

## ROLE BRIEF

<b>Department:</b>	Outpatients & Pre-Assessment
<b>Job Title:</b>	Care Assistant
<b>Responsible To:</b>	Outpatients & Pre-Assessment Manager
<b>Location:</b>	The McIndoe Centre
<b>Job Purpose:</b>	<ul style="list-style-type: none"> <li>• To provide a caring and professional nursing service</li> <li>• To assist the registered nurses in the maintenance of a high standard of planned patient care using evidence based practice.</li> </ul>
<b>Key Duties:</b>	<ul style="list-style-type: none"> <li>• To maintain the highest possible standards of evidence based care and to preserve the dignity and confidence of the patient at all times being aware of patient confidentiality.</li> <li>• To participate in the implementation and evaluation of patient care</li> <li>• To maintain appropriate records and documentation on patients condition and be able to report both verbally and in writing</li> <li>• To be able to communicate effectively with the nursing staff on the condition and treatment of patients</li> <li>• To undertake nursing procedures in accordance with hospital policy, under supervision of registered nurses</li> <li>• To maintain professional awareness and current changes in practice</li> <li>• To behave in an accountable manner</li> <li>• To be familiar with all hospital policies and procedures regarding health and safety, clinical governance, infection control, fire procedures, manual handling and control of substances hazardous to health (COSHH)</li> <li>• To establish good relationships with all colleagues and members of the multidisciplinary team</li> <li>• To behave in a professional manner at all times</li> </ul>
<b>Key Accountabilities</b>	<p><b>Leadership and Responsibility</b></p> <ul style="list-style-type: none"> <li>• To ensure a healthy and safe environment for all patients and staff</li> <li>• Report any incidents to ward co-ordinator</li> </ul> <p><b>Education</b></p> <ul style="list-style-type: none"> <li>• To participate in mandatory training</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Develop clear lines of communication between:</li> <li>• All ward staff</li> </ul>

- Other hospital departments
- Consultant users

**Administration**

- To ensure all documentation is maintained appropriately
- To be aware of legal requirements for both data protection and patient confidentiality

**Qualifications, Training and Experience**

- Healthcare Assistant, NVQ Level 1/2/3 an advantage
- Any previous experience in surgical hospital setting and advantage
- Good communication skills
- Smart presentable appearance

**Judgment Skills**

Post holders must have:

- The ability to assess patient needs and ensure the appropriate care is given
- To be accountable for own practice. Develop a reflective approach to own practices setting personal objectives and reviewing self-development
- To develop and maintain own professional competence

**Freedom of Action**

The post holder will be expected to act according to the staff handbook and the McIndoe Centre’s Policies and Procedures.

The post holder will have the ability to communicate with: Registered Nurses, Healthcare Assistants and members of the multidisciplinary team and with all hospital departments.

**Environment**

The post-holder is operating in a 24 hour environment with customers including patients, consultants and staff.

N.B. This job description does not attempt to detail every activity and is likely to change subject to discussion in accordance with the needs of the post holder and the Company

The McIndoe Centre operates a no-smoking policy

**GENERAL**

- To carry out any other reasonable duties as requested by senior staff.

	<ul style="list-style-type: none"> <li>• To ensure that confidential information is not disclosed about Horder Healthcare or its associated companies (including information regarding patients and staff) to any unauthorised member of staff, or to anyone outside the employment of Horder Healthcare.</li> <li>• To act in such a manner as to satisfy public trust and confidence, to uphold and enhance the good standing and reputation of Horder Healthcare.</li> <li>• <u>To apply information security in accordance with the established policies and procedures of the organisation.</u></li> <li>• To take an active role in the Horder Healthcare’s staff appraisal system and action agreed goals and objectives.</li> <li>• You are required to apply security in accordance with established policies and procedures of the organisation.</li> <li>• To be aware of the key issues in safeguarding children and vulnerable adults from significant and serious harm, understanding their relation to the values of Horder Healthcare and to report safeguarding concerns to appropriate professionals, recording incidents accurately.</li> <li>• To adhere to all policies and procedures including Equal Opportunities where all employees are expected to accept individual responsibility for the practical implications of these policies.</li> <li>• To take reasonable care for the health and safety of yourself and others that may be affected by what you do while at work and complete al mandatory training as required.</li> <li>• All staff should be aware of their responsibilities and role in relation to the Business Continuity Plan.</li> <li>• Infection Control and Hand Hygiene - All employees are required to be familiar with, and comply with, policies for infection control and hand hygiene in order to reduce the spread of healthcare-associated infections. For clinical staff with direct patient contact, this will include compliance with clinical procedures and protocols, including uniform and dress code, the use of personal protective equipment policy, safe procedures for using aseptic techniques and safe disposal of sharps.</li> </ul>
<p><b>Key Knowledge, Skills and Experience:</b></p>	<p><b>Must Haves</b></p> <ul style="list-style-type: none"> <li>• Previous experience working as a Health Care Assistant</li> <li>• Willing to undertake NVQ level II in Health or Health and Social Care</li> </ul>

	<ul style="list-style-type: none"> <li>• Competencies to undertake basic nursing care duties including clinical observations</li> <li>• Good communication skills. Adaptable to meet the needs of patients and other professionals.</li> <li>• Able to work independently and within a team</li> </ul> <p>Nice to Haves</p> <ul style="list-style-type: none"> <li>• Experience of taking patient medical history.</li> <li>• Care certificate – NVQ I or II</li> <li>• Dental and or Ophthalmic experience</li> </ul>
<b>Health and Safety:</b>	<p>The post holder will take due care at work, reporting any accidents or untoward occurrences.</p> <p>The organisation operates a “No Smoking” Policy.</p> <p><b>The Health Act 2008</b> Code of Practice for Prevention and Control of Healthcare Associated Infections</p> <p>You are required to ensure that you carry out your duties in a manner that maintains and promotes the principles and practice of infection prevention and control in compliance with national standards, policies, guidelines and procedures.</p> <p>For clinical staff with direct patient contact, this will include compliance with clinical procedures and protocols, including uniform and dress code, the use of personal protective equipment policy, safe procedures for using aseptic techniques and safe disposal of sharps.</p>
<b>Equal Opportunities</b>	<p>Horder Healthcares Equal Opportunities policy affirms our commitment to ensure that no patient, employee or prospective employee is 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.</p>
<b>Confidentiality</b>	<p>To ensure that confidential information is not disclosed about Horder Healthcare or its associated companies (including information regarding patients and staff) to any unauthorised member of staff, or to anyone outside the employment of Horder Healthcare.</p>
<b>Safeguarding</b>	<p>To be aware of the key issues in safeguarding children and vulnerable adults from significant and serious harm, understanding their relation to the values of Horder Healthcare and to report safeguarding concerns to appropriate professionals, recording incidents accurately.</p>

<b>Human Resources (management)</b>	To manage establishment ensuring safe staffing levels at all times. Ensure all new recruits are effectively inducted into the department; ensuring mandatory training is complete and kept up to date. To monitor performance and absence, following policies and procedures. To process all HR related paperwork in a timely manner.
<b>Review</b>	This role brief reflects the principle duties of the post as identified at date of issue. It may be subject to amendment in the light of the changing needs of the service, and will be reviewed periodically in discussion with the post holder.
<b>Special Conditions:</b>	The duties and responsibilities described in this role brief may be subject to amendment to meet the business priorities. The post holder may be required to carry out additional tasks as required by senior colleagues.

<b>Role Brief Agreement</b>	<p>I have read this role brief and understand the contents of my day-to-day duties. I also understand that this role brief may change over time with the business needs of Horder Healthcare. I understand that the role brief will therefore be subject to periodic review.</p> <p><b>Colleague name:</b></p> <p><b>Colleague signature:</b></p> <p><b>Date:</b></p>
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