

FAIRFIELD INDEPENDENT HOSPITAL

JOB DESCRIPTION

JOB TITLE:	Healthcare Assistant
DEPARTMENT:	Outpatients
BAND:	B
HOURS:	37.5 per week
CONTRACT:	Temporary
RESPONSIBLE TO:	Outpatients Nurse Manager
ACCOUNTABLE TO:	Chief Nurse

Job Summary

To assist in the delivery of patient care and other ward /department related duties as directed by and under the supervision of a Registered Healthcare Professional.

Roles and responsibilities

Communication

1. To communicate clearly and effectively with patients and staff of all disciplines
2. To ensure prompt reporting of any relevant information regarding patients, including observation of progress or deterioration in a patient's condition.
3. Make entries on patient records to record clinical interventions
4. Complete correct forms to accompany specimens

5. Receive and deliver patient related information to and from other departments, either oral, written, electronic and inform appropriate personnel
6. Communicate with both patients and relatives in a polite and pleasant manner

Patient Care

1. Assist with the provision of essential nursing care
2. Where trained to do so obtain and despatch specimens on request
3. Carry out a range of clinical competencies applicable to the ward/department, if trained to do so. These will be reviewed on a regular basis.
4. Initiate emergency action when required
5. Assist Healthcare professionals in carrying out clinical procedures.
6. Escort and assist the qualified Nurse in the safe transfer of patients within the hospital and other hospitals
7. Ensure the patients well being by accurately monitoring, recording and reporting variations in vital signs to the qualified nurse.
8. To accurately, when trained to do so assess a patient completing accurate documentation and report to qualified staff
9. Maintain safety of patient's personal clothing and property in accordance with agreed policies related to security and confidentiality.

The above list is not exhaustive but reflects main duties of the post. It will be reviewed annually to respond to the changing needs of the service, in consultation with the post holder.

Additional responsibilities

Conform to Hospital policies, procedures and guidelines

Participate in statutory and mandatory training as determined by the Hospital

To assist and support new team members

Contribute to a positive team philosophy in which people feel valued and motivated

Actively participate in team meetings

Participate in the care of ward/department equipment, including reporting faults

Maintain an awareness of budgetary constraints and actively participate in the careful use of resources.

Undertake work in other areas as necessary, following appropriate training.

Undertake administrative, clinical and housekeeping duties as and when required.

Undertake the cleaning of areas and equipment within the ward/department according to hospital policies and procedures. (Including the Infection Control policy)

Report any untoward or unusual incident to a qualified nurse.

To be actively involved in own self-development.

Health & Safety

It is the responsibility of all employees to work with managers to achieve a healthy and safe environment, and to take reasonable care of themselves and others. Specific individual responsibilities for Health & Safety will be outlined under key responsibilities for the post.

Infection Control

All staff will adhere to infection control policies and procedures at all times.

Information Governance

As an employee you will have access to information that is sensitive to either an individual or to the organisation and you are reminded that in accordance with the requirements of Information Governance, NHS Code of

Confidentiality, Data Protection Act 1998 and also the terms and conditions in your contract of employment, you have a duty to process this information judiciously and lawfully; failure to do so may result in disciplinary action.

Rehabilitation of Offenders Act 1974

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are ‘spent’ must be declared. Previous convictions will not necessarily preclude an individual from employment within the Hospital but must be declared in writing at the appropriate stage during the recruitment process.

Equality & Diversity

It is the responsibility of every member of staff to understand our equality and diversity commitments and statutory obligations under current equality legislation.

All employees must act in ways that support equality and diversity and recognises the importance of people’s rights in accordance with legislation, policies, procedures and good practice. All employees must read the Hospital’s Equality, Diversity and Human Rights Policy.

Smoke-free Policy

This Hospital operates a Smoke-free policy. This means that smoking is not permitted anywhere within owned or leased premises, including within their grounds and within owned or leased vehicles.

The job description does not form part of the Contract of Employment.

Name of Postholder:
Signature of Postholder:
Date: