

JOB DESCRIPTION

1. JOB DETAILS

Job Title: Healthcare Assistant

Grade: Band 3

Directorate: General Surgery & Cancer

Location: Royal Cornwall Hospital, Truro

2. JOB PURPOSE

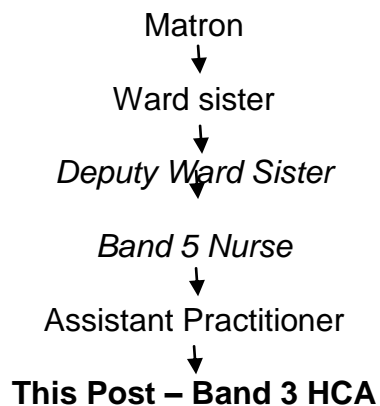
To contribute to the delivery of excellent care and the efficient running of Theatre Direct Ward/ Theatre Direct lounge by assisting nursing and clinical staff, and to deliver care in a manner sensitive to the individual patients needs and wishes, acknowledging and respecting their confidentiality, rights and beliefs at all times.

3. DIMENSIONS

The post holder will act under the supervision of the Registered Nurse and within the boundaries of their knowledge and skills at all times. The post holder is expected to maintain high standards of care, managing their time, tasks and resource effectively.

Scheme of delegation for this post - No management responsibility

4. ORGANISATION CHART



5. KNOWLEDGE, SKILLS & EXPERIENCE REQUIRED

- Experience within a care setting – acute experience preferred.
- NVQ Level 3 in Health and social care or equivalent.
- Venepuncture skills/Cannulation, ECG skills.
- Ability to communicate effectively both verbally and in writing.
- Basic IT skills.
- Able to work without direct supervision within the bounds of the Healthcare Assistant role.

6. KEY RESULT AREAS

- To assist and support professional practitioners and patients during clinical treatment and procedures.
- To undertake an active role in delivering care to patients with complex conditions admitted via GP's to the Emergency Surgical Lounge situated on Theatre Direct.
- To establish a rapport with the patient and relatives and an awareness of the individual patient needs, ensuring these are communicated to the Registered nurse.
- To identify the potential for stress and to support patients in the care environment by demonstrating empathy and understanding.
- Whilst maintaining a professional attitude at all times, develop sound interpersonal relationships with patients and colleagues.
- To provide and when necessary store, concise, legible and accurate data, maintaining its confidentiality at all times.
- To act in such a way as to promote the safety and well-being of patients and staff by being aware of the environmental elements of care and by complying with Trust policies which relate to Health and Safety e.g. catering hygiene, fire precautions, untoward incident, etc.
- To have full knowledge of and to maintain stock levels of supplies / equipment.
- To carry out such additional tasks as delegated by the Registered Nurse and which have been taught, subsequently supervised and in which the support worker has proved competent. This will include venepuncture/cannulation and ECG.

7. RESPONSIBILITIES

Patient/ client care

- To ensure patient safety at all times.
- To provide information to senior staff about patients when required.
- Develop, maintain and evaluate clinical skills alongside clinical staff and experts.
- Provide care for this group of patients under supervision.
- Enhance patient care by being aware of the 'Essence of Care'

Policy and service Development

- To be familiar with departmental policy and adhere to this at all times.
- To be familiar with Trust policy and ensure that as an individual you practice within these parameters.

Financial and Physical Resources

- In conjunction with the line manager be aware of the monitoring and control of resources within the agreed budget.
- Have good housekeeping awareness ensuring that the department uses resources effectively.

Staff, Human Resources, Training

- Be receptive to training within this area.
- To be responsible for attending mandatory study training annually.
- To ensure all clinical practice is maintained to a high standard.

Personal Development

- Develop and maintain own knowledge, skills and competencies in line with Trust policy.
- To be prepared to train in the usage of various medical devices under the supervision of clinical experts and within set protocols.
- Develop oneself alongside the changing needs of the service.

OTHER

- The Post holder must comply with all RCHT Policies and Procedures.
- The Post holder must work within infection control guidelines to ensure that work methods do not constitute a risk of infection either to the health care professional, to the client or to any persons working/visiting in RCHT premises.
- This job description is subject to the Terms and Conditions of service of Royal Cornwall Hospitals NHS Trust, and the post holder will undertake any other duties which may be required from time to time.

THIS JOB DESCRIPTION IS SUBJECT TO REVIEW IN CONSULTATION WITH THE POST HOLDER

JOB DESCRIPTION AGREEMENT

Job holder's Signature:

Date:

Head of

Department Signature:

Date:

Title:

Please note:

Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974. A provisional offer of employment will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions.

The Royal Cornwall Hospitals Trust is a non-smoking organisation. Smoking will not be permitted on any of the sites by staff in trust uniform and/or wearing a trust identification badge in any location, in vehicles owned or leased by the Trust or in the homes (including gardens) of any patients visited at home.

Person Specification for the Post of: Healthcare Assistant

All requirements listed in this specification must be (a) essential to the post and (b) assessable within the selection process.

ATTRIBUTES	REQUIREMENTS		METHOD OF ASSESSMENT
	ESSENTIAL	DESIRABLE	
QUALIFICATIONS	<p>Good level of education.</p> <p>NVQ3 in health and social care or equivalent. Or working towards.</p>		<p>Qualifications</p> <p>Application form</p>
EXPERIENCE	<p>Evidence of previous responsibility in an acute hospital setting or community setting.</p>	<p>Working within a hospital environment.</p>	<p>Application form</p> <p>Interview</p> <p>References</p>
PRACTICAL AND INTELLECTUAL SKILLS (INCLUDING ANY SPECIAL KNOWLEDGE)	<p>ECG.</p> <p>Prepared to self-develop.</p> <p>Good communication skills.</p> <p>Good IT skills.</p> <p>Ability to work within a team setting.</p> <p>Basic numeracy and literacy skills.</p>	<p>Cannulation.</p> <p>Venepuncture.</p>	<p>Application form</p> <p>Interview</p> <p>References</p>
DISPOSITION/ ADJUSTMENT/ ATTITUDE	<p>Calm and polite manner.</p> <p>Enthusiasm to develop further.</p>		<p>Application form</p> <p>Interview</p> <p>References</p>

TRAINING	Mandatory training.		Mandatory training
ADDITIONAL CIRCUMSTANCES	<p>A Disclosure and Barring Service check satisfactory to the organisation.</p> <p>Ability to undertake duties.</p> <p>Occupational Health Clearance.</p> <p>Flexible approach to work.</p> <p>Post-holder must comply with professional code of conduct and/or code of conduct for NHS managers where applicable.</p>		<p>DBS Clearance</p> <p>OH Clearance</p>