

Job Description

Job Information	
Job Title:	Health Care Assistant (bank)
Directorate/Service:	C & M Collaborative Bank
AfC Band:	Band 2
Responsible to:	Resourcing Manager
Accountable to:	HR Programme Manager
Base Location:	Various based on booking
Job Code:	Mapped to 409-4297706

Job Summary
The post-holder will carry out assigned tasks involving direct care in support of and supervised by a Registered Nurse. Endoscopy is a busy vibrant unit that undertakes many procedures using specialist equipment. The HCA will work alongside Consultants, Nurses, Endoscopists and MDT to ensure the efficient and timely running of lists.

Dimension & Context of the role
The post holder will be assigned to work as a Health Care Assistant (band 2) on a bank basis across various Cheshire and Merseyside NHS Trust Endoscopy departments.
Please be aware that this job description describes the substantive job role, which the individual would work on a bank basis, which means that not all elements of the job description may apply. As this is a generic Job Description the post-holder will be given further information regarding the context of their role when assigned to a specific ward/department.

Key Responsibilities
<p>KEY DUTIES</p> <ul style="list-style-type: none"> To work as part of the Nursing Team undertaking household support tasks and direct care tasks as delegated by the Nurse in Charge. To support the qualified Nursing Staff in the maintenance of high standards of nursing care to patients. To assist in providing an environment within the ward that is conducive to patient recovery and pleasant for patients and their families. To accept responsibility for specifically delegated functions within the ward which the Nurse in Charge feels are appropriate for untrained staff to undertake. To ensure where entries are made in nursing documentation, that these are correct, legible and comprehensive and countersigned by a registered nurse. To understand and adhere to all Trust Policies. To ensure the Health and Safety of patients, relatives and other staff is considered and not prejudiced by the post-holder at any time. <p>PERSONAL RESPONSIBILITIES</p> <ul style="list-style-type: none"> To ensure that privacy and dignity of patients is paramount and is not compromised. To ensure that all patient information is confidential and is not disclosed to a third party except with permission of the Nurse in Charge. To report any untoward incidents/occurrences. To ensure that all patient care is delivered with the highest degree of professionalism. To present an appearance which gives a positive image of the Trust and a manner which is appropriate and which inspires confidence. To attend specifically fire and lifting and handling lectures annually and ensure appropriate updates are attended once H.C.A. training is complete.

- To participate in an annual performance review undertaken with the Ward Manager to identify personal development needs.

ADMINISTRATIVE RESPONSIBILITIES

- Ensure patient records are kept up to date and accurate and recording is done in line with Trust policies and procedures.

GENERAL DUTIES

- To observe the provisions of and adhere to all Trust policies and procedures.
- To actively participate in the annual performance review to identify personal development needs
- To attend Trust Statutory and Mandatory training sessions as required and any other training courses relevant to the post.
- To fully comply with the relevant sections of the Health and Safety at Work Act. They must also understand and implement Trust “Statement of Policy on Health and Safety at Work” and the Trust corporate “Health and Safety Policies and Procedures”. You are required to follow all applicable rules and procedures relating to Health and Safety at Work and to take all responsible precautions to avoid actions.
- To be aware of the confidential aspects of the post. To keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively. Breaches of confidentiality will result in disciplinary action that may involve dismissal. You must maintain the confidentiality of information about service user staff and organisational business in accordance with the General Data Protection Regulation 2018 (GDPR) and Caldicott principles.
- The post holder should also be aware that, regardless of any action taken by the employing authority, breaches of confidentiality could result in civil action for damages.
- All staff will be treated with respect by management, colleagues, patients and visitors and equally staff will treat management, colleagues, patients and visitors with the same level of respect. Staff will be supported to challenge any discriminatory behaviour that may be based on differences in race, disability, language, culture, religion, sexuality, age, and gender or employment status.
- You will be expected to undertake the Trusts’ commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.
- To ensure that when creating, managing and sharing information records it is done in an appropriate way, subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines. All workers are responsible for implementing and maintaining data quality, ensuring that records are legible and attributable and that the record keeping is contemporaneous
- In accordance with the Health and Social Care Act 2008, the post holder will actively participate in the prevention and control of infection within the capacity of their role. The Act requires the post holder to attend infection prevention and control training on induction and at regular updates and to take responsibility for the practical application of the training in the course of their work. Infection prevention and control must be included in any personal development plan and/or appraisal.
- To adhere to relevant Code of Practice of Professional body (if appropriate)
- The post holder must be flexible in the duties performed and it is expected that similar duties, not specifically listed above, will be carried out as required and may be cross site.
- The duties contained in this job description are not intended to be exhaustive. The duties and responsibilities of this post are likely to evolve in line with the Trust’s continued organisational development.
- To adhere to the NHS Constitution and its principles and values. You must be aware of your Duty of Candour which means that you must be open and honest during your employment and if you see something wrong, you must raise it. You must read the NHS Constitution in full and can download this from the Trusts intranet site or the www.gov.uk website. Hard copies are available from the HR Department on request.
- The Trust is a non-smoking site. Failure to follow this rule could lead to disciplinary action.