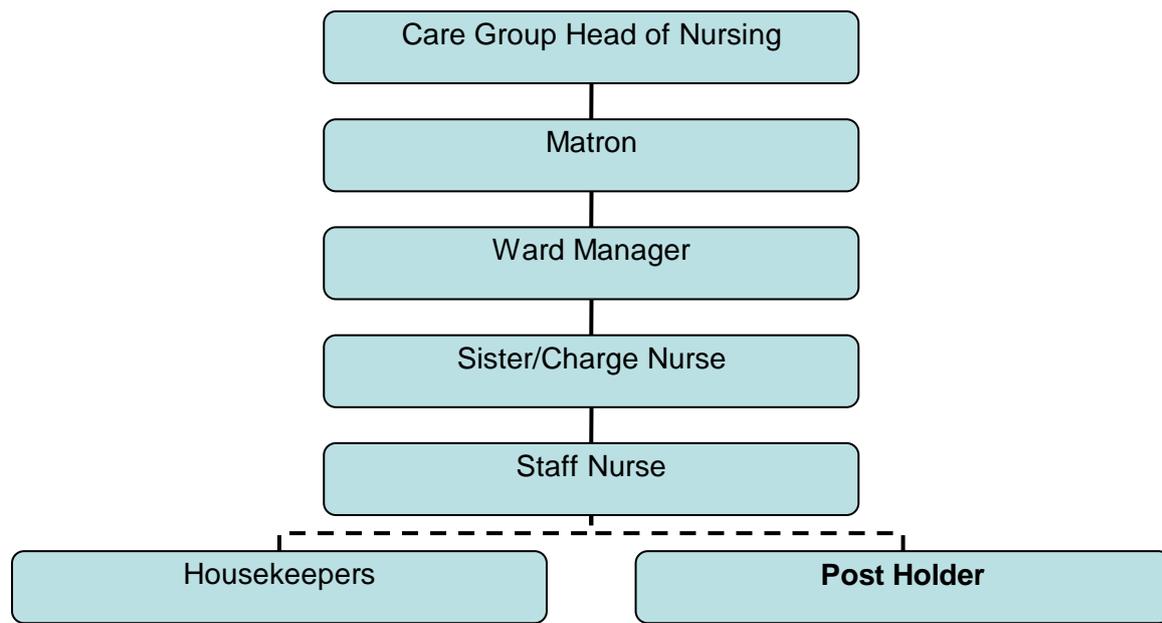


### Job Description

- 1.0 **Post Title** Healthcare Assistant
- 2.0 **Base** The Princess Royal Hospital, Telford
- 3.0 **Department** Nursing
- 5.0 **Accountable to** Ward Manager
- 6.0 **Post purpose**

The post holder will provide support and assist Registered Nurses delivering all aspects of health care directly to patients, within defined levels of competence and practice. This will include assisting in maintaining a suitable environment in which to deliver that care.

#### 7.0 Organisational position



#### 8.0 Main duties and responsibilities

To work on an ad hoc and flexible basis to support ward/department teams throughout the Trust delivering care.

#### 9.0 Patient care

- Provide support to patients to maintain their hygiene needs. This may include actions such as:
  - Bathing/washing
  - Care of mouth, hair, nails and eyes

- Provide support to maintain their elimination needs. This may include actions such as:
  - Encouraging continence
  - Emptying urinary catheter bags
  - Mobilising to toilet or use of commode or bedpan
  - Maintaining hygiene needs after episodes of incontinence
  
- Assist in the delivery of pressure area care. This may include actions such as:
  - Repositioning of patients as directed
  - Maintenance of good levels of skin hygiene
  - Reporting the observed condition of a patient's skin
  
- Assist in the maintenance of patients nutritional and hydration needs. This may include actions such as:
  - Assisting patients in the selection of appropriate food and drink
  - Serving meals and drinks
  - Report any observed swallowing difficulties to the Registered nurses
  - Measure and record intake and output accurately
  
- Accurately undertake and record patient observations (at a frequency determined by the Registered nurses), reporting any abnormalities immediately to a registered nurse. This may include actions such as:
  - Recording, Temperature, Pulse, Blood Pressure and Respiratory Rate
  - Peak Flow
  - Oxygen saturation level
  - Hourly urine output
  - Patient at Risk/Early warning score
  - Weight
  
- Escort patients to and from other wards and departments under the direct instruction of the Registered nurses.
- To move patients safely using techniques taught by the Manual Handling Team, including the safe use of mechanical and non-mechanical manual handling aids.
- To provide clinical administrative support to Registered nurses. This may include actions such as:
  - Assemble nursing documentation
  - Advise Admissions/Bed Bureau of patients' arrival
  - Record patients' biographical data in manual/computerised records
  - Collate patient documentation on discharge or transfer
  - Answer the telephone courteously, relay messages accurately and promptly, answer general enquiries by visitors
  - To ensure that patient's valuables and possessions are cared for as per available policy

## **10.0 Management**

To effectively manage own workload when caring for a group of patients and reporting to a Registered nurse when expected roles have not been fulfilled.

To ensure that any observed incident, complaint or other undue occurrence is reported in accordance with Trust policy.

Participate in the maintenance of an effective and safe environment on the ward/department. This will include actions such as:

Maintain general tidiness and cleanliness of the ward

Maintain, monitor and control stock and equipment within the ward

Prepare specific equipment required within the ward

Assist in creating a restful and supportive environment

Make occupied and unoccupied beds

Prepare environment for clinical procedures

## **11.0 Education, Development and Supervision**

To participate in annual appraisal and identify own learning needs

Attends annual statutory training sessions

Be aware of and adhere to work in accordance with the Trust policies and procedures and relevant national legislation

## **12.0 Professional Conduct**

To adhere at all times to uniform policy

To conduct oneself in a manner perceived by others as constructive

To address personal concerns constructively through appropriate channels

## **13.0 Communication and Relationships**

To communicate in a manner that is perceived as being constructive and helpful by patients, relatives, carers and staff

Be aware of and support individual, religious, cultural, psychological and special needs

Provide information about services available to patients within the ward

## **13. Health & Safety**

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

## **14. Infection Prevention and Control**

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and

- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff; and
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

## 15. Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.
- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

## 16. Professional Standards and Performance Review

As an employee of the Trust you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

## 17. Safeguarding Children and Vulnerable Adults

- We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant

authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

- As an employee of the Trust you have a responsibility to ensure that:
- you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

## 18. Social Responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

### Continuous improvement

- Continuous improvement is a key aspect of daily work to be evidenced by personal commitment to contributing to the implementation of the Transforming Care Production System (TPCS) including the development and use of standard work.
- The Trust commitment to one continuous improvement method TPCS should be reflected in individual's continuing professional development plans (CPD) and all SaTH leaders are required to complete the lean for leaders training.

As an employee you should be able to demonstrate how you continuously use the TCPS to improve patient care and staff experience supporting the Trust to deliver its organisation strategy

**The above job description is a summary of the main responsibilities of the post holder and not an exhaustive list of duties to be undertaken. The duties may be redefined in accordance with the demands of the service. Any redefinition will be subject to agreement between yourself and the person in charge of the ward and deemed by you both to be within your level of competence.**

I confirm that I have read and agree with the contents of this job description.

Employee:	Manager:
Signature:	Signature:
Date:	Date: