NEW VICTORIA HOSPITAL

**JOB DESCRIPTION**

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| **POSITION INFORMATION** |
| 1. **Job Details** |
| Post/Title: **Healthcare Assistant –Day Unit**  Responsible To: **Day Unit Manager**  Accountable To: **Director of Clinical Services** |
| 1. **Job Summary**   (A brief description of the main purpose of the post) |
| * To assist the professionally qualified nursing staff in the smooth running of the department, maintaining a high standard of patient care and to carry out assigned tasks and duties under their direction/ supervision. * To ensure that the best interests of the patient and the Hospital are upheld at all times. * To understand and observe the agreed policies and procedures of New Victoria Hospital. * To promote and implement the requirements of the Hospital’s Integrated Governance Framework * Toundertake day shifts (including weekends) working as part of a rota system. |
| 1. **Role of the Department**   (The function of the department in which the post holder works) |
| To provide exceptional nursing care to all patients of New Victoria Hospital. As part of a dedicated team to work collaboratively to meet the needs of patients, within the framework of New Victoria Hospital’s policies and procedures. |
| 1. **Key Working Relationships**   (The range of individuals and organisations the post holder has contact with, how regularly and for what purpose) |
| * Patients and their visitors * All members of the OPD and Ward Teams including nurses and receptionists * All other members of NVH staff * Consultant users |
| 1. **Duties and Responsibilities of the Post** |
| * To ensure that the dignity, safety and well-being of the patient is respected at all times. * To observe the codes of confidentiality and loyalty to patients, medical staff and colleagues. * To understand and practise correct procedures with regard to Health & Safety and Infection Control, including CPR procedures, Fire Policy procedures and safe lifting techniques, attending mandatory training on an annual basis. * To carry out delegated duties within sphere of capability. * To observe the agreed clinical policies, procedures and standards within the Day Unit, and to report on the condition of patients to the nurse in charge * To receive and carry out instructions and assist where necessary. * To report without delay any accidents, incidents or complaints via the Datix reporting system and also to the nurse in charge. * To establish an effective rapport with patients, visitors and staff within the Hospital. * To ensure equipment is safe and in good working order and report any defects to the nurse in charge. * To assist in maintaining good organisation, order and cleanliness in the Day Unit. * To actively participate in regular department meetings. * To work in any area of the Hospital appropriate to the skills of a Healthcare Assistant as required. * To participate in training programmes and undertake the development of relevant knowledge and skills by formal and informal education. * To wear the correct uniform on duty and maintain a clean and tidy appearance at all times.   **Clinical Functions**   * To assist the qualified staff in the assessment, implementation and evaluation of nursing care delivered. * To assist qualified nursing staff in general care of patients; on admission, preparation for tests, transfer and discharge. * To assist in the bathing and personal hygiene of patients and to be attentive to their individual needs. * To assist and participate in the clinical observation of patients e.g. TPR, P, BP etc. * To help in the mobilisation of patients when instructed and assisted by qualified staff. * To collect specimens as instructed. * To assist in escorting ambulant patients to other Hospital departments and /or to accompany qualified nursing staff in the transfer of patients. * To record fluid intake and output using the appropriate documents and to perform urine analysis. * To assist with sterile aseptic dressings’ techniques. * To report directly to the qualified staff any observed alteration in a patient’s general condition or behaviour. * To participate in the distribution of meal trays and beverages and to assist those patients who are unable to feed themselves. * To respond to a ‘nurse call’ and give appropriate help. * To refer to qualified staff any enquiries regarding patients from consultants, doctors, relatives and visitors. * To ensure patients’ bays, Clean Utility, Dirty Utility, the toilets and shower room and the general department’s equipment are kept clean and tidy. * To undertake any other relevant duties as required by the Director of Clinical Services/Nurse in Charge. |
| **INDIVIDUAL RESPONSIBILITIES** |
| 1. **General** |
| The post holder is expected to:   * Adhere to Hospital policies and procedures and relevant legislation including the requirements of any professional bodies * Understand and incorporate the organisational values into daily working practice:   + Compassionate   + Exceptional   + Ethical   + Evolving * Attend mandatory training as identified by the Hospital * Develop own knowledge, skills and experience through supervision practice and educational opportunities within the spirit of lifelong learning * Work as part of a team and collaborate with colleagues * Ensure good communication links are established with all other departments within the hospital * Maintain a high level of security awareness |
| 1. **Health and Safety** |
| Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors. |
| 1. **Risk Management** |
| All staff has a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly via Datix and to co-operate with any necessary investigations undertaken. |
| 1. **Confidentiality and Information Governance** |
| The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow the Hospital policies and procedures to ensure that hospital information is dealt with legally, securely, efficiently and effectively.  It is important that the post holder processes personal identifiable information only in accordance with the Hospital’s Information Security policy.  The post holder must manage the records they create or hold during the course of their employment with the Hospital in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. ISO27001, the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), Freedom of Information Act 2000, Caldicott Guidelines and professional codes of conduct on confidentiality.  It is likely that the post holder will be in contact at some time with a form of information system, and therefore are responsible for implementing and maintaining data quality. The post holder, when making entries into the records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that all information recorded is accurate, complete and relevant. |
| 1. **Equality and Diversity** |
| Employees are responsible for ensuring that they assist in the implementation of this the Hospital’s Equality and Diversity policy by:   * Not discriminating in the course of their employment against fellow employees, customers, suppliers, or members of the public with whom they come into contact. * Not inducing or attempting to induce others to practice unlawful discrimination and reporting any discriminating action to the Hospital management. |
| 1. **Infection Control** |
| It is a requirement of the Department of Health that all Healthcare workers accept personal responsibility for compliance with infection control policies and procedures at any time when working in clinical areas. |
| 1. **Safeguarding Children and Vulnerable Adults** |
| It is the responsibility of the post holder to be familiar with their role and responsibility around safeguarding children and adults at risk. |
| 1. **Disclosure and Barring Service Check** |
| This post requires the disclosure of all criminal record information including details and dates of ‘spent’ convictions, cautions, reprimands, final warnings, police enquiries and pending prosecutions through the Disclosure and Barring Service check. If necessary you will be asked to submit written details in relation to this requirement, as well as any other information that will allow us to make a fair decision as to your suitability. |

**PERSON SPECIFICATION**

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| Factor | Essential | Desirable |
| Qualifications | Educated to GCSE or equivalent | NVQ 3 Health or equivalent experience |
| Knowledge | Knowledge of health promotion |  |
| Experience | * Working within a healthcare setting * Planning and organising skills |  |
| Skills and aptitude | * Exceptional communicator * Ability to work as part of a team * Ability to follow instructions/directions | * IT skills * Numerate * Phlebotomy |
| Personal circumstances | * Ability to work under pressure * Adaptable * Flexible * Uses initiative |  |