

## ROLE BRIEF

<b>Department:</b>	<b>The McIndoe Centre – Ward</b>
<b>Job Title:</b>	<b>Healthcare Assistant</b>
<b>Responsible To:</b>	<b>Ward Manager</b>
<b>Location:</b>	<b>East Grinstead</b>
<b>Key Duties:</b>	<ul style="list-style-type: none"> <li>– Assist in the provision of care to patients, supporting and supervised by a registered nurse.</li> <li>– To support the training of more junior staff e.g. housekeepers and domestic staff.</li> <li>– Carry out assigned duties which maintain hygiene, orderliness and safety of the ward/department environment.</li> <li>– Provide any clerical administrative support to the ward team.</li> <li>– To be flexible in the approach to the clinical area and provide cover for any area specified.</li> </ul>
<b>Key Accountabilities:</b>	<p><b>Patient/customer care (both direct and indirect)</b></p> <ul style="list-style-type: none"> <li>– Carry out tasks in delivering and supporting direct patient care as directed by a registered nurse.</li> <li>– Keep clinical areas clean and tidy and maintain a safe, pleasant environment.</li> <li>– Assist in the restocking of supplies and maintenance of equipment as directed by a registered nurse.</li> <li>– Adhere to departmental and organisational procedures for the use of supplies and equipment in order to promote the effective and efficient use of resources.</li> <li>– Be aware of and adhere to Horder Healthcare Policies and Procedures.</li> <li>– Be aware of and adhere to Local Policies and Procedures.</li> </ul> <p><b>People management</b></p> <ul style="list-style-type: none"> <li>– Participate in the Horder Healthcare appraisal and person development programme by meeting by the manager at least annually.</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>– Demonstrate a courteous and helpful approach to patients, relatives and visitors in the clinical area.</li> <li>– Carry out assigned clerical tasks as directed by a registered nurse.</li> <li>– Report untoward incidents and any other relevant information to a registered nurse immediately.</li> <li>– Inform a registered nurse if asked to carry out a task which the individual does not have the training or capacity to do.</li> <li>– Promote the corporate image of Horder Healthcare to all individuals, groups and organisations, both within the organisation and externally to the community at large.</li> <li>– Participate fully as a team member, sharing knowledge and information and supporting colleagues, to promote a cohesive ward team and the</li> </ul>

	<p>achievement of team objectives</p> <p><b>Information management</b></p> <ul style="list-style-type: none"> <li>– Use data which will contribute to the improvement of patient care.</li> <li>– Use the organisations internet to enhance care and for professional development.</li> <li>– Undertake relevant training for electronic information systems in place and under development.</li> </ul> <p><b>Other duties</b></p> <ul style="list-style-type: none"> <li>– This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.</li> <li>– To undertake any other duties commensurate with the grade as requested.</li> </ul>
<b>Key Knowledge, Skills and Experience:</b>	<p><b>Must Haves</b></p> <ul style="list-style-type: none"> <li>– Previous experience of nursing in the acute hospital setting.</li> <li>– Basic understanding of Microsoft Office software.</li> <li>– Excellent communication skills, both verbal and written.</li> </ul> <p><b>Nice to Haves</b></p> <ul style="list-style-type: none"> <li>– Previous experience of cosmetic, reconstructive, ophthalmic, orthopaedic or maxillofacial surgery nursing.</li> <li>– NVQ2/3 in care related subject</li> <li>– Previous experience in the use of electronic patient management systems.</li> </ul>
<b>Health and Safety:</b>	<p><b>The Health Act 2008</b></p> <p>Code of Practice for Prevention and Control of Healthcare Associated Infections:</p> <p>You'll carry out your duties in a way that maintains and promotes the principles and practice of infection prevention and control. You'll comply with national standards, policies, guidelines and procedures. If you need a few tips, speak with our Infection Control Specialist.</p> <p>For clinical colleagues with direct patient contact, this will include (but is not limited to):</p> <ul style="list-style-type: none"> <li>• compliance with clinical procedures and protocols, including uniform and dress code</li> <li>• the use of personal protective equipment</li> <li>• safe procedures for using aseptic techniques</li> <li>• safe disposal of sharps.</li> </ul> <p>Please take due care at work, reporting any accidents, incidents or near misses to your line manager and record them on the Datix system.</p>
<b>Equal Opportunities</b>	<p>Horder HealthCare's Equal Opportunities Policy tells you all about our commitment to ensuring that no patient, colleague or prospective colleague is</p>

	discriminated against, whether directly or indirectly on the grounds of: gender, sexual orientation, age, marital status, responsibility for dependants, disability, religion, creed, colour, race, nationality, ethnic or national origin, trade union activity, social background, health status, or is disadvantaged by conditions or requirements which cannot be shown as justifiable.
<b>Confidentiality</b>	You'll make sure that no confidential information is disclosed about Horder Healthcare or its associated companies (including information about patients and colleagues) to any unauthorised person.
<b>Safeguarding</b>	You'll be aware of the key issues in safeguarding children and vulnerable adults from significant and serious harm. Reporting safeguarding concerns to appropriate professionals and recording incidents accurately.
<b>People Managers</b>	You have a responsibility to manage your team, ensuring safe staffing levels at all times. You should ensure all new team members are effectively inducted onto your department; making sure that mandatory training is complete and kept up to date. You should effectively manage your team members monitoring performance and absence, using the HR policies and procedures.
<b>Review</b>	<p>Whilst this role brief outlines the main duties of your role identified at the date of issue, you may be required to carry out additional tasks as requested by senior colleagues.</p> <p>Your role may be subject to amendments in the light of the changing needs of the business, and will be reviewed periodically, which we'll discuss with you first.</p>