

**Agenda for Change: Job Description**

JOB DESCRIPTION

<b>Post Title:</b>	Healthcare Assistant
<b>Directorate/Department:</b>	Countess Mountbatten House, Cancer Care Division A
<b>Agenda for Change Band</b>	2
<b>Accountable to:</b>	Team Leader
<b>Accountable for:</b>	N/A
<b>Main Purpose:</b>	To assist in the provision of individualised care, under the supervision of the qualified nurse and others in the Health Care Professional team. To work in a collaborative and co-operative manner, and to recognise and respect their particular contribution within the care team.
<b>Key Working Relationships:</b>	Nurses, ancillary staff, medical staff, patients and their relatives/carers
<b>General Duties:</b>	<p>The Health Care Assistant should be aware of and concerned with the essential needs of patients and assist the health care team by undertaking the following:</p> <ol style="list-style-type: none"> <li>1. Enabling clients to access and use toilet facilities.</li> <li>2. Enabling clients to eat and drink, paying particular attention to the presentation of food and drink.</li> <li>3. Enabling clients to maintain their personal hygiene and appearance.</li> <li>4. Enabling clients to maintain and improve their mobility.</li> <li>5. Contributing to the health, safety and security of individuals and their environment.</li> <li>6. Enabling clients to achieve physical comfort.</li> <li>7. Promoting equality for all individuals.</li> <li>8. Respecting and maintaining patient's privacy and dignity at all times.</li> <li>9. Contributing to the on-going support of clients and others significant to them.</li> <li>10. Contributing to the protection of individuals from abuse.</li> <li>11. Undertaking and reporting basic observations, under supervision.</li> <li>12. Maintaining and reporting accurate records, under supervision.</li> <li>13. Ensuring all patients are nursed in a manner that will comply with infection control standards.</li> <li>14. Adhering to Trust Policies and Procedures and being familiar with the location of current files.</li> <li>15. Taking part in the escort/transfer of patients, both within and outside of the Trust.</li> <li>16. Having a sense of ownership of the unit through observation and reporting of defective equipment, ensuring adequate stock levels, and ensuring that the ward/unit environment remains a safe, clean and tidy area for both staff and patients.</li> </ol>

**IMPORTANT ADDITIONAL INFORMATION RELATING TO YOUR EMPLOYMENT**

<b>Duty of Care</b>	You are responsible for ensuring that the patient, family and carers are at the centre of everything you do.
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	<p>Be open, honest and willing to acknowledge when something has gone wrong. Make timely apologies and take action to report incidents, including near misses; to ensure that as an organisation we learn.</p> <p>You should continuously seek to reduce harm by speaking up to managers and leaders if you believe that a lack of skills, knowledge or resources place patients at a risk of harm or if your concerns are not being listened to. Managers and leaders must listen to others when they raise concerns and take action.</p> <p>Wholeheartedly commit to learning about safety, continually striving to improve excellent care. Develop your own ability to detect and correct defects.</p>
<b>NHS Standards of Business Conduct and Professional registration</b>	<p>All employees must abide by the guidance set out in the NHS Code of Conduct and Standard Business Conduct for NHS Staff (HSG 93/5), as amended or replaced from time to time. Managers must also comply with the NHS Code of Conduct for Managers.</p> <p>All clinical professionally regulated staff must abide by the codes of conduct issued by their respective regulatory bodies (e.g. NMC, GMC, HPC) and ensure that they maintain updated registration as required by the role.</p>
<b>Living our values every day</b>	<p>All staff are expected to strive to make the Trust values ‘what we do’ – to inspire, develop and support every one of us to live our values; every patient, every colleague, every day.</p> <p>Each post holder is expected to ensure they live the values of:</p> <ol style="list-style-type: none"> <li>1. Patients First</li> <li>2. Always Improving</li> <li>3. Working Together</li> </ol> <p>These values are about us all helping each other to deliver great patient experience more consistently – involving people who use our services, their families, carers, staff and partners in continuing to improve the experience people have using and delivering our services</p>
<b>Health and Safety:</b>	<p>Staff are reminded of their responsibility to take care of their own personal safety and others whilst at work. In addition, no person shall interfere with, or misuse anything provided in the interests of health, safety and welfare</p>
<b>Infection Prevention and Decontamination of Equipment:</b>	<p>All staff are reminded of their responsibility to adhere to Trust and Departmental Infection Prevention Policies, including policies for the cleaning and decontamination of equipment, in order to protect their own health and that of other employees, visitors and patients.</p>
<b>Child Protection/Safeguarding</b>	<p>All staff providing services to patients and children are reminded of their responsibility to adhere to Trust and Departmental Child Protection and Safeguarding policies including employment checks.</p>
<b>Confidentiality</b>	<p>All employees of Southampton University Trust are reminded of the need to treat all information, particularly clinical and management information, as confidential.</p> <p><b>Any employee who wilfully disregards Trust and Departmental policies may be liable to serious disciplinary action including dismissal.</b></p> <p>This job description will be reviewed yearly as part of the annual appraisal, to ensure that it reflects the responsibilities of the post. No changes will be made without full consultation with the postholder.</p>

<b>Mental Capacity Act 2005</b>	All Staff are required to ensure knowledge regarding the Mental Capacity Act 2005 (MCA) at a level deemed essential for their role. The level of training required will be specified to members of staff and is dependent on their role. It is important that staff understand and comply with local policies and procedures relating to MCA to ensure the Trust can act in an individual's best interest when providing care. This helps to ensure ongoing adherence to our legal obligations and ensuring we put the needs of our patients first.
<b>Last Updated</b>	19 December 2017



**EMPLOYMENT CRITERIA/PERSON SPECIFICATION**

	standard. Aware of Health and Safety issues. Ability to complete documentation.		References	
<b>Personal qualities/temperament</b>	Able to show initiative. Able to work both individually and in a team. Calm and patient manner.	Smart appearance Friendly and approachable	Interview References	
<b>Special requirements of the post</b>	Flexible, reliable, punctual. Able to work a variety of hours including nights and week ends.		Interview References	
<b>Living the Trust values:</b>	Able to demonstrate behaviours that meet the Trust Values  Patients First Working Together Always Improving		Application and interview	
<b>Outside interests</b>				<b>Appoint:</b> <b>No</b>

**PERSON SPECIFICATION**