

## ROLE BRIEF

<b>Department:</b>	Dufferin Ward
<b>Job Title:</b>	Health Care Assistant -Bank
<b>Responsible To:</b>	Ward Manager
<b>Location:</b>	Crowborough, East Sussex
<b>Key Duties:</b>	<p><b>1. Care Delivery</b></p> <ul style="list-style-type: none"> <li>To become involved in the construction, implementation and evaluation of the patient integrated care pathways, documenting care provided.</li> <li>To help the patients maintain their own personal hygiene, respecting their privacy and dignity at all times. This will include all aspects of the patient 's activities of daily living, including dietary assistance</li> <li>To correctly undertake and record basic nursing practices of TPR, BP, Oxygen saturations, BMI urine testing, weight, measuring for anti-embolic stockings. Recording input and output on the patients ' fluid balance chart.</li> <li>To undertake capillary blood samples for POCT (point of care testing)</li> <li>To escort patients to other departments and theatre.</li> <li>To report any change in the patients ' conditions to the Registered Nurse and/or Therapist.</li> <li>To assist patients with unpacking and packing on admission and discharge.</li> <li>To assist and teach patients how to dress.</li> <li>To ensure that any maintenance issues, accident or risk is reported to a qualified nurse, the appropriate documentation is completed and the appropriate steps are taken to prevent recurrence.</li> </ul> <p><b>2. Clerical</b></p> <ul style="list-style-type: none"> <li>To answer the telephone, recording and relaying messages correctly.</li> <li>To ensure a Registered Nurse is called to answer queries about patients.</li> <li>To ensure that all relevant documentation is completed regarding timesheets, sickness etc.</li> </ul> <p><b>3. Training</b></p> <ul style="list-style-type: none"> <li>To be proficient in safer patient handling and constantly being aware of the importance of using the correct techniques when moving patients due to their restricted mobility.</li> <li>To know their limitation and always seek advice from a Registered Nurse or Therapist.</li> <li>To attend all mandatory training sessions and undertake relevant E-learning requirements.</li> <li>To extend their role under supervision following training from a Registered Nurse and Therapist.</li> <li>To undertake the Horder Centre Health Care and/or Therapy Care Certificate in Basic Competency and the Advanced Competencies when appropriate.</li> <li>To understand the principles of infection control and how to reduce the risk of infection by implementing standard precautions.</li> <li>To undertake relevant training to meet the organisational needs as advised by Matron and the departmental lead/HR/Training department.</li> </ul>

	<b>4. Professional</b> <ul style="list-style-type: none"> <li>To always appear and act in a professional manner.</li> <li>To always comply with The Horder Centre's corporate guidelines, local guidelines and legal requirements relating to the care of patients.</li> </ul>
<b>Key Knowledge, Skills and Experience:</b>	<b><u>Must Haves</u></b> <ul style="list-style-type: none"> <li>Experience in patient care in a hospital or care setting</li> <li>Excellent Communication Skills, both verbal and written</li> <li>A willingness to train and work towards City &amp; Guilds/NVQs</li> </ul> <b><u>Nice to Haves</u></b> <ul style="list-style-type: none"> <li>Orthopaedic/Clinic experience will set you apart from the rest</li> </ul>
<b>Health and Safety:</b>	<b>The Health Act 2008</b> Code of Practice for Prevention and Control of Healthcare Associated Infections:  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.  For clinical colleagues with direct patient contact, this will include (but is not limited to): <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> Please take due care at work, reporting any accidents, incidents or near misses to your line manager and record them on the Datix system.
<b>Equal Opportunities</b>	Horder HealthCare's Equal Opportunities Policy tells you all about our commitment to ensuring that no patient, colleague or prospective colleague 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.
<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>
<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>