



JOB DESCRIPTION

Health Care Assistant

This Job Description is intended as a guide only and is not an exhaustive list of duties. It is subject to periodic review with the post holder.

1.	MAIN PURPOSE OF THE JOB	
	<p>To provide individual high quality care for patients in their own homes or in the hospice setting including appropriate support for families in line with hospice policy. Care may include supporting patients whilst symptoms are assessed and brought under control, caring for the dying, supportive psychosocial and spiritual care in line with any agreed plan and enabling patients' independence and progressing discharge home. You must adhere to all policies and procedures applicable in the hospice and to local and national end of life care policies. Using all equipment appropriately, for example hoist and slide sheets. You will work under the direction of a Registered Nurse. You may be required to break sad news to relatives and be able to deal with the situation, remaining supportive and caring.</p>	
2.	POSITION IN ORGANISATION	
	Reports to	Head of Care
	Main internal/external relationships	Liaises with all Managers, Registered Nurses, Care Staff, Housekeeping, Catering, Admin and Volunteers as well as Patients, Carers and Families, Resource Centre, Doctors, District Nurses, Clinical Nurse Specialists and Primary Care Team.
3.	DUTIES AND RESPONSIBILITIES	
	<ul style="list-style-type: none"> • To work under the direct supervision of the registered nurse as directed in the patients' care plan, providing basic nursing care to patients in order to meet their fundamental health care needs. This will include nursing duties such as assisting patients to the toilet, assisting patients to use the commode, assisting patients to eat and drink as independently as possible. • Assist patients with personal care whilst maintaining privacy and dignity at all times • Prepare light meals and undertake light household duties, including laundry • To be responsible for undertaking some tasks independently without direction and supervision. This will include activities such as making beds and cleaning of equipment • Administer & supervise patients with medication once trained and competent to do so 	

- Continuing care of patients and family following death. Assisting in giving the deceased last offices respecting their spiritual, cultural and religious needs.
- Organising/assisting families with funeral arrangements & liaising with funeral directors.
- Ensuring safe custody of patient's property
- To be responsible for ensuring patient safety at all times and that any care given is in line with training received and follows either verbal direction from a registered nurse or is directed via written nursing care plans. This will also include the care and management of those patients who are unable to maintain their own safety because of reduced mental capacity, cognitive impairment or any sensory deficit.
- To act in a non-judgemental way and treat each and every patient as an individual, respecting his or her choices, wishes, customs, values and beliefs irrespective of your own ideals and culture
- Establish the preferred method of communication for the patient and their families
- To communicate effectively and appropriately with patients from diverse backgrounds including different cultures. As well as patients who exhibit challenging behaviour, sensory loss and other difficulties with communication.
- To ensure any queries raised by patients, families and visitors are responded to in a friendly and sensitive way and directed to the appropriate professional if you are unable to address the question or resolve the issue yourself. Whilst maintaining patients confidentiality and privacy at all times
- To be able to communicate with and support patients whilst carrying out care which may be of a sensitive nature
- Is able to relay to the appropriate professional any concerns or wishes expressed by the patient
- Make accurate records at the point of care using the hospice's record and reports relevant information directly to the registered nurse
- To provide input into the continuous assessment of patients, reporting any deterioration in a patient's condition, obtaining clinical observations as appropriate, and reporting these to a registered nurse
- To ensure all patients property is respected and kept as safe as possible, including the recording of property on admission
- Attend team meetings
- Establish & maintain good working relationships with other staff members and volunteers

- To communicate appropriately with all members of the multidisciplinary team, other colleagues, patients, relatives and visitors. Displaying a friendly and approachable manner at all times
- Assists in the orientation and induction of new staff and students, bank and agency staff. Use of equipment and basic care skills. Provides support and mentors staff undertaking NVQ or in-house training
- To attend mandatory training and updates
- To attend relevant study days/courses as identified in the personal development plan and including mandatory training in order to achieve knowledge and skills as set out within the competency framework
- To be responsible in actively being involved in the prevention of cross infection, understanding and adopting into practice the principles of infection control in accordance with the hospice policy
- To carry out activities which will ensure a safe environment for all patients, visitors and staff. This will include: identifying and reporting faulty equipment appropriately, cleaning up and reporting spillages in accordance with hospice policy
- To comply with Fire Safety Procedures
- To use/store all equipment in a safe and appropriate manner, in accordance with Hospice and manufacturers instructions ensuring safety for both patients and staff
- To be responsible for maintaining designated equipment in good working order. This will include cleaning of equipment and ensuring batteries in equipment are fully charged
- To be responsible for reporting any incident or near miss immediately to the nurse in charge
- To assist in monitoring, storing and disposal of equipment and hazardous materials in accordance with health and safety guidelines. This will include safe disposal of sharps and soiled linen
- Under the Health & Safety at Work Act (1974), it is the responsibility of the post holder at every level to take care of his/her own health and safety and that of others who may be affected by his/her acts at work

Infection Control - To maintain a clean, safe environment, ensuring adherence to Beaumont House's standards of cleanliness, hygiene and infection control.

4.

GENERAL RESPONSIBILITIES

The post holder is required to observe the following principles:

- Have an awareness of the Essential Standards of Quality & Safety laid down by the Care Quality Commission.
- To have an awareness of local and national guidelines for End of Life Care e.g. GSF
- The post holder must, at all times, act honestly and openly and comply with relevant corporate governance requirements, employment legislation and Beaumont House Code of Practice.
- To be responsible for reading all policies and guidelines that are relevant to their role and are available in the area in which they work.
- Make the care and safety of patients his/her first concern and to act to protect them from risk.
- Respect the public, patients, relatives, carers, staff and partners.
- Be honest and act with integrity.
- Accept responsibility for his/her own work and performance.
- Show commitment to working as a team member by working effectively with other team members and the wider community.
- Take responsibility for own learning and development.
- In all actions undertaken, have regard for the hospice reputation.
- The post holder is expected to work flexibly and across all service areas to be able to meet the challenges and opportunities of working within Beaumont House.