

## **JOB DESCRIPTION**

<b>Job Title</b>	<b>Senior Health Care Assistant</b>
<b>Band/ Grade</b>	<b><u>3</u></b>
<b>Directorate</b>	<b>Nursing and Patient Care</b>
<b>Responsible to</b>	<b>RGN/Home Manager</b>

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## **JOB SUMMARY**

To work under the direct/indirect supervision of and in support of the registered nurse, carrying out delegated nursing and non-nursing duties to promote patient centered care.

## **KEY RESPONSIBILITIES**

### **Service Delivery Responsibilities**

- To undertake any other duties, required by line manager appropriate to the grade and relevant to the post.

### **Clinical Responsibilities**

- To assist the registered nurse in the delivery of direct and indirect patient care.
- To report any concerns to the registered nurse relating to standards of cleanliness, hazards and patient safety within the clinical area.
- To ensure the registered nurse is regularly updated on patients' condition and progress.
- To ensure the equipment is clean and in good working order.
- To ensure the environment is clean and tidy.
- To participate with the induction of staff new to the clinical area.
- To minimize hazards in the working area and report any identifiable hazards to the line manager. To adhere to all safe systems of work applicable to the work area.
- To demonstrate effective communication, both orally and in writing, to ensure dissemination of information.

- To maintain confidentiality at all times.
- To promote awareness of child protection issues referring to area child protection policy and Trust policy. Attend child protection training in accordance with the policy.
- To promote awareness of adult protection issues referring to the Herefordshire Multi-Agency Policy and Procedures for The Protection of Vulnerable Adults from Abuse. Attend adult protection training sessions in accordance with the policies and procedures.

### **Research and Audit**

- Identify audit topics relevant to the ward/department.

### **Personal Development**

- With the registered nurse's support identify areas of development/training required to meet the role.
- Participate in In-service and external training opportunities provided by the Trust.
- To maintain a continuous professional development portfolio.
- With appropriate training carry out patient observations and recordings, at the discretion of the Charge Nurse.

### **Administrative / Clerical Responsibilities**

- To receive and check goods prior to storing.
- To be aware of resource management within ward/department.

## **GENERAL INFORMATION**

### ***Information Technology***

Employees are expected to develop the IT skills necessary to support the tasks included in their post. They will, therefore be required to undertake any necessary training to support this.

### ***Health And Safety***

The post holder is required to conform to the Employer's Policies on Health and Safety and Fire Prevention, and to attend related training sessions as required.

### ***Safeguarding Vulnerable Adults & Children***

All staff have a duty to safeguard and promote the welfare of patients, their families and carers. This includes practitioners who do not have a specific role in relation to safeguarding children or adults, you have a duty to ensure you are:-

Familiar with the Trusts safeguarding policies. Attend appropriate training for safeguarding. Know who to contact if you have concerns about an adult or child's welfare.

### ***Confidentiality***

To maintain confidentiality at all times. In the course of their duties employees will have access to confidential material about patients, members of staff and other Health Service business. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and/or treatment of the patient. If there is any doubt whatsoever, as to the authority of a person or body asking for information of this nature, advice must be sought from a superior officer. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded as serious misconduct, which could result in serious disciplinary action being taken including dismissal.

### ***Infection Control***

It is a requirement for all staff to comply with all infection control policies and procedures. All Trust staff should ensure that they fulfill their responsibilities for infection prevention and control, that they provide leadership where appropriate in infection control matters and that they challenge poor infection control practice in their workplace. All staff should have infection control training at induction and annual infection control updates via the Department of Health e-learning package, via the local infection control CD-Rom training tool or by attendance at an annual Health and Safety refresher. All clinical staff will have annual infection control objectives set and these will be reviewed at appraisal.

### ***No Smoking Policy***

In recognition of the commitment to health promotion and its health and safety responsibility, the employer has a no smoking policy that prevents all staff from smoking whilst on duty.

### ***Data Quality***

The information that you record as part of your duties at the Trust must be 'fit for purpose', reliable and easily accessed by appropriate/authorised personnel. To achieve this standard the information must be: Accurate, Legible (if hand written), Recorded in a timely manner, Kept up-to-date, appropriately filed. All staff must monitor and take responsibility for data quality throughout the areas of the system used locally, all users maintain timely input, and ensuring that data is checked with the patient, and staff (in relation to their staff record), whenever possible, and to support initiatives to improve data quality.

N.B. Recorded information includes: patient information entered in case notes and entered on any computerised care records system, financial information, health and safety information e.g. incident reporting and investigation, personnel information recorded in personnel files etc. Failure to adhere to these principles will be regarded as a performance issue and will result in disciplinary action.

### ***Records Management***

All employees are legally responsible for all records that they gather, create or use as part of their work (including patient, financial, personnel and administrative), whether paper or computer based. All such records are considered public records and all employees have a legal duty of confidence to service users. Employees should consult their manager if they have any doubt as to the correct management of records with which they work.

### ***Conduct***

The post holder is an ambassador for the directorate and the employer and his / her actions and conduct will be judged by customers as an indication of the quality of the service provided by the employer as a whole. The post holder will also comply by the Values and the Constitution.

### ***Other***

This job description is not intended to be an exhaustive list of duties, but merely to highlight the current main responsibilities of the post. It may be reviewed from time to time in agreement with the post holder and the other members of the post holders line management team.

The employer is committed to continuous improvement in managing environmental issues, including the proper management and monitoring of waste, the reduction of pollution and emissions, compliance with environmental legislation and environmental codes of practice, training for staff, and the monitoring of environmental performance.