

Job Description

POST:	Senior Health Care Assistant
ACCOUNTABLE TO:	Director of Nursing & Quality
REPORTS TO:	Head of Ward Services

JOB PURPOSE

As a Healthcare Assistant, working to the standards set out in the Code of Conduct for Healthcare Support Workers, you will support and implement the delivery of nursing care to patients within a clinical setting as part of a team and under the direction of a registered professional. Flexible working will be required to meet the needs of the patients group and will include working evenings, weekends and nights as part of the nursing rota.

KEY WORKING RELATIONSHIPS

Ward Sisters
Registered General Nurses
Medical Team
Director of Nursing & Quality
Ward Clerk
Allied Health Professionals

MAIN DUTIES

- Undertake a broad range of nursing support activities and duties relating to the holistic care of patients with end of life care needs.
- Have an understanding of the philosophy and ethos behind the care provided at St John's Hospice, and to assist the registered nurses in developing and maintaining a safe, caring and supportive environment for patients, relatives and staff.
- Provides care for named patients with end of life needs in accordance with the patient's care plan as defined by the Registered Nurse, with minimum direct supervision.
- Ensure that the physical, emotional, spiritual and social needs of patients in St John's Hospice remain paramount at all times.
- Work in collaboration with your colleagues to ensure the delivery of high quality, safe and compassionate healthcare, care and support.
- Promote and uphold the privacy, dignity, rights, health and wellbeing of people who use health and care services and their carers at all times.
- Communicate in an open and effective way to promote the health, safety and wellbeing of people who use health and care services and their carers.
- Respect a person's right to confidentiality.
- Act in a responsible, professional manner at all times whilst employed by and undertaking duties at St John's Hospice. To be aware of the policies governing health and safety and fire prevention and reporting.

CLINICAL

- Monitor patients' vital signs and record & report to Registered Nurse.
- Alert to, and recognise changes in patients' symptoms and conditions and notify Registered Nurse as necessary.
- Assesses patients' condition using
- As achieved/maintained current BLS for Healthcare Assistants.
- If identified by line manager complete training for basic manual lymphatic drainage and administer to relevant patients after delegation by a Registered Nurse.
- Sets up and carries out/assists with clinical procedures correctly maintaining sterile field and ANTT.
- Assists with initial admission process of patients, records accurately information relating to social; nutritional preferences; 'This is me' leaflet.
- Shows awareness of discharge planning and contributes to relevant aspects.
- Awareness of Mental Capacity Act & Deprivation of Liberty situations and how to manage.
- Awareness of Protection of Vulnerable Adults.
- Performing all duties as delegated by a Registered Nurse.
- Be accountable by making sure you can answer for your actions or omissions.
- Undertakes delegated clinical tasks and procedures once St John's Hospice Healthcare Assistant competencies have been successfully completed.
- Assist in the provision of basic patient care. This care is prescribed by Registered Nurses in individual care plans.
- Assist patients in meeting their personal care needs.
- Assist with patients' personal hygiene, including basic assessment of mouth care requirements, and meet toilet care needs.
- Replace a wound dressing according to care plan, and after delegation by a Registered Nurse.
- Assist patients with moving and handling.
- Demonstrates safe and appropriate use of hoists and manual handling equipment.
- Assist in the preparation and distribution of drinks and support feeding if necessary.
- Encourage occupational activities.
- Cares for the patient after death and supports family members/carers, when appropriate.
- Listen and talk with patients, relatives and friends and report relevant information to Registered Nursing staff.
- Assist patients with access to the Pastoral Care Team for religious or spiritual support as required according to St John's Hospice guidelines.
- In line with Hospice policies on patient documentation, update patient records ensuring entries are accurate, relevant and contemporaneous and hand over care given appropriately.
- Communicate relevant information about patients to the ward team for shift hand-over reports and at multi-disciplinary team meetings.
- Be responsible for training all relevant hospice staff on a medical device.

PEOPLE AND DEPARTMENTAL CONTRUBUTION

- Assist in providing a welcoming, friendly and professional environment where relatives may participate appropriately as partners within the caring team.
- Hold a lead 'link role' and attend relevant meetings and actions.
- Maintain a respectful, non-judgemental and caring attitude toward all patients, their families and friends.

- Uphold and promote equality, diversity and inclusion.
- Support new Healthcare Assistant staff on the ward.
- Promote at all times the Hospice philosophy and uphold St John's core values.
- Assist in the maintenance of harmonious working relationships within the ward team.
- Participate in agreed methods of off-duty planning and annual holiday booking arrangements.
- Provide support to new Healthcare Assistants and volunteers.

EDUCATION & DEVELOPMENT

- Strive to improve the quality of healthcare, care and support through continuing professional development.
- Complete all annual/bi-annual & tri-annual Mandatory Training.
- Participate in annual appraisal scheme.
- To learn required skills and to widen experience as appropriate.
- Successfully complete Medicines module and hospice medicine competencies.
- Support Registered Nurses in their education and hands on care.
- Attend additional education sessions as provided, and as appropriate.

This job description is not intended to be definitive or restrictive and may be subject to review and amendment.

STANDARD/ENHANCED DISCLOSURE REQUIREMENT

Enhanced + Adult Barring Check

DUTIES AND RESPONSIBILITIES TO ST. JOHN'S HOSPICE

1. Confidentiality

Each member of the Hospice staff is responsible for ensuring the confidentiality of any information relating to patients, personal information relating to staff, volunteers, supporters, visitors or contractors, financial information, commercial information, and for complying with all the requirements of the Data Protection Act and Caldicot Guidelines whilst carrying out the duties of the post. Any breaches in Hospice confidentiality will be dealt with by St. John's Hospice Disciplinary Procedure and may result in dismissal.

2. Health and Safety

Each member of the St Johns Hospice staff is responsible for ensuring that they carry out the duties of their post in accordance with all appropriate Health and Safety legislation, guidance and procedures and they do not, by any act or omission on their part, create a threat to the Health and Safety of any other person.

3. External Interests

Each member of the St Johns Hospice staff is responsible for ensuring that any external interest they have do not conflict with the duties of their posts and they must disclose the external interest if this is likely to occur, or if they are in doubt about a possible conflict with their work. Each member of staff is reminded to refer to their employment contract in relation to any other secondary work that they may do alongside working for St John's Hospice and their obligations under the Working Time Directive.

4. Statutory Training

Each member of the St Johns Hospice staff has a statutory obligation to attend mandatory training. It is the responsibility of each member of staff to ensure that they comply with this legal requirement.

5. Flexibility

This job description is intended to act as a flexible guide to the duties of the post and therefore will require revision in consultation with the post holder to reflect the changing requirements of the post, to enable the St John's Hospice to achieve its corporate goals and objectives.

6. Safeguarding

Each member of St John's Hospice staff is responsible for understanding their responsibilities for Safeguarding Children and Vulnerable Adults in accordance with their job role and any requirements they are obliged to follow as members of their profession. Staff should seek guidance from their immediate supervisor if in doubt.

7. Disclosure and Barring

Each member of staff is required to disclose any caution, fine, penalty or criminal conviction that may occur during the course of employment. This should include any motoring convictions as this may affect the staff member's ability to use Hospice vehicles. Any change in circumstance must be reported immediately to the staff member's supervisor so that any impact on ability to work in post can be assessed.

8. Equality and Inclusion

Each member of staff is required to undertake their duties with due regard for the provisions of the Equality Act 2010 i.e. not to discriminate against members of staff, patients, patient family members, volunteers, supporters, contractors and any visitors to the Hospice.

9. Volunteers

The role of volunteers is integral with the work of St John's Hospice and paid staff are required to underpin this in their attitude and actions.