

## JOB DESCRIPTION

***All staff share the Trust Vision and uphold and promote our Trust values***

<b><i>Our Vision</i></b>	<i>Outstanding services, healthier communities</i>
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### ***Our Values***

<b><i>Innovative</i></b>	<i>We seek new ideas and adopt best practice to improve our services.</i>
<b><i>Caring</i></b>	<i>We show kindness and consideration for others.</i>
<b><i>Agile</i></b>	<i>We deal with new situations quickly and successfully.</i>

**Job title:** HEALTH CARE ASSISTANT - INPATIENTS

**Band:** BAND 2

**Location / Work Base:** OXFORD/ CAMBRIDGE WARD, HERTS AND ESSEX HOSPITAL

**Business Unit / Department:**

**Reporting to:** Ward Sister

### **JOB PURPOSE SUMMARY:**

The post holder will carry out a broad range of patient care activities under supervision of a Qualified nurse, maintaining patient privacy and dignity at all times. The role is flexible and dependent upon the assessed competency of the individual. The post holder will be required to work a rotational shift pattern between long days 11.5 hour shifts and 11.5 hour night duty shifts. This will predominantly be days but night duty as necessary in line with the service needs.

### **MAIN DUTIES and RESPONSIBILITIES:**

#### **Communication and Relationship Building**

To work with a team of nurses under the direction and with supervision of a Qualified nurse. Ability to communicate effectively with ward staff either verbally or written form. Effectively manage barriers when communicating with people with special needs, e.g. hearing or cognitive difficulties.

Take part in ward discussions and reports as required. Document care delivered under the supervision of a qualified nurse.  
Have regard for patients' ethnic doctrines.

#### **Analytical and Judgemental**

Be aware and participate in risk assessment for the benefit of self, colleagues and patients, in line with the Trust Risk Management Policy and Health and Safety at Work Act 1974. Ensure any defects which may affect safety at work are brought to the attention of the appropriate manager.

Contribute towards the control of infection within the hospital, adhering to Infection Control Policy and procedures at all times.

### **Patient / Customer Care**

To comply with the ward philosophy of care

To assist with patients' personal hygiene regime i.e. washing, dressing, toileting, escorting patients.

Assisting with patients nutritional needs

Assisting with patient mobility and moving and handling of patients using specialist equipment as necessary.

Taking and recording of patient observations and simple dressings once competency assessed

### **Operational Delivery**

Be aware and participate in risk assessment for the benefit of the service, in line with the Trust policies.

Ensure a safe and high standard of direct care and cleanliness within clinical areas.

### **Service Development and Improvement**

Ensure Policies and procedures of the Trust are adhered to at all times.

Maintain a high standard of written and computerised documentation within agreed guidelines.

Be responsible for updating of mandatory training

To attend and participate in ward meetings as required.

### **Management and Leadership**

Participate in the induction of new staff/ students as appropriate

### **Finance and Resource Management**

Be aware of Health and Safety at all times, ensuring that equipment is in full working order and maintained in a safe and hygienic way.

Utilise resources in an appropriate manner in relation to patient care.

### **Information Management**

Maintain confidentiality and manage information sensitively. Demonstrate discretion and respect when communication with patients, relatives, carers, colleagues and members of the multidisciplinary team.

### **Freedom to Act**

Maintain a sound level of knowledge and competence in line with your Personal Development plan as agreed at annual appraisal.

### **EFFORT, PHYSICAL/MENTAL EFFORT and WORKING CONDITIONS:**

<b>Physical effort</b>	On a daily basis, the post holder is involved in the moving and handling of patients and equipment for care and treatment and in line with Trust policy.
<b>Mental effort</b>	Prioritise workload effectively under the supervision of the Qualified nurse to minimise disruption and ensure care and deadlines are met in a timely manner
<b>Emotional effort</b>	Provide on-going support on a daily basis to patients, families and carers. Provide support for other team members as appropriate Handling of difficult situations / people
<b>Working conditions</b>	Maintain a high standard of infection control, ensuring safe disposal of materials contaminated with body fluids such as blood, urine and faeces, adhering to the Hospital Infection Control Policy at all times. Working the required shift patterns with the Hospital i.e. day or night duty in line with the service needs

## **Supplementary Information:**

### **Equality and Diversity**

The Trust is committed to eliminate racism, sexism and forms of discrimination. The Trust will not discriminate on grounds of age, colour, disability, ethnic origin, gender, gender reassignment, culture, health status, marital status, social or economic status, nationality or national origins, race, religious beliefs, or non beliefs, responsibility for dependants, sexuality, trade union membership or hours of work.

It is required of all employees to uphold this policy in the course of their employment with the Trust and whilst undertaking their duties.

### **Mobility / Flexibility**

The normal place of work for the post is as stated above, but as a term of employment post holders may be required to work from any of the Trust's establishments.

### **Health and Safety at Work**

In accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety legislation, staff have a duty to take responsible care to avoid injury to themselves and others by their work activities and to co-operate in meeting statutory requirements.

### **Infection Control**

Employees must be aware that preventing healthcare acquired infections and infection control is the responsibility of all staff. Clinical procedures should be carried out in a safe manner by following best practice and infection control policies.

### **Data Protection and Confidentiality**

Employees must maintain confidentiality when dealing with sensitive material and information and be aware of the Caldicott principles, the Data Protection Act 1998 and the Human Rights Act 1998. The protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, the Trust and individual may be prosecuted. Disciplinary action will be taken for any breach.

### **No Smoking Policy**

The Trust operates a smoke free policy which means that smoking is not allowed anywhere on Trust sites including buildings, car parks and entrances.

### **Safeguarding**

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role. The expectation is that the post holder is familiar with the relevant procedures and guidelines, all of which can be found on the Trust's intranet.

The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list. The post holder may from time to time be asked to undertake other duties and responsibilities commensurate with the grade. Any changes to this job description to take account of changing service needs will be made in discussion with the post holder.