

JOB DESCRIPTION

Job Details:	
Job Title:	Health care assistant – In-patient Unit
Grade:	Band 3
Department:	In-patient Unit
Directorate:	Patient Services
Reporting to:	Senior Ward Sister
Responsible for:	Patient Care
Location	Main Hospice site at Winsley

Job Summary / Main Purpose:

- 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.

Dimensions

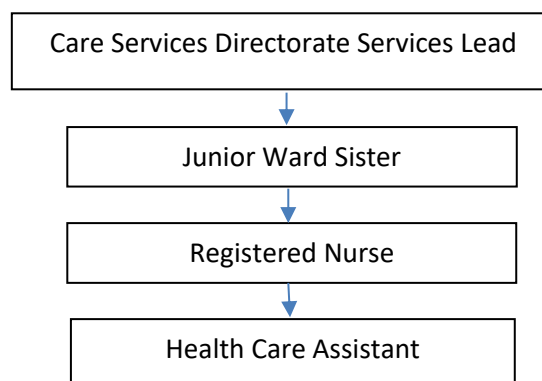
Patients: To take responsibility for patients as allocated by the Registered Nurse.

Principal Duties and Responsibilities

- To contribute to the ongoing process of nursing assessment and re-assessment, associated documentation on SystemOne
- 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 ongoing evaluation of nursing care.
- To take part in patient report/handover and to record care given in patient care plans as appropriate.
- To assist the Registered Nurse in the checking of controlled drugs as required.
- 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 patients 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 at all times.
- 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 behaviour, and to be sensitive to colleagues' needs.
- To attend staff meetings and training sessions relevant to the work situation
- To attend all mandatory training sessions, i.e. annual manual handling, fire training, basic life support etc.
- 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.

Person Specification -

Criteria	Essential	Desirable
<ul style="list-style-type: none"> Recent experience as a Health Care Assistant 		✓
<ul style="list-style-type: none"> Able to provide good practical nursing care 	✓	
<ul style="list-style-type: none"> Demonstrates the ability to record and report changes 	✓	
<ul style="list-style-type: none"> Demonstrates good listening skills 	✓	
<ul style="list-style-type: none"> Demonstrates sensitivity and understanding of the needs of patients and their families 	✓	
<ul style="list-style-type: none"> Able to work within a Nursing and Multi-disciplinary Teams 	✓	
<ul style="list-style-type: none"> Demonstrates flexibility 	✓	
<ul style="list-style-type: none"> Understands the meaning of confidentiality 	✓	
<ul style="list-style-type: none"> Committed to continuing development 	✓	
<ul style="list-style-type: none"> Basic IT skills 	✓	
<ul style="list-style-type: none"> Working towards NVQ Level II or III 		✓
<ul style="list-style-type: none"> Completion of the Dorothy House Care Certificate within the 6 month probationary period 	✓	