

Clinical and Scientific Services- Critical Care

Job Title: Clinical and Environmental Assistant

Band: Band 2

Reports to: Ward Manager

Accountable to: Ward Manager

Job Purpose

The post holder will

- Work as an integral part of the team
- Be responsible for the coordination of all Hotel Services within the Ward area
- Work as part of the multi-professional team, to ensure a clean, safe and comfortable environment.

The main elements of the role include:

- Environmental cleaning
- Maintaining adequate stock levels in the clinical area
- Maintain quality standards by working closely with contractors and support services
- To ensure that the tidiness and appearance of the department is conducive to good patient care.
- Be responsible for participating and assisting in the delivery of care/services to patient/ service users within the Trust.
- Work under the overall supervision of a registered member of staff.
- Carry out a limited number of delegated procedures requiring a base level of theoretical knowledge, understanding and skill specific to the specialist area

Main Duties and Responsibilities

Clinical Practice

- Ensure patient's/clients nutritional needs are met through assisting in the preparation of patients/clients prior to meals and beverages, give help and assistance in feeding/drinking as necessary.
- Appropriately record and monitor dietary intake of patients/clients, informing relevant staff of progress and/or any difficulties relating to dietary/fluid intake.
- Assist patients/client's in maintaining their personal hygiene, grooming and dressing needs with specific concern for their religious, cultural and personal preference, ensuring privacy and dignity at all times.
- Assist patients/clients in their mobility requirements, help move and position appropriately to maximise their physical comfort, utilising equipment as directed by the multi professional team.
- Prepare individual patients/clients and the environment to ensure effective movement and/or handling procedures.
- Assist in the correct procedure of duties relating to last offices for deceased persons. Ensure that all religious and cultural wishes, obligations are adhered with.
- When necessary initiate and assist with basic cardio-pulmonary resuscitation procedures (First Aid).
- Assist the Registered Nurse to transfer the patient/client from one care area to another, i.e. from Critical Care to the ward.
- Perform and record urine testing reporting results to a Registered Nurse
- Chaperon the patient/client as required ensuring appropriate support.
- Actively support and assist in alleviating distress and anxiety of patients/clients or carers, consistent with their personal beliefs and preferences.
- Record patient's/client's items of property in the ward property and valuables book, ensuring valuables are correctly placed into safekeeping.

Maintaining the Environment

- Maintain cleanliness in the work environment in line with Trust Health and Safety policies.
- A major part of the role is to clean and prepare bed areas following the discharge of patients, paying particular attention to infection control policies and procedure, this will include:
 - Cleaning of bed frames
 - Changing of mattresses
 - Bed side equipment
 - Patient bed side lockers
 - Changing curtains
 - Mopping the floor
 - Deep clean of side rooms.

Management

The post holder will be expected to:

- Organise the supply and maintenance of materials and equipment. Ensuring they are placed in the correct area and present no hazard to staff, patients and visitors.
- Welcome and orientate patients/clients/visitors and others to the ward/department.
- Be familiar and comply with all Trust Policies and Procedures
- Exhibit professional behaviour and attitude at all times
- Adhere to Trust Uniform Policy
- Maintain and adhere to Trust Zero Tolerance policy
- Contribute to effective team working, by being committed and participating, to achieving full potential.
- Contribute in the supply and maintenance of materials and equipment to ensure the efficient running of the clinical environment.
- To adhere to all organisational policies and procedures
- Be responsible for self and others through identifying risks, undertaking work activities in a safe manner.

Education and Development

The post holder will be expected to:

- Maintain responsibility for the identification of own continuing educational needs and development and take part in annual appraisal.
- Maintain competence in Resuscitation, Moving, Handling, and Fire Education through annual attendance of lectures in adherence to Trust Policy.

- To attend all mandatory training as required by organisational policies
- To attend appropriate training courses and keep up to date with developments within the service area
- Participate in the training programmes of others supporting trainee support workers and support workers

This job description is an outline of the main role and is not an exhaustive list of duties. Due to the continuing development of the Directorate the job description is likely to change and will be subject to a regular review.

Supervision and Accountability

Supervised by the Ward Manager or in their absence, the senior nurse in charge of the department and accountable to the Ward Manager

Daily contact with the supervisor or their deputy and access at all times throughout working hours.

The post holder will take part in six monthly review assessment/appraisal process.

Health and Safety

The post holder must not wilfully endanger him/herself or others while at work. Safe working practices, safety procedures and COSHH Regulations must be adhered to. Protective clothing and equipment must be used where appropriate.

All accidents must be reported and you must participate in accident prevention by reporting potential hazards.

Infection Control

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust Infection Control manual.

Security

The post holder has a responsibility to ensure the preservation of NHS property and resource.

Confidentiality

Confidentiality must be maintained at all times in all aspects of work.

Equal Opportunities

The Trust equal opportunities policy covers all members of staff. All individuals regardless of race, ethnicity and nationality, gender or disability are encouraged to apply for all posts.

No Smoking Policy

The Trust has adopted a no smoking policy. The policy applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas. Staff appointed will undertake not to smoke in the hospital.

Team Brief

The Trust operates a system of Team Briefing which is based on the principle that people will be more committed to their work if they fully understand the reasons behind what is happening to their organisation and how it is performing. It is expected that all employees will attend the monthly briefing session.

THIS JOB DESCRIPTION IS A REFLECTION OF THE CURRENT DUTIES OF THE POST AND MAY BE SUBJECT TO CHANGE IN THE FUTURE FOLLOWING CONSULTATION WITH THE POST HOLDER.

PERSON SPECIFICATION

Clinical and Environmental Assistant (Band 2)

QUALITY	ESSENTIAL CRITERIA Necessary for safe and effective performance in the job	DESIRABLE CRITERIA Elements that contribute to improved job performance	METHOD OF ASSESSMENT
<u>Educational Qualifications</u> <u>Training/Knowledge</u>	General education completed. Willing to undertake the Skills for Health Care Certificate Willing to undertake the NVQ or Apprenticeship Level 2 in Care Support Services	Holds the NVQ or Apprenticeship Level 2 in Care Support Services or equivalent vocational qualification Holds the Skills for Health Care Certificate GCSE's or level 2 key skills particularly in English and Maths.	Certificates
<u>Work Experience</u>	Experience of working in an acute "care" environment, undertaking a full range of duties.	Experience of working in more than one speciality within a health care environment.	Application form and Interview
<u>Skills</u>	Good communication skills. Able to work on own initiative, following direction by Registered Nurse. Caring skills.	Second language skills.	Application form and Interview

<u>Personal Attributes</u>	<p>Committed to delivering high standards of patient care.</p> <p>Friendly, open, empathetic and compassionate.</p> <p>Professional outlook and positive attitude.</p> <p>Able to relate well with patients/clients/relatives/visitors/colleagues/the multi-disciplinary team and wider Trust staff.</p> <p>Honest and trustworthy.</p>		Interview
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