

JOB DESCRIPTION

Job Title: Healthcare Assistant
Base: Trustwide
Agenda for Change banding: 2
Hours of Work: Full/Part Time
Details of Special Conditions: n/a
Managerial Accountability & Professional Accountability: Ward Manager

MAIN PURPOSE OF THE POST

The post holder carries out assigned tasks, including care of patients, in support of, and supervised by a Registered Nurse.

RESPONSIBILITIES

A. Patient Care

1. Communicate with patients and their visitors in order to promote their comfort and well-being
2. Communication with other members of the organisation and respond appropriately
3. Assist with admission, transfer and discharge of patients.
4. Make unoccupied beds and occupied beds.
5. Assist patients out of bed, helping with dressing and undressing as required
6. Wash/bathe patients in bed and in the bathroom.
7. Care of hands and feet of patients in bed.
8. Observe patients' skin and report any red marks or blemishes to nursing staff in charge.
9. Assist with manual handling and transferring of patients complying with the Trust Moving and Handling policy
10. Under direction of trained nurse, assist with the treatment/management of patients with insect infestations.
11. Report Accidents/incidents to nurse in charge and complete appropriate Trust forms.
12. Chaperone Medical Staff.
13. Assist with the care of the patient's mouth, teeth, nails and hair, washing hair at Nurse in Charge's direction.
14. Prepare and distribute patients' meal trays and help with the serving of meals and drinks as required, and help collect used crockery etc.
15. Feed patients. Record oral fluids and food intake as necessary.

16. Apply and remove all receptacles for collection of urine, i.e. urinary sheaths, urinals, leg bags, bed drainage bags.
17. Assist with bladder training under nursing staff direction.
18. Report skin abnormalities as a result of using urinary appliances.
19. Clean and sterilise all urine receptacles as per Trust procedure.
20. Cleaning and washing of patients following incontinence of bowel.
21. Record the results of bowel action and report any abnormalities.
22. Carry out routine ward procedure for bagging of patients' soiled clothing and ensure relatives are made aware of need to take away and launder.
23. Escort patients to the toilet.
24. Obtain & label specimens from patients as directed by nurse in charge (e.g. body fluids, wound swabs).
25. Escort patients to other Wards/Departments at the direction of Nurse in Charge.
26. Assist with nursing procedures where extra help is needed, ie dressings, etc.
27. Assist with last offices for deceased patients at the direction of Nurse in Charge.
28. Assist in promoting self-help skills, e.g. washing, dressing, feeding, toilet training.
29. Assist in trials and use of new equipment.
30. Take and record temperatures, pulses, blood pressures and respirations, blood glucose, urine testing, at the direction of Nurse in Charge, when deemed competent
31. Adhere to the Trust uniform policy and maintain a professional image.
32. Care of terminally ill patients.

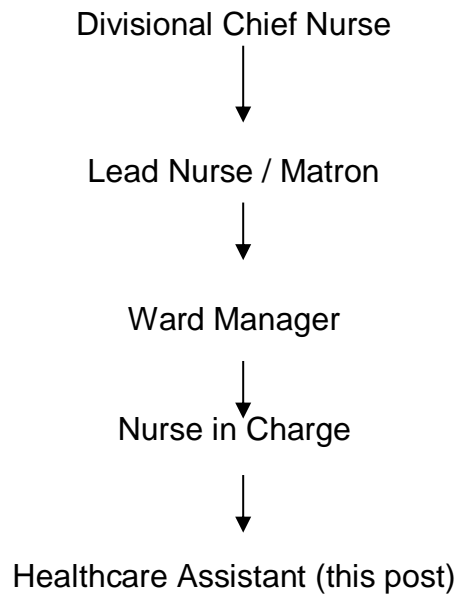
All of the above should be performed with due consideration of patients' privacy and dignity and complying with the Trust Infection Control Policy. This includes adherence to hand washing policy and disposal of clinical waste.

B. General Tasks

1. Ensure the safety of patients at all times and report any hazards.
2. Adhere to the Trust policy for the safe keeping of patients' personal possessions.
3. Undertake cleaning and correct storage of equipment at the direction of the Nurse in Charge.
4. Report faulty equipment in need of repair
5. Assist with unpacking and checking of stores as required
6. Report when ward stock is low.
7. Clean and tidy lockers and cupboards.
8. Clean beds and lockers after discharge of patient according to hospital policy
9. Answer patient call-bells and take appropriate action.
10. Answer telephone in the correct manner and take messages as appropriate.
11. Assist in the general cleanliness and tidiness of ward area including kitchen, sluice and storerooms.
12. Following appropriate training and when deemed competent, use equipment within own department at the direction of nurse in charge.
13. Participate in an annual performance review.
14. Understand the importance of fire precautions and is aware of hospital policy regarding emergency procedures for example fire, cardiac arrest and major incident.


- 15. Attend In-Service Training and other training programmes as required.
- 16. Assist in other Wards/Departments as requested by the lead Nurse/Matron, Ward sister/Charge Nurse or unit bleep holder
- 17. Undertake any other duties as requested by the Sister/Charge Nurse.

ORGANISATION CHART



ADDITIONAL INFORMATION

Trust Values

 This image cannot currently be displayed.

ADDITIONAL INFORMATION

Health and Safety at Work Act

The post holder is required to take responsible care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to co-operate with Buckinghamshire Healthcare NHS Trust to ensure that statutory and departmental safety regulations are adhered to.

Confidentiality

The post holder has a responsibility to maintain confidentiality and ensure the principles of the Data Protection Act 1998 (DPA), the EU Data Protection Directive 95/46/EC, the General Data Protection Regulation (Regulation (EU) 2016/679 of the European Parliament and of the Council (GDPR), the Regulation of Investigatory Powers Act 2000, the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000, the Electronic Communications Data Protection Directive 2002/58/EC, the Privacy and Electronic Communications (EC Directive) Regulations 2003 and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner are applied to patient, staff and Trust business/information.

Equal Opportunities

The Trust welcomes all persons without regard to age, ethnic, or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. We aim to provide a non-judgemental service at all times.

Managing Risk: Maintaining skills and learning from problems

Reducing risk is everyone's responsibility. All staff in the Trust must attend training identified by their manager, or stated by the Trust to be mandatory. The Trust uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve services for patients and staff. All staff are expected to become familiar with these systems and use them. The Trust has designated the prevention and control of infection as a core issue in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:-

- i) Follow consistently high standards of infection control practice, especially with reference to hand hygiene and aseptic techniques,
- ii) Be aware of all Trust infection control guidelines and procedures relevant to their work.

SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS

During your employment with the Trust, you have a responsibility to safeguard children and vulnerable adults. You are required to complete statutory and mandatory training and take appropriate action as set out in the Trust's policies and procedures.

Governance

Post holders will aim to ensure that areas of the trust under their responsibility comply with "Standards for Better Health" Core and Developmental Standards and bring deficiencies to the attention of their Director"

Information Management/ Data Quality

The post holder must ensure that Trust records are documented, secured, stored and disposed of appropriately and in accordance with the Data Protection Act 1998 (DPA), the EU Data Protection Directive 95/46/EC, the General Data Protection Regulation (Regulation (EU) 2016/679 of the European Parliament and of the Council (GDPR), the Regulation of Investigatory Powers Act 2000, the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000, the Electronic Communications Data Protection Directive 2002/58/EC, the Privacy and Electronic Communications (EC Directive) Regulations 2003 and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner. In addition, information recorded must be fit for purpose - accurate, relevant, up to date and complete.

Freedom of Information

The post holder must be aware that any information held by the Trust in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Trust's policies.

Travel to other sites

You may be required to travel to other Trust locations. Please complete travel expense using the online system. Details of allowances can be obtained from the Human Resources Department.

Smoking statement

Smoking is not permitted in any premises or grounds managed, leased or owned by the Trust. Smoking is not permitted in Trust vehicles or in any vehicle parked on Trust premises.

General

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the grade. Should you have any queries or concerns relating to the contents of this letter, please contact the Recruitment team, Amersham Hospital, Whielden Street, Amersham, Bucks, HP7 0JD.