



JOB DESCRIPTION

JOB TITLE:	Health Care Assistant
BAND:	Band 2
DEPARTMENT:	Eden Ward / Eden Day unit
RESPONSIBLE TO:	Senior Sister

DIMENSIONS OF JOB:

Eden Day unit is a Haematology/ Oncology day unit delivering chemotherapy treatments to patients from all specialities.

PURPOSE OF JOB:

- Carries out duties in support and under supervision of a registered nurse.
- To participate in patient care as a member of the unit nursing team.

KEY TASKS & RESPONSIBILITIES:

Clinical Role

The Post-holder should ensure that they:

- Participate in the nursing care of patients under the direction and supervision of a registered nurse, and raise issues of concern to a qualified nurse.
- Assist the Ward House Keepers in keeping the unit environment clean and tidy.
- Assist patients with their nutritional requirements, which includes ensuring menu's are completed, handing out drinks & food to patients (ensuring they can reach everything they need, and are sat in a good eating position), and where appropriate feed patients.
- Always maintain respect and confidentiality.
- Maintain clear and accurate documentation under the supervision of a registered nurse, raising issues of concern with a qualified nurse where appropriate.
- Communicate effectively and liaise with all health care staff as appropriate.
- To encourage and maintain good relationship with Medical Staff and other members of the Primary care & Social Services teams in order to provide the best care.
- To participate in quality Assurance initiatives within the unit.
- Pro-actively respond to potential complaints, to prevent formal complaints from occurring.

Non-Clinical Duties

- Know where and how to access all policies and procedures and adhere to them.
- Participate in maintaining appropriate levels of stock under the guidance of a registered nurse.
- Participate in the induction of bank/agency Health Care Assistants and new staff to the unit.
- Ensure adequate supply of equipment, linen and anything else which is required by the nurse in charge of the shift.
- (Depending on what they use PAS for I would say something like: use PAS, where appropriate.

Personal Development

- Attend annual mandatory training, which includes basic life support and moving and handling.
- Undertake Trust HCA programme and competencies.

General Role

1. This is an outline job description, which may be subject to change in consultation with the post holder. This job Description is not inflexible. The duties of the post holder will be reviewed on an annual basis (or more frequently, as required) and the employee may be called upon to work within other locations within the Trust.
2. The post holder must also perform any other duties as reasonably requested by the Senior Sister or their Deputy.
3. The post holder will be subject to performance appraisal under the IPDR system and in developing his/her own objectives.
4. It is essential requirement that you take reasonable care of the cleanliness of your working environment and adhere to infection control policies and procedures at all times ensuring you use hand cleansing agents appropriately.
5. The post holder is expected to (this is the phrase we use for managers) we tend to say be aware of and comply with for non-managerial posts the Trust's equal opportunities policy.
6. The Trust operates a no smoking policy. Smoking by staff is not allowed on Trust premises.
7. The post holder is expected to behave in a professional manner at all times, comply with Trust policies and to act as an ambassador of the Trust.
8. To maintain confidentiality of information regarding patients, families and friends at all times.

Infection Control

'It is an essential requirement that you take reasonable care of the cleanliness of your working environment, adhere to infection control policies, procedures and guidelines in particular ensuring that you use appropriate hand hygiene practices at all times.'



Health and Safety

'The post holder is responsible for the management of risk in all the areas for which s/he is responsible. S/he is also responsible for ensuring compliance with the Trust's Health and Safety Policy. The post holder must ensure that duties are carried out in accordance with health and safety regulations. The post holder should not endanger the health and safety of him/herself or others whilst at work.'

This job description is an indication of the type and range of tasks that are expected of the postholder, and other duties may be required, in line with the role and the banding. It will be reviewed and amended from time to time in consultation with the postholder to take account of changing organisational need.

This job description should be read in conjunction with the non-supervisory JD Addendum – available at: <http://www.frimleyhealth.nhs.uk/wp-content/uploads/2014/10/Job-Description-Addendum-non-supervisory.doc>

OR (DELETE THE NON-APPLICABLE)

This job description should be read in conjunction with the supervisory JD Addendum – available at: <http://www.frimleyhealth.nhs.uk/wp-content/uploads/2014/10/Job-Description-Addendum-supervisory1.doc>



PERSON SPECIFICATION

DEPARTMENT	JOB TITLE	BAND
Eden Ward / Day unit	Health Care Assistant	2

CRITERIA RELEVANT TO THE ROLE	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Good General Education • Good general knowledge 	
SPECIFIC COMPETENCIES FOR ROLE e.g communication, problem solving, leadership	<ul style="list-style-type: none"> • Good communication skills (written & verbal). • Able to work under supervision. • Good interpersonal skills 	
PROFESSIONAL/ SPECIALIST/ FUNCTIONAL EXPERIENCE	<ul style="list-style-type: none"> • Flexible • Prepared to learn and develop • Prepared to work in a team • Has an interest in providing high quality health care 	<ul style="list-style-type: none"> • Ability to adapt to change within working situations.
VALUES AND BEHAVIOURS	<p>We will expect your values and behaviours to mirror those of the Trust, available at: http://www.frimleyhealth.nhs.uk/wp-content/uploads/2014/10/FH-our-values-for-internet.docx</p>	<p>Committed To Excellence Working Together Facing The Future</p>



SPECIAL REQUIREMENTS	<ul style="list-style-type: none">• Flexible• Prepared to learn and develop• Prepared to work in a team• Has an interest in providing high quality health care	
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