

Job Description

Job Title	Community Healthcare Assistant
Salary Band	Band 3
Division/Service Line	Adult Community Nursing
Department	Community Nursing

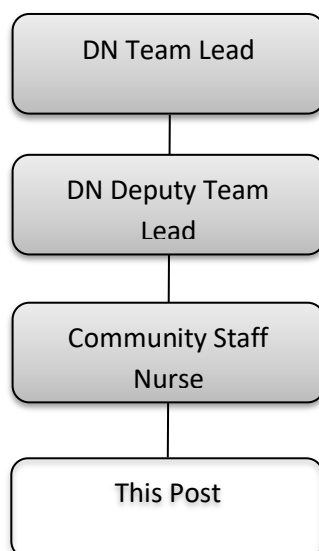
Job Overview

To carry out assigned tasks while regularly working without direct supervision involving direct care to patients and carers to support the registered nurse.

Working as a member of the community nursing team within a given geographical area. The District Nursing Team work on a flexible rota shift system covering the period from 0800 – 2200 hours which includes an on call system offering a high standard of service.

As part of a team, provide high quality care to patients, promoting recovery in a manner that maintains safety for all. The post holder will assist in service and good practice developments.

Organisational Chart



Duties and Responsibilities

Communication and Working Relationships

- Multi-disciplinary Team, patients, relatives, carers, Trust staff, Outside Agencies
- Responsible for ensuring professional communication skills are used at all times, taking into account the audience and maintaining patient confidentiality

Management and Personal Development

- Take responsibility for maintaining oneself knowledge of local and national initiatives
- Maintaining motivation and reflecting on areas for development
- To report to qualified staff any untoward incidents and take immediate appropriate action to ensure wellbeing and safety of patients, relatives and carers
- Attending and contributing to best practice initiatives held by the service
- Actively participate in supervision of the annual trust appraisal process.
- To ensure resources are used appropriately in line with Trust Policy and Processes.

Clinical Activities

- To collaborate in the delivery of healthcare with patients and with members of the team
- To meet the needs of the patient through collaborative working
- To assist in ensuring that the patients' needs are met
- To liaise with relatives and carers and other agencies involved as agreed
- To report to qualified staff progress of patients and any variance/change in patients conditions/circumstances that would indicate a need for a change in the programme of care
- To assist in the provision of nursing care to patients in the community, regularly working without direct supervision but as a member of the proactive nursing team
- To assist in the completion of patient and routine records, report information to trained staff on progress of patients and any variance/change in patient/carers care management
- To participate in any relevant training and updating programmes and keep abreast of nursing developments, to improve the quality of care for patients
- To report to manager/trained nurse any untoward incidences (eg complaints, accidents, defective equipment) and take appropriate action to ensure safety of patients, staff and relatives
- Awareness of special environmental risks when working in patients own home
- Reporting of all incidents and near misses or health, safety, security, fire, physical violence, aggression and verbal abuse
- Contributes to clinical audit and standard setting groups as required
- Coordinating work allocation
- To work to Trust Policy and Processes making appropriate decisions in own role.

IT Systems and Processes

- Standards of record keeping and documentation are to an efficient, accurate level
- To use the Trust systems efficiently and to a high standard.

Additional Information

Code of Conduct

The post holder is required to comply with all relevant Code of Conducts for the role, including the Trusts Code of Conduct. All staff are required to support the Trust's commitment to developing and delivering excellent customer service by treating patients their carers, families, friends, visitors and staff with professionalism, dignity and respect. All staff are expected to behave in a professional manner and not to bring the Trust into disrepute.

Confidentiality and Data Protection Act

All NHS employees have a duty to maintain confidentiality under both common law and the Data Protection Act 2018. Service users and staff have a right to expect that any information, whether personal or commercial, held by the Trust will be treated in a confidential manner. All employees of Cornwall Partnership NHS Foundation Trust must not, without prior permission, disclose any information regarding patients or staff.

Safeguarding Children and Vulnerable Adults

All employees of Cornwall Partnership NHS Foundation Trust must be familiar with and adhere to the Trust's safeguarding policies and procedures.

Personal Development

All employees are required to undertake statutory and essential training as directed by the Trust. This will be monitored through the supervision and appraisal process which is in place for all staff to participate in.

Risk Management and Health and Safety

All employees of Cornwall Partnership NHS Foundation Trust are required to make positive efforts to maintain their own personal safety and that of others. You are reminded of your responsibilities for health and safety at work under the Health and Safety At Work Act 1974 as amended and associated legislation. These include the duty to take reasonable care for the health and safety of yourself and of others in your work activities or omissions, and to co-operate with your employer in the discharge of its statutory duties. It is also essential that precautions advised by Management, Occupational Health, Risk & Safety Services, etc. are adhered to for your own protection.

Infection Prevention and Control

All staff, collectively and individually, has a duty of care in following best practice in adherence to guidelines which is a fundamental requirement in underpinning the management of infection control.

Location/Mobility

In accordance with the Trust's requirements, all staff are required to undertake work and alternative duties as reasonably directed at variable locations in the event of, and for the duration of a significant internal incident, major incident or pandemic. You may be required to work at or from any additional location as determined by the Trust. You may also be required to travel between Trust premises for the performance of your duties.

Equal Opportunities

The aim of the Trust's policy is to ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of race, creed, sex, marital status, disability, age, nationality, ethnic or national origins. The Trust commits itself to promote equal opportunities and will keep under review its policies, procedures and practices, to ensure that all users and providers of its services are treated according to their needs.

Review of the Job Description

This is a generic job description and is intended as an outline of the general area of activities. It may be amended in light of the changing needs of the organisation, in which case it will be reviewed.

Rehabilitation of Offenders Act

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 is applicable to this post. Therefore should you be offered the post it will be subject to a Disclosure & Barring Service check satisfactory to the Trust. You will therefore be required to declare all criminal convictions, cautions, reprimands and warnings that would not be filtered in line with current guidance

The Trust operates a no smoking policy. Employees are not permitted to smoke anywhere in the premises of the Trust or when outside on official business. Staff must be mindful of public perception and therefore must not smoke whilst travelling in Trust identified vehicles or when can be identified as a member of CFT staff.

Person Specification

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Department	Community Nursing

Role Requirement	Essential	Desirable
<i>Education, Qualifications and Experience</i>		
NVQ Level 3 qualification in care or equivalent experience	✓	
Additional relevant training in Healthcare		✓
GCSE Maths & English or equivalent qualification	✓	
Evidence of experience in care setting	✓	
Trained in Venepuncture or willingness to undertake relevant training	✓	
<i>Skills and Aptitude</i>		
Good communication skills	✓	
Excellent verbal and written skills	✓	
Ability to follow instructions	✓	
Ability to work without direct supervision and to time restraints	✓	
Flexible in attitude and willing to support in other teams when required	✓	
Ability to cope under pressure	✓	
Ability to plan own workload and organise required activities	✓	
<i>Personal Qualities</i>		
The ability to deal calmly with stress and distressing situations	✓	
Professional and caring disposition	✓	
Patient centred approach to care	✓	
<i>Other</i>		
Demonstrates evidence of Trust "Choice" values	✓	
Ability to travel independently when required	✓	
Able to work flexibly to meet service need	✓	

Disclosure and Barring Service check satisfactory to the Trust	✓	
Occupational health clearance satisfactory to the Trust	✓	
Valid UK driving licence is required for this post	✓	
This role may be deemed as an Information Asset Owner in line with the Trust Information Risk Policy		