

## Job Description

**Job title:** Health Care Assistant

**Band:** 3

**Department:** Childrens

**Hours:** Part time/ full time.

**Reports to:** Senior Sister/Unit Manager

**Work base:** Yeovil District Hospital

### Job Summary

- To be an integral member of the team supporting and assisting trained nursing staff and other professionals in a safe way and within the competencies of the Health Care Assistant role, in the delivery of effective patient care on a daily basis for babies and children from 0-19yrs with a wide variety of acute/chronic and terminal physical and mental health problems.
- Establish use of systems that are in place on the Unit for a multi-disciplinary approach to patient care delivery which builds on the philosophy of greater involvement of patients and their parents /carer's and families by using the Trust's patient and public involvement strategy.
- Rostering pattern will be dependent on the needs of the department and the requirements of the trust. Shifts includes, days, nights and weekend.

### Main duties and responsibilities

#### Communication and Key Working Relationships

- Act at all times in a respectful manner that protects and promotes patients' dignity and modesty
- Carry out the duties of the role in a professional manner to patients, visitors and colleagues
- Communicate with relatives and patients and other team members in a sensitive and caring manner
- Participate and contribute to departmental meetings as required
- Accurately take and promptly pass on oral and written messages as appropriate

#### Planning and Organisation

- Assist the Nursing, Medical and other healthcare professionals by contributing to care planning and review.
- Report all of the outcomes and any concerns of all patient care duties personally undertaken clearly and promptly to the nursing/medical team.
- Ensure all aspects of care are clearly documented within the patients notes and appropriate IT Systems.



## Responsibility for Patient / Client Care, Treatment & Therapy

- On a daily basis under the direction of the nurse in charge supports children and their families undergoing distressing procedures through explanation at an appropriate level, providing comfort, distraction therapy through play and undertaking physical actions such as hand holding.
  - Assists the nurse in charge in the undertaking of procedures, e.g. blood taking by holding the child appropriately supporting the nurse in undertaking the procedure swiftly and effectively.
  - Assisting nursing staff and Dr's with taking bloods when required.
  - Is responsible for looking after children in the absence of their parents, e.g. if the parent wishes to see the Doctor without the child being present, or when the parents need time to attend to other sibling etc.
  - Under the direction of the nurse in charge and using own initiative, acts as a chaperone for patient and staff during intimate procedures and examinations, remembers at all time the need for patient confidentiality.
  - Verbally confirms correct patient information on medical notes, changes as appropriate, instructs receptionist to change on computer system as required.
  - Undertakes checks of patient height and weight and records in patient's notes by plotting on graph ready for clinic appointment.
  - Under the direction of the nurse in charge and using own initiative after training in the use of specific equipment, records patient observation such as blood pressure, SaO<sub>2</sub> monitoring, urinalysis and temperature, and report back to the nurse in charge.
  - Record ECG's, and inform nurse in charge or Dr of results.
  - Under the direction of the nurse in charge checks all consumable equipment used e.g., urinalysis sticks are in date and all other equipment is within working order. Reports all faulty equipment to the nurse in charge in accordance with Trust Policy.
  - Perform blood glucose monitoring and urinalysis tests and record on patient's charts, informing trained staff of result.
  - Perform care of stoma, simple dressings, emptying and removing catheter and NG tube bags remembering to record all output on relevant chart.
  - Insert Cannulas when required, ensuring the appropriate care plans are completed.
  - Remove venflons as directed by nursing staff.
  - Maintains the security of all children and their families within the Children's Unit in accordance with Trust Policy by confirming the identity of all visitors, refusing entry and informing the nurse in charge.
  - Checks that the patient's notes are stored in accordance with Trust Policy and are stored in a secure area or supervised at all times.
  - Collects and delivers patient's notes to various areas of the Hospital as required and directed by the nurse in charge.
  - Is responsible for assisting with the decontamination of toys ensuring they are safe for the children to play with, in accordance with trust guidelines.
  - Collects and delivers patient's notes to various areas of the Hospital as required and directed by the nurse in charge
  - Assist children and young people in all aspects of daily living as per care plan, ensuring privacy and dignity is always maintained. Perform basic pressure area care as required
  - Eating and drinking – to assist in the preparation and serving of meals or basic food supplements. Feeding patients/assisting them to drink and accurately recording on charts, reporting their intake to a registered nurse.
  - Accurately documenting input/output as per care plan.
  - Supervise Ced's/Camh's patients at mealtimes, supervise oral supplements and administer via NG tube if not taken.
- Do daily room checks and hourly safety checks as per risk assessments/care plans for Camh's patients.



- Help the Registered Nurse with the care of the deceased patient by performing last offices as per Trust procedure and under the direction of the trained member of staff.
- Uses hoists and other appropriate equipment available for moving the child, lifting babies/toddlers in the absence of parents, following the manual handling assessment of individual patients up.
- Escort stable patients to Theatre or X-ray Department. Monitoring and observing the patient's condition during the transfer.
- Some children are admitted to the unit due to child protection concerns. You may need to escort these children and their families to the X-ray Department for Skeletal Surveys and stay with them until survey completed.
- Keep care plans up-to-date ensuring all your reports and care plans are co-signed by a trained member of the nursing team.
- Uses hoists and other appropriate equipment available for moving the child, lifting babies/toddlers in the absence of parents, following the manual handling assessment of individual patients up.
- Communicate and pass on relevant information via the telephone, electronically or verbally from medical staff, patients and relatives to members of the department team.
- Initiate emergency treatment such as cardiac massage in the event of cardiac arrest, alert other professionals in the event of the collapse of a patient or other person within the department area.
- Use calm and non-threatening verbal and nonverbal communication skills to manage any abusive and aggressive behaviour.
- Ensure that patient charts and nursing records are filled in accurately, legibly and to Trust Policy.
- Attend department team meetings to gain Trust, Divisional and Ward information.
- Use calm and non-threatening verbal and nonverbal communication skills to manage any abusive and aggressive behaviour.
- Assist with training and supervision of new support staff and students while they are being orientated and inducted by showing them around the area, telling and showing them the ward routines and have them shadow shifts.
- Collect urine, sputum, faeces specimens from patients and put into transit bottles and label on a daily basis.
- Prepare and replenish the environment for clinical treatments/investigation
- Ensure patients and their families are advised to send all valuables home or for them to sign a liability form on admission rendering them responsible for the safe keeping of the aforementioned items.
- Read and adhere to all Trust Policies.
- At all times helps senior staff to maintain the safety of all children by being responsive and reactive to Child Protection issues.
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### **Review of Job Description**

This job description is not an exhaustive list of duties, but is intended to give a general indication of the range of work undertaken within this new role. Work will vary in detail in the light of changing demands and priorities, and therefore the duties identified will be subject to periodic change/review, in consultation with the post holder. All employees have a responsibility to abide by all Trust Policies.



# Person Specification

	Essential	Desirable
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Evidence of secondary education</li> <li>Numeracy and literacy level 1 or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Basic life support</li> <li>Care certificate or working towards</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Understanding of a health or social care setting.</li> <li>Basic knowledge of NHS legislation to include COSHH/Health and Safety/Infection Control/Clinical Waste Management/Manual Handling/Confidentiality and the Data Protection Act.</li> <li>Understanding of SafeGuarding issues</li> </ul>	
<b>Experience</b>		<ul style="list-style-type: none"> <li>Previous experience of working with children/on a children's unit</li> <li>Basic keyboard skills</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Able to work as part of a team.</li> <li>Ability to work on own initiative within agreed policies and procedures.</li> <li>Confident and able to relate to patients and staff in a calm manner.</li> <li>Physically able to carry out the duties of the post including bending, stretching, kneeling and walking for long periods of the shift.</li> <li>Present for duty in a professional manner, punctually and correctly dressed according to Trust Policy</li> <li>Able to work flexible shifts</li> </ul>	
<b>Communication Skills</b>	<ul style="list-style-type: none"> <li>Evidence of a good standard of Literacy/English language skills</li> <li>Able to demonstrate an ability to develop a rapport and show empathy and sensitivity.</li> <li>Able to demonstrate they can adapt communication style to circumstances.</li> <li>Self-aware</li> <li>Able to build good working relationships with colleagues</li> </ul>	



<b>Planning &amp; Organising Skills</b>	<ul style="list-style-type: none"> <li>• Able to prioritise workload.</li> <li>• Able to work under instruction and as part of a team.</li> <li>• Able to work under pressure</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Willingness to use technology to improve standards of care and support to our patients.</li> <li>• Works well in a busy environment</li> <li>• Adaptable and flexible</li> <li>• Good time keeping</li> <li>• Flexible approach to work</li> <li>• Demonstrates respect for confidentiality at all times.</li> </ul>	<ul style="list-style-type: none"> <li>• Proven experience of a successfully working within a team environment</li> </ul>

**Relationships:**

Internal	External

**Budget holder:** No

**Line management responsibility:** No

**Updated:** May 2020

