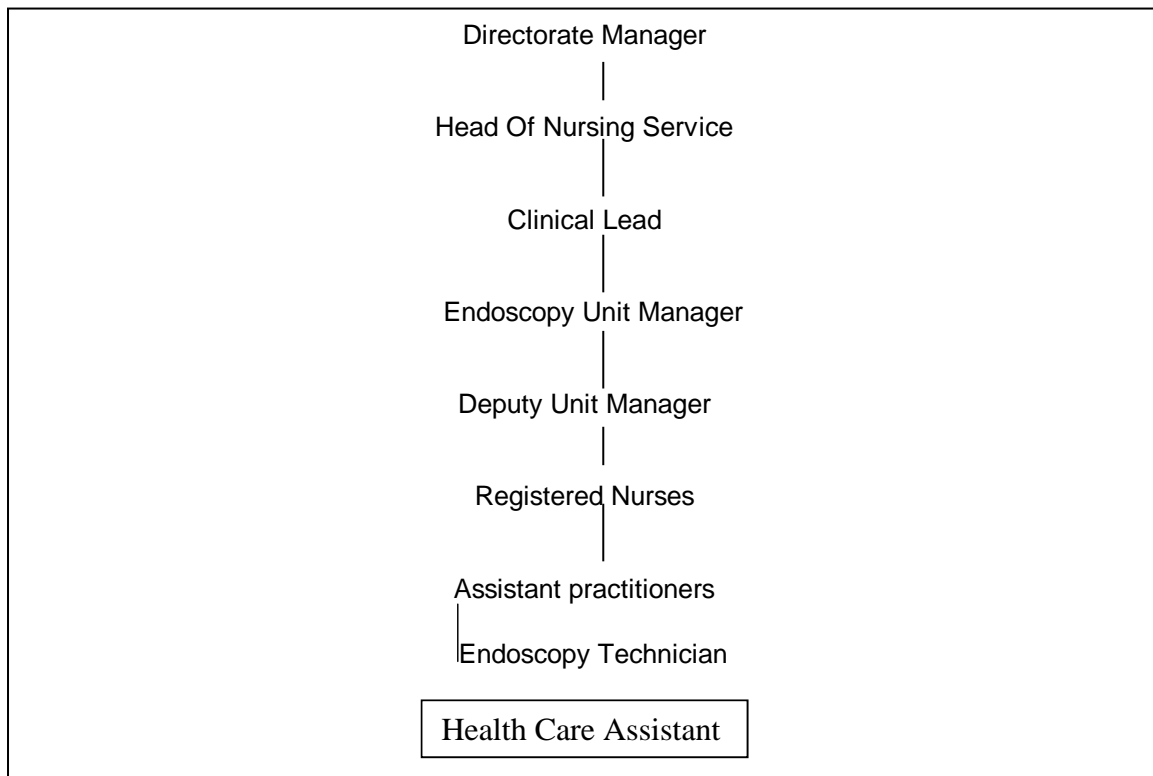


## JOB SPECIFICATION

**JOB TITLE:** Health Care Assistant

**GRADE:** Band 2

## ORGANISATION CHART:



## JOB PURPOSE:

The post holder will work as a member of the multidisciplinary team, supporting trained staff in all aspects of clinical care. Responsibility includes clerical and administrative duties, stock maintenance, and care, cleaning, and management of specialist equipment. Although based predominantly in the Endoscopy Unit, rotation may be required.

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## JOB DETAILS

**Job Title:** Health Care Assistant Band 2

**Hours of Work:** 37.5

**Department/Ward:** Endoscopy Unit

**Division:** Adult Acute Care Division

**Base:** Royal Bolton Hospital NHS Foundation Trust

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**Managerially Accountable to:** Head of Nursing Services/Endoscopy Unit Manager

**Professionally Accountable to:** Head of Nursing Services/Endoscopy Unit Manager

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## DUTIES AND RESPONSIBILITIES

### Clinical Support

- 1 Ensure a safe and tidy working and patient environment, including clinical areas.
- 2 Undertake a range of duties involving direct patient care, as instructed by registered practitioners and ensure delegated nursing care/treatment is completed effectively.
- 3 Maintain an effective communication network; both verbal, written and electronic, informing professional staff of all matters that would normally be referred to a more experienced person.
- 4 Assist patients to access and use toilet facilities, and dispose of body waste.
- 5 Assist in the collection of pathological specimens.
- 6 Assist with moving patients and equipment within the unit and between wards and departments, in accordance with safe moving and handling techniques.
- 7 Assist staff with therapeutic and diagnostic procedures by preparing, cleaning and handling equipment when necessary
- 8 Help maintain materials, equipment and stock, reporting problems and defects in a timely and appropriate manner
- 9 Respond and provide assistance, as directed by registered staff, in the event of health emergency.

- 10 Help patients in maintaining emotional wellbeing, personal hygiene, appearance and dignity, observing and reporting any changes to qualified staff.
- 11 Undertake duties appropriate to the role and patient care needs as follows:
  - Clean and maintain endoscopes in accordance with British Society of Gastroenterology (BSG) guidelines, Trust and departmental procedures
  - Maintenance and use of intricate specialised equipment, i.e. automatic disinfection machines, in accordance with manufacturer and National guidelines, Trust and departmental procedures and conforming with COSHH regulations
  - Train new staff in care and maintenance of intricate specialised equipment
  - Assist in the maintenance of safe working conditions in relation to continual exposure to disinfectant chemicals and bodily fluids
  - Minimise and control the spread of infection within the clinical environment by good basic hygiene and adherence to infection control measures
  - Assist the endoscopist in specific diagnostic endoscopic procedures
  - Assist the Registered Nurse in the care of patients requiring diagnostic endoscopic procedures

### **Communication**

- 1 Establish and maintain relationships with patients/clients, relatives, friends and staff, and participate in supporting patients.
- 2 Attend departmental meetings as required, to ensure an awareness of developments within the work area.
- 3 Maintain an effective communication network; both verbal, written and electronic, informing registered practitioners of all matters that would normally be referred to a more experienced person.
- 4 Assist in maintaining, recording and storing information, including patient records, in line with Trust policy and CNST standards.
- 5 Meet and welcome ward/unit attendees and familiarise them with the environment.
- 6 Maintain good relationships with team members, and visitors to the unit. Provide assistance when necessary.
- 7 Operate and input to computerised systems within the unit.
- 8 Help maintain materials, equipment and stock, reporting problems and defects to professional staff.

### **Infection Prevention and Control**

1. The post holder must comply with all relevant policies, procedures and training on infection prevention and control.
2. Dispose of clinical and other waste, sharps, and soiled linen.
3. Clean and disinfect equipment, as needed.
4. Help prevent the spread of infection by damp dusting as needed.

### **Staff Development.**

- 1 Participate in appraisal. In discussion with line manager, develop an annual Personal Development Plan, to identify Training and Development needs, in line with personal and organisational objectives
- 2 Sustain and improve own development by using opportunities provided by the Trust.
- 3 Assist with induction programmes for newly appointed staff.
- 4 Assist in training new staff in the care and maintenance of equipment

### **Quality and Standards**

- 1 Contribute to developments and improvements within the patient care environment.
- 2 Assist in improving patient satisfaction, taking every opportunity to defuse and pre-empt possible complaints.
- 3 Treat all staff, patients, visitors and colleagues with dignity and respect, promote equality and diversity for patients, and others, and respect privacy, dignity, religious and cultural beliefs.

### **Legal and Corporate Responsibilities**

- 1 Be aware of, and adhere to Trust and departmental policies and procedures.
- 2 Provide statements in respect of untoward incidents, as requested by line manager.

### **Health Safety and Security**

1. Assist in maintaining a safe environment for yourself and others, taking reasonable care to avoid injury and co-operate with the Trust to meet statutory requirements.
2. All employees have a duty to report any accidents, complaints, defects in equipment, near misses and untoward incidents, following Trust procedure.
3. Ensure Health and Safety legislation is complied with at all times, including COSHH, Workplace Risk Assessment and Control of Infection.

### **Confidentiality:**

Working within the Trust employees may gain knowledge of confidential matters which may include personal and medical information about patients and staff. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken.

### **Codes of Conduct and Accountability**

The post holder is expected to comply with relevant Royal Bolton Hospital NHS Foundation Trust codes of conduct and accountability and the NHS Code of Conduct for senior managers.

### **Safeguarding Children and Vulnerable Adults**

The post holder must comply with all relevant policies, procedures and training on safeguarding and promoting the welfare of children and vulnerable adults.

### **Valuing Diversity and Promoting Equality**

The post holder must comply with all relevant policies, procedures and training on valuing diversity and promoting equality.

### **Training:**

- Managers are required to take responsibility for their own and their staff's development.
- All employees have a duty to attend all mandatory training sessions as required by the Trust.

The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the post holder.

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Manager's Name and Signature:      Sister Kelly Freeman      Date 22.02.2024

Divisional Personnel Manager's Name and Signature:      Date:

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