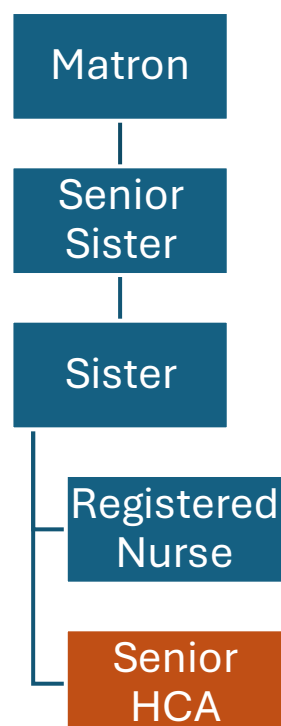


Job Description

Job Details:	
Job Title:	Senior Health Care Assistant – In-patient Unit
Grade:	Band 3
Department:	In-patient Unit
Directorate:	Care Services
Reporting to:	Senior Sister
Location	Winsley Hospice
<p>Job Summary / Main Purpose:</p> <ul style="list-style-type: none"> • To carry out assigned tasks involving direct patient care in support of and with the supervision of the Registered Nurse. • To provide nursing care to a high standard that acknowledges individual needs and supports the family and carers. • To Developing competencies to take on additional level 3 HCA skills <p>- Independent wound care management - Take part with other clinical professionals in performing last offices - Undertake the Tulip course training - Male and female catheterisation - Undertake bladder scanning - Perform ECG - Blood glucose monitoring</p> <p>In addition to the above there will be a need to undertake and develop an active link worker role (To be assigned)</p> <p>Dimensions Patients: To take responsibility for patients as allocated by the Registered Nurse.</p>	
<p>Principal Duties and Responsibilities</p> <ul style="list-style-type: none"> • To contribute to the ongoing process of nursing assessment and re-assessment. • To work with the Registered Nurses to follow the plan of nursing care, to recognise and report any changes in the patient's condition and significant information and observations relating to the care and physical, social and psychological needs of the patient. • To provide support to carers and families and report to the Registered Nurse significant information relating to their situation. • To carry out specific aspects of nursing care, as delegated by the Registered Nurse. • To assist the Registered Nurse in the education of others, which may include demonstrating nursing skills to the patient, carer or other member of staff, for example a volunteer. 	

- To contribute to the evaluation of nursing care.
- To take part in patient report/handover and to record care given in patient care plans as appropriate.
- To work as a member of a Team of Nurses and as part of the Multi-disciplinary Team.
- To report all accidents, incidents and hazards to the Nurse in charge.
- To adhere to the agreed procedures for care and custody of patient's valuables and property.
- To be aware of and work within the policies and procedures of Dorothy House Hospice.
- To be aware of the needs of patients, relatives and carers by sympathetic listening and respecting their rights, privacy and dignity always.
- To organise and manage own time according to the delegated workload.
- To recognise and develop understanding of own personal needs when affected by a patient's illness or behavior, and to be sensitive to colleagues' needs.
- To participate in clinical supervision.
- To contribute with accessing and recording relevant information on the patient database

Structure Chart



Contacts

- Patients who are in-patients on the Unit and their carers.
- Members of the Multi-Disciplinary Team, internally and externally.

- Other departments both internally and externally as part of link worker role

Special Note

This job description does not form a part of the contract of employment but indicates how that contract should be performed. The job description will be subject to amendment in the light of experience and in consultation with the post holder.

No Smoking Policy

Dorothy House operates a No Smoking Policy for all staff, volunteers and visitors in relation to promoting health. It applies to the Hospice premises and grounds at Winsley, all Dorothy House shops and when staff are on duty in patient's homes.

Confidentiality

All the work relating to patients, carers, donors, staff and volunteers and any other information gained are of a confidential nature and must not be communicated to other persons except in the course of duty.

Health and Safety at Work Act

It is the responsibility of all employees to ensure that the requirements of the Health and Safety at Work Act are complied with safe working practices are adhered to and that hazards are observed and reported to the appropriate office.

Safeguarding

Dorothy House is committed to promoting the wellbeing of all adults and children who use our services, ensuring that they live a life that is free from harm, abuse and neglect. We work in an open and transparent way and encourage staff, volunteers, patients and families to raise any safeguarding concerns. All staff should ensure that they are aware of their responsibilities and attend the mandatory training as required.

Person Specification

Criteria	Essential	Desirable
Previous experience working as a Healthcare Assistant (or equivalent) with regular involvement in direct patient care.	X	
Experience supporting patients with complex needs, long-term conditions, or at end of life, including working with families and carers.	X	
Able to communicate clearly and compassionately with patients, families, and colleagues, including during emotionally challenging situations (e.g. deterioration, end-of-life care).	X	
Demonstrates ability to manage own workload, follow care plans accurately, and take responsibility for delivering safe, consistent care as part of a multidisciplinary team.	X	
Experience maintaining clear, accurate patient records and effectively communicating relevant changes to registered staff.	X	
Holds a recognised qualification in Health and Social Care.		X

Previous experience working in a hospice, palliative care, or end-of-life setting.		X
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