of Health and Safety hospice policies and procedures.

3.0 ADDITIONAL RESPONSIBILITIES

- 3.1 To carry out duties with full regard to the Company's Equalities and Diversity Policies.
- 3.2 To act as a responsible individual in relation to Health and Safety and be aware of the responsibilities of all employees to maintain a safe and healthy environment for patients, visitors, staff and volunteers.
- 3.3 To ensure that all duties are carried out to the highest standard, and in accordance with current quality initiatives within the work area.
- 3.4 To carry out any other duties, within an appropriate level of responsibilities as required.
- 3.5 To undertake flexible hours as and when the need arises to maintain safe patient practice.
- 3.6 To ensure confidentiality at all times within the Hospice
- 3.7 To support and participate in the fundraising activities of the hospice wherever possible.
- 3.8 To be an ambassador for the Hospice.
- 3.9 To ensure that the disclosure and use of confidential staff information is both lawful and ethical, and to recognise own responsibility for compliance with relevant legislation.
- 3.10 To promote, at all levels, the Company's vision, values and strategic objectives.
- 3.11 To hold DBS and Occupational Health clearances appropriate to the role. Note: these are obtained and checked as part of the recruitment process and reviewed in line with company policy or if a change in circumstances is declared or comes to light.

This job description is not intended to be exhaustive and may be reviewed at any time to meet the needs of the business.

PERSON SPECIFICATION

Post Title:	Health Care Assistant
Department:	In Patient Unit

	Essential Criteria	Desirable Criteria
Education/ Qualifications	<p>Good standard of general education in maths</p> <p>Level 2 vocational qualification in Health and Social Care or equivalent.</p>	Working towards Level 3 vocational qualification in Health and Social Care
Experience	Experience working with adults in a health care setting providing direct patient care	Worked in Residential/ Nursing Home or Hospital environment
Skills/Ability/ Knowledge	<p>Ability to demonstrate effective communication skills with colleagues, patients and others</p> <p>Ability to work effectively within multi-disciplinary team</p> <p>Good interpersonal skills</p> <p>Keyboard skills and be computer literate</p>	<p>Be willing to learn about Palliative/Holistic Care</p> <p>Experience of working in a Hospice</p> <p>Support/administering of medication</p>
Qualities/ Attributes	<p>Able to act on own initiative</p> <p>Able to motivate oneself</p> <p>Able to work under pressure and adapt as required</p> <p>Communicate in a sensitive manner</p>	Flexible in approach towards role
Other Requirements	<p>Physical effort</p> <p>Frequent moderate physical effort over short periods. Lift and push light objects, bend over patients, kneel, turn, and move patients. On feet for</p>	

	<p>majority of shift (6 or 12 hours)</p> <p>Emotional effort Frequent requirement for high levels of concentration. Pattern predictable. Frequent exposure to distressing or emotional circumstances, care of terminally ill patient, deterioration/death</p>	
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