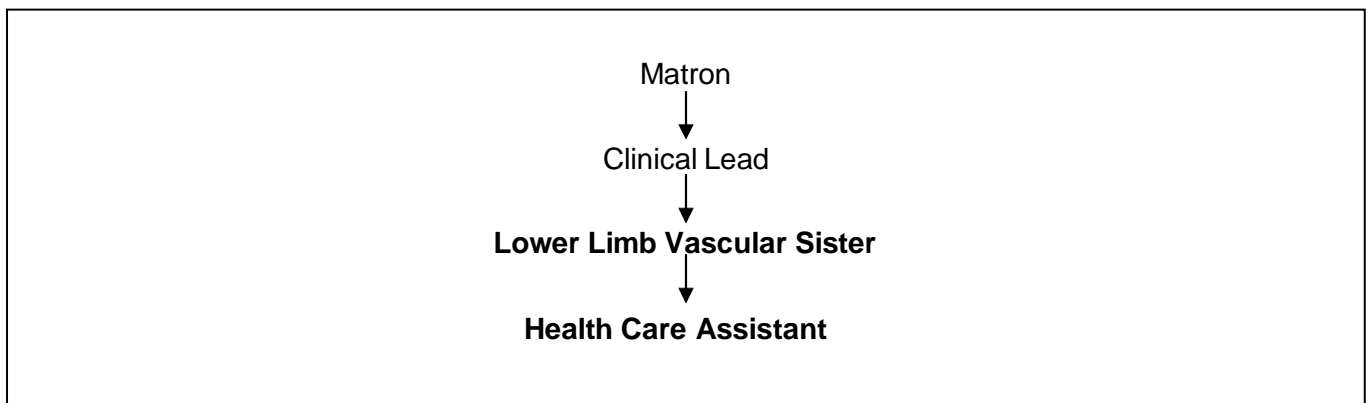


JOB DESCRIPTION

POST TITLE	Health Care Assistant (Lower Limb Vascular Service)
BAND	3
DIVISION	Community and Intermediate Care
BASE	Community
REPORTS TO	Clinical Lead – Lower Limb Vascular Service
RESPONSIBLE FOR	N/A

ORGANISATION CHART**JOB SUMMARY**

To work as a member of the Lower Limb Vascular Service; assisting the qualified nursing staff in the delivery of health care to clients within a variety of health settings. The post holder will be expected to be involved in phlebotomy.

MAIN DUTIES

- To undertake all duties within the agreed standards/competencies set for the sphere of practice and planned by the Clinical Lead / Sister.
- To promote the privacy and dignity of clients at all times, respecting the confidential nature of the work or as defined by the Trust.
- To function as a member of the multi-disciplinary Lower Limb Vascular Service and develop good working relationships.
- Be responsible for disposal of clinical waste in line with infection control policies
- To participate in Vascular Clinics, Leg Cafes and Home visits for various client groups.
- Ensure confidentiality at all times.
- To participate in team meetings.
- Be familiar with the location and use of all resuscitation equipment
- Required to participate within the scope of the role in any sudden unexpected event e.g. Collapse, resuscitation, injury

- Required to set own priorities to manage time and workload.
- Required to implement moving and handling procedures.
- Required to carry out competence based clinical skills as delegated by a qualified nurse eg. Leg Ulcer Care, venous blood samples etc.
- Required to prepare patient prior to treatment by qualified nurse eg. Washing legs prior to ulcer treatment etc.
- Required to give advice to patients and families on aspects of care, this will include skin care, management of hosiery etc.
- To participate in assessments and observations in support of qualified nursing staff, reporting findings and any changes in patients condition.
- Be familiar with safe management of body fluids, and soiled dressings in line with infection control procedures.
- Be familiar with the safe disposal of all sharps equipment in line with Trust procedure
- To undertake ordering of equipment and nursing supplies when required.
- To participate in general housekeeping / clerical duties to maintain the working environment.
- To carry out other duties as requested by the trust.

COMMUNICATION

- To develop effective communication skills with all partners in care, including patients, relatives and all Trust and Primary Care colleagues
- Overcome barriers to communication eg. Challenging behaviours, hostility/anxiety

TRAINING AND DEVELOPMENT

- Participate in the training of students and new starters
- To participate in appraisal and job review as required
- To attend all mandatory training and other education and training programmes to maintain competencies of relevant procedures and for self-development as required.
- To attend training deemed necessary by the Clinical Lead.
- Required to keep updated in changes of practice

ORGANISATIONAL RESPONSIBILITIES

- To maintain contemporaneous, accurate records in accordance with Trust Policies. This includes both patient/clinical records and other forms, both paper and / or computerised eg. IR1
- To complete statistical and other returns as requested, promptly.
- Promote peoples equality, diversity and rights
- Comply with policy and procedure in data collection and reporting.
- You must be familiar with and comply with clinical research governance.

PROFESSIONAL RESPONSIBILITIES

- To maintain contemporaneous, accurate records in accordance with Primary Care Trust Policies. This includes both patient/clinical records and other forms; both computerised and / or paper eg: IR1.
- To complete statistical and other returns as requested, promptly

- Promote peoples equality, diversity and rights.
- Comply with policy and procedure in data collection and reporting
- You must be familiar with and comply with clinical research governance.

EMPLOYMENT ACTS AND CODES OF PRACTICE

All employees are required to comply with employment legislation and codes of good practice.

Equality and Diversity

We are an Equal Opportunities employer and will do all we can to make sure that job applicants and employees do not receive less favourable treatment because of their age, sex, marital status, faith, race, disability or sexual orientation, or for any other reason that is not justified.

Health and Safety

In accordance with the Health and Safety at Work Act 1974, and other supplementary legislation, all employees are required to follow Trust Health and Safety policies and safe working procedures, take reasonable care to avoid injury during the course of their work, and co-operate with the Trust and others in meeting statutory requirements.

Infection Control

All employees must comply with Prevention and Control of Infection policies and attend any related mandatory training.

Sustainability and Corporate Social Responsibility

The Trust attaches great importance to Sustainability and Corporate Social Responsibility. It is the responsibility of all members of staff to ensure that the Trust's resources are used efficiently with minimum wastage throughout their daily activities

Risk Management

Employees are required to report every incident where the health and safety of self or others has been jeopardised (including near misses) and to carry out or participate in investigations into such incidents as required.

Safeguarding

All employees have a responsibility for safeguarding and promoting the welfare of children and adults. Further guidance can be sought from your Line Manager.

Data Protection Act

All members of staff are bound by the requirements of the Data Protection Act 1998.

Rules, Regulations, Policies, Standing Orders and Financial Instructions

All employees are required to comply with the rules, regulations, policies, standing orders and financial instructions of the Trust.

Research and Development Projects

Whenever you decide to undertake a piece of research, either as a Principal Investigator or Local Researcher, or Assistant Researcher, you must comply with the principles of Clinical Governance and the Research Governance Framework.

Development Review

Key performance objectives, development needs and compilation of a Personal Development Plan will be discussed and agreed at Annual Development Review meetings.

Training

Post holders are required to attend any relevant and mandatory training for the post.

Outside Employment / Outside Interests

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of East Lancashire Hospitals Trust. In accordance with legislation on working time, it is a condition of employment that all staff must inform their line manager before taking up any private practice, work for outside agencies or other employers, other work for this Trust (including bank work) and / or voluntary work. This is to ensure there is no conflict of interest with your NHS duties.

Review of Job Description

This is not intended to be a comprehensive description of the duties of the post. Due to the Trusts commitment to continuous improvement it is likely that the post will develop over time. These duties will be subject to regular review and any amendments to this job description will be made in consultation and agreement with the post holder

STANDARDS OF CONDUCT

Conduct duties with regard to values underpinning the Trust's Vision "*to be a great Trust providing the best possible healthcare to the people of East Lancashire*":-

Values:-

- Respecting the individual
- Putting patients and customers first
- Promoting positive change
- Acting with integrity
- Serving the community

Underpinning the Trust's vision and values are the following key operating principles that influence the way in which the Trust does business:-

- Understand the world we live in and deal with it
- We are clinically led and management supported
- Support departments support the front line
- Everything is delivered by and through Divisions
- Compliance with standards and targets are a given. They are the things we do to help secure our independence and influence

- Quality is our organising principle – driving quality up and cost down is not mutually exclusive
- We deliver what we say we need to

Post holders are expected to work flexibly within their pay band. They should only be expected to carry out activities for which they are competent. Alternatively they may carry out the additional duties if they are receiving support or training in order to obtain the recognised level of competence.

The Trust operates a Tobacco Control Policy.

ACCEPTANCE OF JOB DESCRIPTION

I confirm I accept the duties contained in the above job description.

NAME:
(PRINT)

SIGNED:

DATE:

PERSON SPECIFICATION

JOB TITLE: Health Care Assistant

Knowledge, Experience and Training required for the Post	Essential at Recruitment	Desirable/Developed within the Role	Measured By A – Application I – Interview P – Presentation T - Test
Qualifications NVQ Level 3 in Care or Equivalent or willing to work towards it	√		
Experience 6 months experience in a caring environment Knowledge / Experience in a Primary Care / Community Setting	√ √		
Work Related Knowledge and Skills Good communicator, both verbal and written	√		
Personal Attributes	√		

Organisation skills Motivated Ability to cope with conflict Able to work on own Keen to learn	✓ ✓ ✓ ✓		
Other Flexible worker	✓		

EFFORT FACTORS

PHYSICAL EFFORT

What physical effort is required for the job?	How Often?	For How Long?	What weight is involved?	Any mechanical Aids?
There may be a requirement to move and handle patients	Frequently	Short periods	Variable	Possible Hoist or slide sheet

Is the job holder expected to sit / stand in a restricted position?	How Often?	For How Long?	What activity is involved?
Yes	Every shift	Short periods	Kneeling, bending, crouching for eg in restricted environments within patients own homes; sitting at work station for prolonged periods writing reports; car driving across the organisational footprint.

MENTAL EFFORT

Are there any duties requiring particular concentration?	How Often?	For How Long?
N/A		
Are there any duties of an unpredictable nature?	How Often?	For How Long?
N/A		

EMOTIONAL EFFORT

Does the job involve dealing with any distressing or emotional circumstances?	Direct / Indirect Exposure	How Often?
Dealing with terminally ill patients or those struggling to accept diagnosis or life changing situations; support for staff in dealing with these situations.	Direct	Occasional

WORKING CONDITIONS

Does the job involve exposure to unpleasant working conditions?	How Often?
May be subjected to deal with uncontained body fluids. Exposure to extremes of driving conditions Car driver	Regularly Occasional: approx 2-3 times annually

KNOWLEDGE & SKILLS FRAMEWORK (KSF) BROAD OUTLINE

Title of Post: Health Care Assistant

NHS KSF DIMENSIONS	Foundation Level (Subset)	Full Outline Level	Level Descriptor
CORE DIMENSIONS			
1. Communication	2	2	
2. Personal and people development	1	1	
3. Health, Safety and security	2	2	
4. Service Improvement	1	1	
5. Quality	1	2	

6. Equality and diversity	1	1	
SPECIFIC DIMENSIONS			
<u>HEALTH & WELLBEING</u>			
HWB2 Assessment and care planning to meet people's health and wellbeing needs	1	1	
HWB5 Provision of care to meet health and wellbeing needs	2	2	
HWB7 Interventions and treatments	2	2	
<u>INFORMATION AND KNOWLEDGE</u>			
IK1 Information processing	1	1	