

Job Description

Job Information	
Job Title:	Health Care Assistant
Directorate/Service:	Planned
AfC Band:	Band 2
Responsible to:	Sister/Charge Nurse
Accountable to:	Ward Manager
Base Location:	Ormskirk
Job Code:	409-6378882

Job Summary
<p>The Health Care Support Worker (HCSW) will:</p> <ol style="list-style-type: none"> 1. Undertake personal care duties for patients within the care setting accessing supervision from registered healthcare practitioner. Personal care refers to delivery of personal hygiene and assisting with feeding, not requiring clinical skills. 2. Record patient's personal care information in accordance with local and trust policies. 3. Work with all members of the multi-disciplinary team to deliver the Trust's vision and values providing safe, high quality compassionate, person-centred care. 4. Demonstrate ward routine to new employees in own work area, where required.

Key Responsibilities
<p>KEY DUTIES</p> <ul style="list-style-type: none"> • Work as part of a team and duties will be delegated by the registered healthcare professional. • Act within the scope of your training and competence, knowing who to ask for help and support if you are not sure. • Work within agreed ways of working, following relevant Trust standards, policies and protocols. • Safely deliver care duties including manoeuvring of patient equipment (such as hoists and wheelchairs). • Ensure patient property is managed as per Trust policy. • Monitor levels of supplies and order supplies for the department as appropriate. • Demonstrates own duties to new starters, contributing to the learning environment. • Contributes to maintaining a safe, healthy working environment. • Follow the principles for implementing a duty of care, always acting in the best interest of individuals to ensure they do not come to harm. • Participate in team handovers. <p>CLINICAL & PROFESSIONAL RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Communicate compassionately and effectively with individuals and their families, carers and health care practitioners using a range of techniques, maintaining confidentiality and using tact, empathy, persuasion and reassurance. • Observe, assess and respond to personal care patient's needs appropriately, escalating concerns to nursing staff, as required. • Organises self in general work tasks or when delivering patient care with supervision where needed from Senior Health Care Assistant and/or nursing staff. • As directed, undertake personal care duties and support activities of daily living, e.g. mouth care, personal hygiene, and toileting needs, demonstrating person centred care. • Under supervision of a registered healthcare practitioner, undertake delegated procedures within the limits of required training and measured competence, where appropriate. For example, patient moving and handling, and providing personal care. • Support of patients feeding, diet and nutritional needs and accurately record patients nutritional intake and fluid intake and output, noticing and reporting changes to the nursing staff.

- Work in partnership with the individual, their carers/ families and the wider healthcare team.
- Maintain and further develop your own skills and knowledge through development and learning activities; maintain evidence of your personal development and actively prepare for and participate in appraisal.

TEACHING & TRAINING RESPONSIBILITIES

- Maintain and further develop your own skills and knowledge through development and learning activities; maintain evidence of your personal development and actively prepare for and participate in appraisal.

GENERAL DUTIES

- To observe the provisions of and adhere to all Trust policies and procedures.
- To actively participate in the annual performance review to identify personal development needs
- To attend Trust Statutory and Mandatory training sessions as required and any other training courses relevant to the post.
- To fully comply with the relevant sections of the Health and Safety at Work Act. They must also understand and implement Mersey and West Lancashire Hospitals NHS Hospitals Trust “Statement of Policy on Health and Safety at Work” and the Trust corporate “Health and Safety Policies and Procedures”. You are required to follow all applicable rules and procedures relating to Health and Safety at Work and to take all responsible precautions to avoid actions.
- To be aware of the confidential aspects of the post. To keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively. Breaches of confidentiality will result in disciplinary action that may involve dismissal. You must maintain the confidentiality of information about service user staff and organisational business in accordance with the General Data Protection Regulation 2018 (GDPR) and Caldicott principles.
- The post holder should also be aware that, regardless of any action taken by the employing authority, breaches of confidentiality could result in civil action for damages.
- All staff will be treated with respect by management, colleagues, patients and visitors and equally staff will treat management, colleagues, patients and visitors with the same level of respect. Staff will be supported to challenge any discriminatory behaviour that may be based on differences in race, disability, language, culture, religion, sexuality, age, and gender or employment status.
- You will be expected to undertake the Trusts’ commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.
- To ensure that when creating, managing and sharing information records it is done in an appropriate way, subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines. All employees are responsible for implementing and maintaining data quality, ensuring that records are legible and attributable and that the record keeping is contemporaneous
- In accordance with the Health and Social Care Act 2008, the post holder will actively participate in the prevention and control of infection within the capacity of their role. The Act requires the post holder to attend infection prevention and control training on induction and at regular updates and to take responsibility for the practical application of the training in the course of their work. Infection prevention and control must be included in any personal development plan and/or appraisal.
- To adhere to relevant Code of Practice of Professional body (if appropriate)
- The post holder must be flexible in the duties performed and it is expected that similar duties, not specifically listed above, will be carried out as required and may be cross site.
- The duties contained in this job description are not intended to be exhaustive. The duties and responsibilities of this post are likely to evolve in line with the Trust's continued organisational development.

- To adhere to the NHS Constitution and its principles and values. You must be aware of your Duty of Candour which means that you must be open and honest during your employment and if you see something wrong, you must raise it. You must read the NHS Constitution in full and can download this from the Trusts intranet site or the www.gov.uk website. Hard copies are available from the HR Department on request.
- The Trust is a non-smoking site. Failure to follow this rule could lead to disciplinary action.