



## Job Description HR13b (Employee)

### POST DETAILS

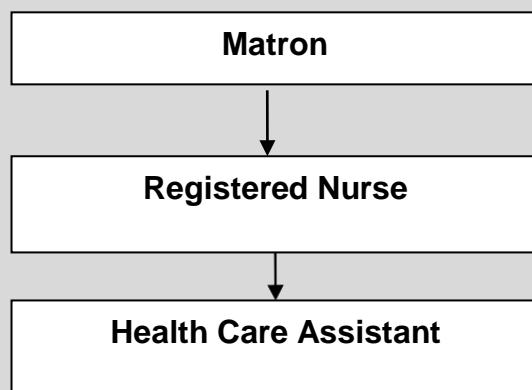
Job Title:	Inpatient Healthcare Assistant	Band:	3
Main Location:	As advertised	Salary:	As advertised
Reports to:	Registered Nurse	Accountable to:	Matron
Working Pattern:	As advertised	Job Type:	As advertised

Date: June 2017

### KEY PURPOSE/SUMMARY

- To assist the trained nurse with the provision of a high standard of individualised patient care in partnership with other team members.
- Understands and observes appropriate standards of confidentiality.
- Visits all patients delegated by a qualified nurse and conducts joint visits as required. (Applies to Community Staff only).
- Ensures that the correct procedures and treatment are carried out as prescribed by a qualified nurse to ensure safety and comfort of patients.
- Informs qualified nurse of any problems
- Completes accurate records to ensure continuity of patient care and transmission of information.
- Organises delegated work effectively.
- You will be expected to involve the patient, carer and relative in aspects of service development/delivery. Consulting always with the public as appropriate. This will be a fundamental part of your role.
- To participate in training as required.
- To assist with audit and research as required.
- To participate in Performance and Development Review.
- To undertake other duties as may be required for maintenance of an effective and efficient service.
- To contribute to the clinical and corporate governance agenda of the Primary Care Trust.

### ORGANISATIONAL CHART/STRUCTURE



## KEY DUTIES TASKS AND RESPONSIBILITIES

### Under direct supervision of qualified nursing staff: -

- To provide care in accordance with individual service users care plans.
- To promptly report all observed changes in service user conditions, accidents, incidents and other important information to nurse in charge and take action as directed.
- To provide care and assistance in such a manner that the service users individuality, dignity and privacy are respected where this does not compromise safety.
- To assist qualified staff in maintaining the safety and well being of staff, service users and visitors in accordance with the Health & Safety Policy.
- To participate in the Trust's staff appraisal system . To attend and contribute to staff and team meetings as required.
- To assist in the maintenance and management of the supplies and equipment and to report any problems to the appropriate team member.
- To attend all essential training and participate in any training courses and events as directed by senior staff

### Patient Care

- To provide a high standard of nursing care.
- To complete accurate records consistently.
- Reporting back to the qualified staff any changes in the patients/families condition.

### Strategy and Service Development

### Financial Resources/Management

No budgetary responsibility but to be aware of resources

### Information Resources/Information Systems

### Autonomy/Scope within Role

Under Direct Supervision of qualified Nursing Staff. Work in Trust policy and procedure guidelines



## KEY RELATIONSHIPS

*The post holder will demonstrate professional, well established and effective communication skills, both within and external to the organisation.*

### Key Working Relationships Internal:

- Communicates well with other members of the Health Care Team.
- To attend team meetings on a regular basis.
- Communicate with patients and relatives.

### Key Working Relationships External:

## KEY VALUES: WORKING THE DCHS WAY

### Our Vision

“To be the best provider of local health care and be a great place to work”

### Our Values

- To get the basics right
- To act with compassion and respect
- To make a difference
- To value and develop teamwork
- To value everyone's contribution: “everyone matters”

## HEALTH & SAFETY

In addition to the responsibilities of the Trust under Health and Safety legislation you are reminded of your responsibilities for health and safety at work under the Health and Safety At Work Act 1974 as amended and associated legislation. These include the duty to take reasonable care for the health and safety of yourself and of others in your work activities or omissions, and to co-operate with your employer in the discharge of its statutory duties.

You must adhere strictly to the policies and procedures on health and safety, and report all accidents, dangerous occurrences, unsafe practices or damage to your manager promptly using the Trust's incident reporting system.

You must make use of appropriate training, safety equipment, protective clothing and footwear and attend training. Failure to comply with these requirements may result in disciplinary action.



## **EFFORT REQUIRED WITHIN THE ROLE AND WORKING ENVIRONMENT**

*The post holder will be expected to perform a degree of effort within the context of the role capturing elements of physical, mental and emotional demands.*

### **Physical**

- Working with patients in confined spaces, moving and handling in this environment.

### **Emotional**

- Caring for terminally ill patients.
- May be involved in vulnerable adult/child protection issues.

### **Mental**

- Concentrating on effective communication.
- Concentration required to complete accurate documentation.
- Unpredictable work patterns.
- Dealing with patients with life-limiting conditions and their families.
- Coping with challenging behaviour.

### **Working Environment**

- Uncontained body fluids.
- Aggressive behaviour.
- Smells

## **JOB DESCRIPTION AGREEMENT:**

<b>Job Holder's Name and Signature:</b>	<b>Date:</b>
<b>Line Manager's Name and Signature:</b>	<b>Date:</b>



## PERSON SPECIFICATION

*Is the criteria essential or desirable and how will it be assessed*

### Criteria

#### Education, Qualifications and Training

Maths and English GCSE Grade C or above (or equivalent)

NVQ in health-related care (or equivalent)

#### Essential / Desirable

Essential

Desirable

#### Assessment

Application / Certificate

Application / Certificate

#### Experience and Knowledge Required

Previous experience of caring in an informal or formal setting

Essential

Application / Interview

#### Skills and Attributes

Ability to manage risk

Good communication skills

Ability to work as part of a team

Will need to be able to work shift patterns over a 24 hour period

Able to work weekends and Bank holidays as required

Ability to travel across Derbyshire to attend essential training

Willing to cover shifts on other wards in county if need arises

Ability to travel to any site where DCHS services are provided.

Essential

Essential

Essential

Essential

Essential

Essential

Essential

Desirable

Application / Interview

Application / Interview

Application / Interview

Application / Interview

Application / Interview

Application / Interview

Application / Interview

Application / Interview

#### Aptitude and Personal Qualities

Be able to participate in personal development

Flexibility and time management skills

Ability to embrace diversity

Essential

Essential

Essential

Application / Interview

Application / Interview

Application / Interview

#### Values, Drivers and Motivators

**E = Essential D = Desirable A = Application I = Interview T = Test C = Certificate R = Reference**