

## JOB DESCRIPTION

### JOB DETAILS:

Job Title:	<b>Children's Community Health Care Assistant, Children's Home Care Team.</b>
Band:	3
Directorate:	Women's and Children's
Department:	Children's Homecare Team
Base:	<b>To work mainly with named children in their own homes or accompanying them at school or other environments, various locations across Somerset</b>
Responsible for:	
Responsible to:	Lead Nurse
JD updated:	Oct 2023

### Job Purpose:

**To care for children who have unpredictable, complex medical needs which require up to 24 hour help with their lifestyle within a hospital or a community environment. Providing care for children who may require or are dependant on technology such as ventilators, suction machines, feed pumps etc. To provide care on a one to one basis following training and achievement of competencies in specific procedures relevant to the needs of the specific child under the supervision of the junior/senior sister and following written procedures.**

The Children's Community Health Care Assistant will work alongside a parent or a trained carer on each shift. At all times the employee must follow agreed guidelines and protocols for all interventions and can seek help from the Children's Home Care Team (CHCT) sisters in the office or via an out of hours bleep system.



## **Duties and Responsibilities**

### **Communication and Key Working Relationships**

- Regular communications with members of CHCT.
- Communicate with child, young person and carers providing sensitive information in a tactful way.
- Attend meetings for CHCT.
- Attend update training.
- Attend regular supervision.
- Annual Individual appraisal.
- Communicate with members of the multidisciplinary team.
- Report any issues to Team Sisters.
- Maintain professional relationships with colleague, child, and families.

### **Planning and Organisation**

- Inform the office of availability to work to ensure the off duty can be planned. Maintain communication to enable the planning and organisation of packages.
- Work flexibly to cover emergency situations.
- Be prepared to travel to an alternative venue. For example: if child is on holiday or is admitted to hospital (Within one hour of the home).
- Follow care plans closely to provide care for the children.
- Support senior staff in the creation of care packages.

### **Responsibility for Patient / Client Care, Treatment & Therapy**

- Following a period of training in the procedures necessary to meet the child's needs and the achievement of specific competencies the FSW will assist the child ensuring the airway is clear by using suction to clear secretions as necessary.
- Routine changes of the tracheostomy as per policies and procedures.
- Routine changes of tracheostomy tapes and dressings after cleaning and drying the stoma site.
- Ensure that oxygen is given as prescribed by following the recommended checks recording the type of oxygen, the flow and the percentage of oxygen. Change the oxygen cylinder as required.
- Need to be able to recognise the effective operation of the ventilator by checking the settings against the written plan. Report any variance to the Sisters or bleep holder. Follow the written action plan.
- Assist the child in keeping the airway clear by repositioning of the child or giving suction as required. Report any changes to parents/Sisters.
- Assist in the application of emergency medication to control prolonged seizures. Follow written protocol.
- Ensure that the child is positioned using the sleep system supplied by Occupational Therapist. Throughout the shift observe the child's colour, breathing and general well being. Ask the child how he/she is feeling. Act on any unusual symptoms. Report to parents/Sisters as appropriate.
- Applies ventilator support as required. Follow written instructions. Check ventilator settings and attach ventilator to the child. Change ventilator tubing weekly according to guidelines.
- Perform physiotherapy as required as per written instructions.
- Initiate appropriate action in an emergency (e.g. resuscitation)
- Assist with mobility and transfers using specific equipment for example: hoist, sling etc
- Assist with dressing, undressing, personal hygiene and toileting in a sensitive manner. Encourage independence if possible.



- Maintain a safe environment at all times.
- Respect the wishes of the child and family.
- Following direction from the dietician, administer medication and feeds via gastrostomy or nasogastric tube. Set up the feed pump or bolus feed set as required. Flush the tube as per protocol. Check the tube is secure and in the correct position. Change the tube following written guidelines after a period of training and after being assessed as competent.
- Escort the child to and from community settings in designated transport.
- Keep written records of all care given, and observations made in accordance with Trust Policy.
- Notify the parents of any concerns.
- Notify the Sisters of any changes.
- Report any incidents or near misses as per Hospital Policy.
- Attend Trust Updates and Training as required.
- Administer medication as per policy.
- Work as a team player and help in the development of the team. Work flexibly in meeting the needs of the service.
- Keep written records of the care given and observations taken as per Trust Policy.
- Notify the Sisters immediately of any changes in availability to work.
- Observe and report any alteration in the family circumstances affecting provision of care.
- Report any incidents or near misses in accordance with Trust Policies.
- Treat all information relating to the children and families as confidential.

#### **Policy, Service, Research & Development Responsibility**

Support senior staff in undertaking audits to improve the service.

#### **Responsibility for Finance, Equipment & Other Resources**

Responsible for a variety of equipment. Follow correct procedures for cleaning and maintenance of equipment. Always look after equipment and follow manufactures instructions.

#### **Responsibility for Supervision, Leadership & Management**

Assist with the induction of new staff by allowing them to work alongside you and ask questions as part of the induction to the team.

#### **Information Resources & Administrative Duties**

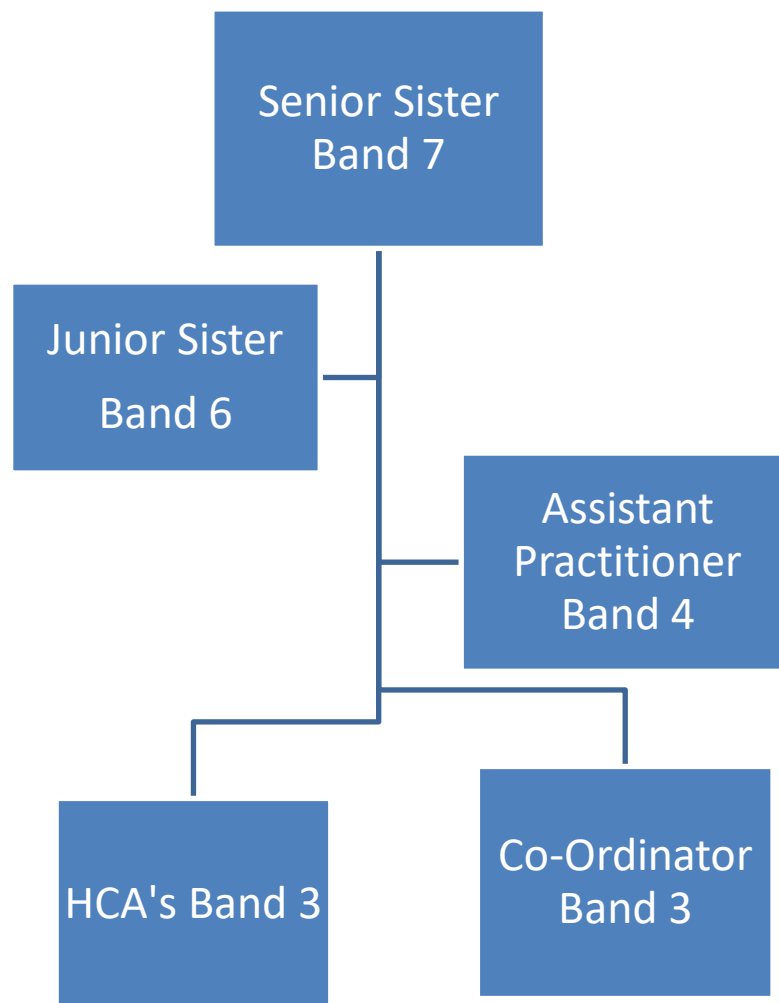
Maintain records as per Trust Policy. Records must be accurate and timely, Maintain a level of stores in each house and check expiry dates. Keep cupboards clean and tidy

#### **Any Other Specific Tasks Required**

Follow Lone Worker Policy.  
When not in uniform, staff are expected to dress in a professional manner.  
The means of transport is to be roadworthy and have current tax and insurance



## Department Organisational Chart



## **Review of this Job Description**

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description is to be reviewed in conjunction with the post holder on an annual basis.

## **General Information**

At all times promote and maintain the safety of children by working according to the Trust's Child Protection Policy and supporting guidance. Being pro-active and responsive to child protection concerns by early reporting, recording and referral of issues according to Trust arrangements. Attending child protection training that is appropriate to your role.

## **Confidentiality**

The post holder will maintain appropriate confidentiality of information relating to commercially sensitive matters in regard to Trust business, and also to personal information relating to members of staff and patients. The post holder will be expected to comply with all aspects of the Data Protection Act (2018), the Staff Code of Confidentiality and the IT Security and Acceptable Use Policy.

## **Equality & Diversity**

Somerset NHS Foundation Trust is committed to achieving equality of opportunity for all staff and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the Trust.

## **Safeguarding**

All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the Trust's procedure for raising concerns about the welfare of anyone with whom they have contact.

## **Risk Management / Health and Safety**

Employees must be aware of the responsibilities placed on them for ensuring the safety of our patients, service users, visitors and colleagues under the Trust's Risk Management Strategy and policy and under the Health & Safety at Work Act 1974. All employees are expected to be familiar with and comply with the Trust's risk and health and safety policies and procedures and all other policies and procedures relevant to their role

## **Records Management**

The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.

## **Clinical Governance**

The post holder will be expected to participate in clinical governance activities to assist the Trust to provide high quality services.



## **Prevention and Control of Healthcare Associated Infection**

The post holder is expected to comply with Trust Infection Control Policies and conduct themselves at all times in such a manner as to minimise the risk of healthcare associated infection.

## **Policies & Procedures**

Trust employees are expected to follow Trust policies, procedures and guidance as well as professional standards and guidelines. Copies of Trust policies can be accessed via the staff intranet or external website or via your manager.

## **Sustainability Clause**

Somerset NHS Foundation Trust is committed to creating a sustainable business. Staff employed by the Trust, are required to think about their actions in the course of their work and make positive steps to reducing, reusing and recycling wherever and whenever possible.

## **Review of Job Description**

This job description is not an exhaustive list of duties, but is intended to give a general indication of the range of work undertaken within this new role. Work will vary in detail in the light of changing demands and priorities, and therefore the duties identified will be subject to periodic change/review, in consultation with the post holder. All employees have a responsibility to abide by all Trust Policies.



## Person Specification

Requirement	Essential / Desirable	How Assessed
<b><u>QUALIFICATIONS &amp; TRAINING</u></b> <ul style="list-style-type: none"> <li>• 5 GCSE's or equivalent</li> <li>• NVQ 3</li> </ul>	E D	
<b><u>KNOWLEDGE</u></b> <ul style="list-style-type: none"> <li>• Up to date understanding of health issues in relation to children.</li> <li>• Understanding of needs of children with special/additional needs.</li> <li>• Awareness of safeguarding children from harm</li> </ul>	E  D  D	
<b><u>EXPERIENCE</u></b> <ul style="list-style-type: none"> <li>• Previous experience of working with/caring for children</li> <li>• Experience of working in healthcare</li> <li>• Experience of working in hospitals and/or community setting</li> <li>• Experience of working alone</li> <li>• Experience of working as part of a team</li> </ul>	E  E  E  E E	
<b><u>SKILLS &amp; ABILITIES</u></b> <ul style="list-style-type: none"> <li>• Experience of communication. Able to handle a variety of challenging situations.</li> <li>• Ability to communicate with various people e.g. staff, children, families</li> <li>• Courses in lone working.</li> </ul>	E  E  D	
<b><u>COMMUNICATION SKILLS</u></b> <ul style="list-style-type: none"> <li>• Able to demonstrate a good standard of English language</li> </ul>	E	
<b><u>PLANNING &amp; ORGANISING SKILLS</u></b> <ul style="list-style-type: none"> <li>• Basic Computer Skills</li> </ul>	E	
<b><u>PHYSICAL SKILLS</u></b> <ul style="list-style-type: none"> <li>• Physically able to handle heavy items, and carry out manual handling tasks</li> <li>• Current driving licence and have the ability to travel to locations across Somerset.</li> </ul>	E  E	
<b><u>OTHER</u></b> <ul style="list-style-type: none"> <li>• Willingness to use technology to improve standards of care and support to our patients</li> </ul>	E	
<b><u>SUPPORTING BEHAVIOURS</u></b> <p>To carry out this role successfully the post holder needs to be fully aware of and adhere to Trust values.</p> <ul style="list-style-type: none"> <li>• Kindness</li> <li>• Respect</li> <li>• Teamwork</li> </ul>		



### SUPPLEMENTARY INFORMATION

Physical Effort	Yes	No	If yes – Specify details here - including duration and frequency
Working in uncomfortable / unpleasant physical conditions		X	
Working in physically cramped conditions	X		
Lifting weights, equipment or patients with mechanical aids	X		
Lifting or weights / equipment without mechanical aids	X		
Moving patients without mechanical aids	X		
Making repetitive movements		X	
Climbing or crawling		X	
Manipulating objects	X		
Manual digging		X	
Running		X	
Standing / sitting with limited scope for movements for long periods of time		X	
Kneeling, crouching, twisting, bending or stretching	X		
Standing / walking for substantial periods of time		X	
Heavy duty cleaning		X	
Pushing / pulling trolleys or similar	X		
Working at heights		X	
Restraint ie: jobs requiring training / certification in physical interventions		X	
Mental Effort	Yes	No	If yes - Specify details here - including duration and frequency
Interruptions and the requirement to change from one task to another ( give examples)	X		
Carry out formal student / trainee assessments		X	
Carry out clinical / social care interventions	X		
Analyse statistics		X	
Operate equipment / machinery	X		





Give evidence in a court / tribunal / formal hearings		X	
Attend meetings (describe role)	X		
Carry out screening tests / microscope work		X	
Prepare detailed reports		X	
Check documents	X		
Drive a vehicle	X		
Carry out calculations		X	
Carry out clinical diagnosis		X	
Carry out non-clinical fault finding	X		
<b>Emotional Effort</b>	<b>Yes</b>	<b>No</b>	<b>If yes - Specify details here - including duration and frequency</b>
Processing (eg: typing / transmitting) news of highly distressing events		X	
Giving unwelcome news to patients / clients / carers / staff		X	
Caring for the terminally ill	X		
Dealing with difficult situations / circumstances	X		
Designated to provide emotional support to front line staff		X	
Communicating life changing events	X		
Dealing with people with challenging behaviour	X		
Arriving at the scene of a serious incident		X	
<b>Working conditions – does this post involve working in any of the following:</b>	<b>Yes</b>	<b>No</b>	<b>If yes - Specify details here - including duration and frequency</b>
Inclement weather	X		
Excessive temperatures		X	
Unpleasant smells or odours	X		
Noxious fumes		X	
Excessive noise &/or vibration		X	
Use of VDU more or less continuously		X	
Unpleasant substances / non household waste	X		
Infectious Material / Foul linen	X		



Body fluids, faeces, vomit	X		
Dust / Dirt	X		
Humidity	X		
Contaminated equipment or work areas	X		
Driving / being driven in <b>Normal</b> situations	X		
Driving / being driven in <b>Emergency</b> situations	X		
Fleas or Lice		X	
Exposure to dangerous chemicals / substances in / not in containers	X		
Exposure to Aggressive Verbal behaviour	X		
Exposure to Aggressive Physical behaviour	X		

The Knowledge and Skills Framework (KSF) outline for this post which demonstrates the skills and competencies required once in post should be considered in conjunction with this document.

### Job Profile Agreement

Agreed and Signed:	Nickla Shuttleworth	Date:	October 2023
Agreed and Signed:	(Post Holder)	Date:	
Date Role Description is Effective From:		October 2023	

