



Being there for *you*
and *your family*

JOB DESCRIPTION

JOB TITLE:	Healthcare Assistant Inpatient Ward/Day Hospice
RESPONSIBLE TO:	Ward/Unit Manager
LOCATION:	LOROS Hospice, Groby Road, Leicester
HOURS:	As per contract

CODE OF CONDUCT FOR HEALTHCARE SUPPORT WORKERS AND ADULT SOCIAL CARE WORKER IN ENGLAND

The job holder is expected to meet the requirements of the above at all times. A summary of the code follows, although the full code should be read in conjunction with this job description:

As per 'Code of Conduct for Healthcare Support Workers and Adult Social Care Workers in England' a Healthcare Support Worker or Adult Social Care Worker in England you must:

1. Be **accountable** by making sure you can answer for your actions or **omissions**.
2. **Promote** and **uphold** the privacy, **dignity, rights**, health and **wellbeing** of people who use health and care services and their carers at all times.
3. Work in **collaboration** with your colleagues to ensure the delivery of high quality, safe and compassionate healthcare, care and support.
4. Communicate in an open, and **effective** way to promote the health, safety and wellbeing of people who use health and care services and their carers.
5. Respect a person's right to confidentiality.
6. Strive to improve the quality of healthcare, care and support through **continuing professional development**.
7. Uphold and promote equality, **diversity** and inclusion.

JOB PURPOSE:

The Healthcare Assistant provides clinical and non-clinical support to the multi-disciplinary team in promoting and maintaining a high standard of individualised patient care, taking into account the physical, emotional, spiritual and social needs of patients and those close to them.

A Healthcare Assistant's duties are always delegated and supervised by a registered professional. The Healthcare Assistant also has the responsibility for ensuring that they do not carry out any delegated duty for which they do not possess the necessary competence/skills.

DUTIES AND RESPONSIBILITIES :

1. Carry out specified delegated clinical care and support, consistent with the patient plan of care.
2. Assist patients with personal hygiene, dressing, toileting and mobility.
3. Provision of patient's toileting needs, ensuring privacy and dignity is maintained.
4. Support patients in managing incontinence and promotion of continence.
5. Preparing and serving patient's meals, drinks and snacks. Assisting/feeding patients as necessary.
6. Recording a patient's fluid/dietary intake/output using appropriate charts when required.
7. Enable patients to maintain/improve their mobility by use of exercise and mobility appliances.
8. Assist in the prevention of pressure sore development as directed by the Registered Nurse in conjunction with the patient's plan of care.
9. Carry out any movement and handling within the safe practice guidelines from mandatory training and in relation to the patient's manual handling care plan.
10. Obtaining specimens from patients for ward and or laboratory testing.
11. Removal of cannulae and catheters.
12. Undertake the dressing of non-complex wounds in conjunction with a plan of care.
13. Prepare and maintain environments for clinical treatments and investigations
14. Prepare patients for treatments, investigations or procedures including offering support, answering questions appropriate to own knowledge/ experience and assisting in recovery where appropriate.

15. Chaperoning and escorting patients as necessary
16. Assist Registered Nurses/Nursing Associates with last offices and transporting deceased patients to the mortuary
17. General and clinical observations of patients, reporting anything untoward to Registered Nursing staff, to include;
 - a. Recording of blood pressure, pulse, temperature, respiration rate
 - b. Oxygen saturation monitoring
 - c. Blood glucose monitoring
18. Initiate basic life support as appropriate and provide assistance as required in prolonged resuscitation situations.
19. Provide a verbal handover of the patients care under the direct supervision of the Registered Nurse/Nursing Associate
20. Ensure effective communication with staff and patients and to refer questions from patients, relatives and carers to the appropriate personnel and communicate answers.
21. Provide reassurance and emotional support to patients and families.
22. Report concerns relating to patient wellbeing, safeguarding or safety.
23. Organise and participation in therapeutic activities with patient and carers.
24. Maintaining confidentiality of patients and those close to them and ensuring information is only used in connection with authorised duties.
25. Maintain effective communication with the rest of the healthcare team regarding issues relating to their assigned duties, promptly reporting areas of concern.
26. Accurately document care provided and report changes in a patient's condition to a registered nurse or appropriate healthcare professional.
27. Ensure compliance with LOROS policies.
28. Contributing to providing a clean, safe and pleasant environment for patients, visitors and staff adhering to infection control / policies, procedures and best practice.
29. Assist and contribute to the efficient use of stock and resources including maintaining stock levels.

Education and Personal Development:

1. Undertake the induction programme and competency training programmes appropriate to role.
2. Take responsibility for undertaking own mandatory training and updates as required. Raise any concerns with attending or accessing training.
3. Engage in clinical supervision
4. In collaboration with line manager take responsibility for fully participating with the appraisal process.
5. Demonstrate skills and activities to others in similar roles and make a contribution as a team member to the training and support of learners.
6. Keep up-to-date with current clinical and health care practices relevant to the workplace.
7. Complete the care certificate and communication skills training

GENERAL:

Maintain high standards of cleanliness and infection control.

Follow infection prevention procedures including appropriate use of PPE.

Assist with the cleaning and preparation of clinical areas and equipment as required.

Adhere to organisational policies, procedures and professional standards.

Maintain patient confidentiality and comply with data protection requirements.

Promote equality, diversity and inclusion in all aspects of care.

The contents of this job description are not exhaustive and may be amended in accordance with the needs of the service after discussion with the post holder whose agreement will not be unreasonably withheld.

Signed..... Date.....

Postholder

Signed..... Date

Line Manager

