

JOB DESCRIPTION

1. JOB DETAILS

Job Title:	Health Care Assistant
Reports to:	The Ward Management Team (Senior Sister/Senior Charge Nurse)
Accountable to:	Matron
Grade:	Band 3
Unit/Department:	Children and Young Person's Unit
Location:	Wards 30 & 32 and Paediatric Accident & Emergency

2. JOB PURPOSE

To assist qualified nursing staff and consultants to deliver direct/indirect quality clinical care to patients undergoing procedures within the specialty of paediatrics. Working without direct supervision but within defined limits and competence for the post using own initiative.

Assessment, delivery and recording of direct and indirect care to patients undergoing diagnostic and therapeutic procedures as delegated by registered nurse/consultant.

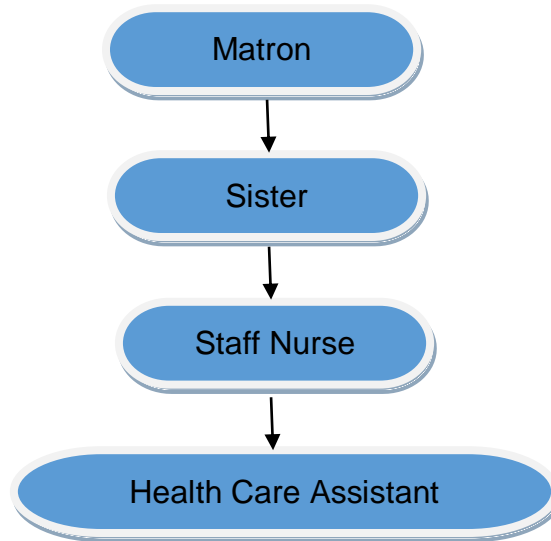
Contribute to care of patients in transition from one care setting to another. Work within defined limits and competence whilst using own initiative with remote supervision by the sister or other registered nurse.

3. JOB DIMENSIONS

The primary focus of this role is to provide an effective and high quality service in relation to the specified clinical procedures within the paediatric service. This involves undertaking a range of clinical procedures where there is a requirement to have knowledge of the procedure, and due to the nature of the procedure being undertaken, a requirement to have a knowledge of how to deal with related non-routine activities, such as dealing with complications, answering questions, or monitoring progress during/following the procedure.

The post holder will need to be highly organised, able to work without direct supervision, and be an excellent communicator, with the ability to support the team in the day to day operation of the services they provide.

4. ORGANISATIONAL CHART



5. KNOWLEDGE, SKILLS, AND EXPERIENCE REQUIRED

See Person Specification.

6. PRIMARY DUTIES & AREAS OF RESPONSIBILITY

General Healthcare Responsibilities

- Assist individual patients with all care needs within department under the indirect supervision of a registered nurse or other registered professional.
- Contribute to the ongoing support of patients and their relatives during their time in the department and during transition to other care environments.
- Provide assistance and support of patients and carers during long and potentially difficult procedures which require monitoring the condition/progress of the patient during the procedure.
- Assist with obtaining, transmitting and storing information related to the delivery of a care service. See section regarding Respect for Patient Confidentiality below.
- Assist and contribute to the movement and treatment of patients to achieve physical comfort and minimise the adverse effects of pressure according to the prescription of care. Report areas of concern to qualified staff.
- Provide patients/carers with information about the department and specified procedures as necessary, answering questions / providing additional advice as required.
- Support the nursing team in care delivery to patients in specialist areas of the department
- Assessment of patient's condition through measuring and recording observations, for e.g. Blood pressure, Pulse, Blood glucose. Using medical devices as appropriate.

- Accurately record observations and using initiative, observational skills and judgement respond to patients changing condition and to implement care, according to departmental protocols/care pathways as appropriate, including instigating emergency procedures, and report/ refer to qualified nursing staff any abnormalities as appropriate.
- Communicate effectively to ensure appropriated handover of information to all service users, including verbal and clear, concise written information, respecting confidentiality.
- To assist and enable the patient to achieve all activities of daily living encouraging independence and promoting health, whilst maintaining patients dignity with the department.
- Enable/assist patients to minimise discomfort and pain according to the prescription of care.
- Participate in clerical duties as required.
- To be responsible for assisting the team to promote and maintain a safe and clean environment ensuring that equipment and surrounding areas are maintained to a set standard, including clinical and sharps waste *and* decontamination of specific equipment
- To be actively involved in the department's infection prevention and control programme, to achieve local and national infection control standards and targets.
- Answering the telephone and recording or relaying messages timely and accurately and any other appropriate administration/clerical duties.
- Contribute to minimising the effect of disruptive, abusive behaviour and the protection of individuals from abuse, complying at all times for Health & Safety/Risk Management detailed below.
- Be aware and contribute to the clinical governance agenda.
- Safe handling and transfer of specimens to pathology.
- Provide safe transfer of patients by escorting to wards and departments as necessary.
- Undertake a range of clinical procedures where there is a requirement to have knowledge of the procedure, and due to the nature of the procedure being undertaken, there is a requirement to have a knowledge of how to deal with related non-routine activities, such as dealing with complications, answering questions, or monitoring progress during/following the procedure.
- Such procedures include but are not limited to; nasogastric tube feeding, wound care, blood glucose monitoring.
- Any other duties as required and appropriate to the level of this post.

Health and Safety/Risk Management

The jobholder must comply at all times with Bradford Teaching Hospitals NHS Trust Health and Safety policies, in particular by following agreed safe working procedures and reporting incidents using the Trust's Risk Incident Reporting System.

Equality and Diversity

The jobholder is required to abide by the Trust's policies and procedures and to actively support the Trust's commitment to equality and diversity in both employment and the delivery of services. All patients, staff and visitors must be treated equitably, with dignity and respect taking into account their race, gender, ethnic origin, age, disability, sexuality etc".

Training and Personal Development – Continuous Professional Development

The jobholder must take responsibility in agreement with his/her line manager for his/her own personal development by ensuring that Continuous Professional Development remains a priority. The jobholder will undertake all mandatory training required for the role.

Patient and Public Involvement

All staff will be expected to comply with S.242 of the NHS Act 2006.

Respect for Patient Confidentiality

The jobholder should respect patient confidentiality at all times and not divulge patient information unless sanctioned by the requirements of the role.

Environment and Sustainability

All employees have a responsibility to promote sustainability and carbon reduction within the Foundation Trust adhering to our Sustainable Development Strategy and therefore ensuring that all our business is conducted in a sustainable manner

Infection Prevention and Control

All employees have a personal responsibility to comply with Trust and departmental Infection Prevention and Control policies to protect their own health, the health of patients, visitors and other employees and to prevent health care associated infections. This includes a requirement to maintain a safe, clean and tidy work environment and to complete mandatory Infection Prevention and Control Training as provided by the Foundation Trust. All clinical staff must ensure rigorous and consistent compliance with standard infection control precautions including Hand hygiene, dress code and use of personal protective equipment and other clinical care policies and protocols applicable to infection prevention and control. Employees are required to challenge poor performance or poor practice in relation to infection prevention and report any breaches using relevant Trust procedures such as the Incident reporting system.

Safeguarding Children and Adults

All employees have a responsibility to safeguard and promote the welfare of children and adults including but not limited to patients, members of the public and colleagues. The postholder will be responsible for ensuring they undertake the appropriate level of training in accordance with our safeguarding policy training strategy and that they are aware of and work within the safeguarding policies of the Trust which are available on the Trust intranet pages

7. COMMUNICATION & WORKING RELATIONSHIPS

Internal – All agencies within the Trust

External – Care agencies outside the Trust relating to patient care

8. SPECIAL WORKING CONDITIONS

The post holder works as part of a Division based on both Trust sites. May be required to work unsocial hours as part of a shift pattern, including nights, evening, weekends and bank holidays.

Bradford Teaching Hospitals NHS Foundation Trust is part of the West Yorkshire Association of Acute Trusts (WYAAT), a collaborative of the NHS hospital trusts from across West Yorkshire and Harrogate working together to provide the best possible care for our patients.

By bringing together the wide range of skills and expertise across West Yorkshire and Harrogate we are working differently, innovating and driving forward change to deliver the highest quality care. By working for Bradford Teaching Hospitals NHS Foundation Trust this is your opportunity to be a part of that change.

WYAAT is the acute sector arm of the West Yorkshire and Harrogate Health and Care Partnership, one of the

largest integrated care systems in the country. The Partnership's ambition is for everyone to have the best possible health and wellbeing, and the work of WYAAT, and each individual trust, supports that ambition.

9. JOB DESCRIPTION AGREEMENT

Jobholder's Signature: _____ Date: _____

Head of Department's Signature: _____ Date: _____

Head of Department's Job Title: _____

Terms and Conditions:

You will be appointed on Agenda for Change Terms and Conditions

1 Probationary Period

New employees appointed to Bradford Teaching Hospitals NHS Foundation Trust covered by Agenda for Change Terms and Conditions (whether on a fixed term or substantive basis) are subject to a probationary period. The length of your probationary period is dependent on your length of contract as detailed in the table below. During this time you will be required to demonstrate to the Trust your suitability for the position in which you are employed. This period may be extended at the Trust's discretion and is without prejudice to the Trust's right to terminate your employment before the expiry of the probationary period. In the event that a decision is taken to terminate your contract of employment during or at the end of your probationary period, you will be entitled to a notice period in line with the statutory timescales, which for employees with less than one year's service is one week.

Length of Contract	Probationary Period
Substantive	6 months
Fixed Term for 12 months or more	6 months
Fixed Term for 6 – 12 months	3 months
Fixed Term for less than 6 months	1 month

Probationary periods do not apply to internal moves/transfers and promotions

2 Pension Scheme

New starters to the Foundation Trust will be auto-enrolled into the NHS Pension Scheme subject to qualifying criteria at the appropriate contribution rate. Contribution rates can be found at www.nhsbsa.nhs.uk/member-hub/cost-being-scheme.

The employer contribution rate is 20.68%.

Employees who are not eligible to join the NHS Pension Scheme will be auto-enrolled into an alternative scheme subject to qualifying criteria.

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| 3. Annual Leave | The leave entitlement for this job is *262.5* hours, pro rata (inclusive of bank holidays).

The annual leave year runs from 1 April to 31 March.

Your leave entitlement will rise to *277.5* hours, pro rata after 5 years NHS Service and to *307.5*, <i>pro rata</i> hours after 10 years NHS Service (inclusive of Bank Holidays). |
| 4. Health Screening | The post is subject to health screening, as appropriate to the post. |
| 5. Special Conditions | The postholder may be required to work irregular hours on occasions in order to satisfactorily fulfil the requirements of the post. |
| 6. Sickness Absence | Employees absent from work owing to illness will be entitled, subject to the conditions of the agreement and appropriate certification, to receive sick pay in accordance with the Department of Health Agenda for Change agreement (which may be varied from time to time by the NHS Negotiating Council). For details of the sick pay scheme please access the "Agenda |

for Change” staff Terms and Conditions via the Department of Health Website www.nhsemployers.org , or the HR Pages of the Trust Intranet.

The Foundation Trust is a NO SMOKING Employer - Smoking will not be permitted on Foundation Trust premises and grounds, and there will be no provision made for employees who wish to smoke.

General Data Protection Regulations

All members of the staff are bound by the requirements of UK Data Protection legislation and any breaches of the legislation or of the confidential nature of the work of this post could lead to dismissal.

Disclosure and Barring Service

Please note that this post may be subject to a criminal records check from the Disclosure and Barring Service.

For certain roles the check will also include information held on the DBS's children and adults barred list, together with any information held locally by police forces that is reasonably considered to be relevant to the applied for post.