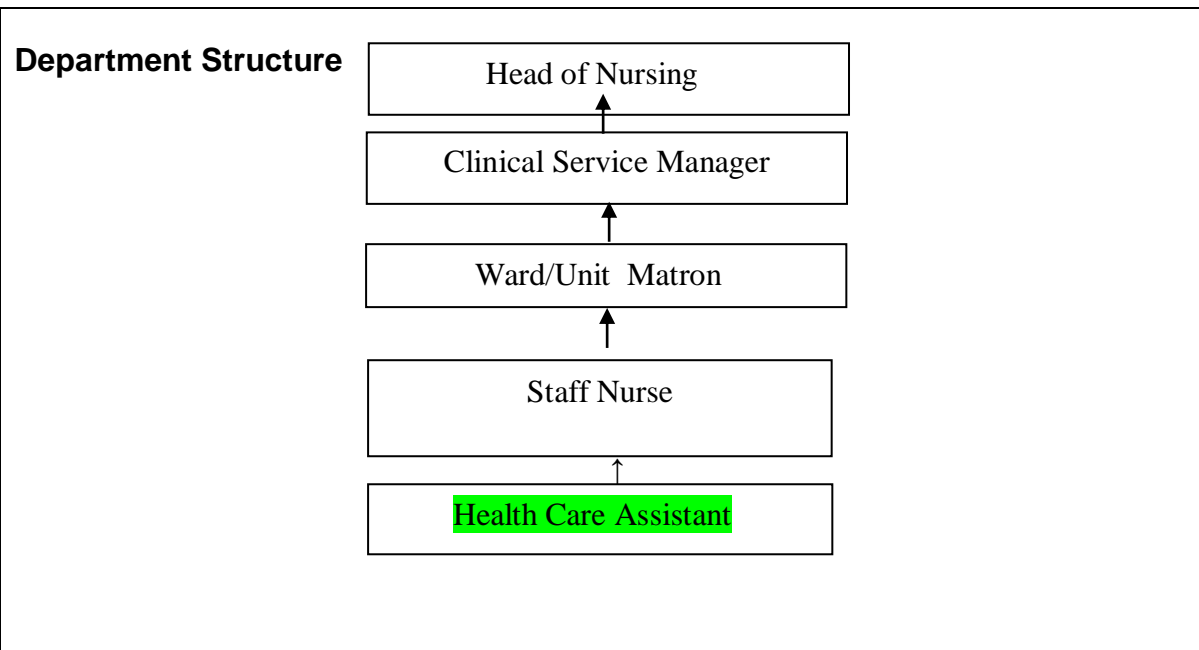


## Job Description

Job Ref:	21 232
Job Title:	Health Care Assistant
AfC Pay Band:	2
Number of hours:	23
Division:	Medicine
Department:	
Location:	East Sussex Healthcare NHS Trust
Accountable to:	Head of Nursing and Clinical Governance
Reports to:	Unit Matron

Job dimensions & responsibility for resources	
Budgetary & Purchasing, Income generation	Budget / Delegated Budget managed : £ Authorised signatory for: £ Other financial responsibility:
Staff	Staff (wte):
Information Systems	

Job purpose	<p>The Health Care Assistant (Band 2) is a member of the care team who will support Registered Practitioner in the delivery of routine patient care. The Health Care Assistant will undertake a broad range of care activities under the direct supervision of a Registered Practitioner. The Health care Assistant (Band 2) will also work closely and under supervision of the Health Care Assistant (Band 3) and where relevant Associate Practitioners</p>
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### Communications and Working Relationships

With Whom: eg	Frequency	Purpose
Patients	Several or more times during a shift and as required	To provide aspects of care that are aligned to the role and responsibility of a Band 2 HCA
Registered Nurse/Registered Midwife/Registered Practitioner	Several or more times during a shift and as required	To work under the direct supervision and instruction of a Registrant to provide aspects of care aligned to the role and responsibility of a Band 2 HCA
Housekeeper	Several Times Daily	To support the delivery of a range of duties that support patient care and maintain a suitable working environment
Other professions and services	Daily/Weekly/Monthly as required	To support the delivery of patient care and other duties that contributes to the care environment. This might include, for example, having a "Link" role; supporting therapy and medical staff

## **Key Duties and Responsibilities**

### **Clinical**

1. Supports the Registered Practitioner in the provision of routine and fundamental nursing care to patients. This will include the following:
  - a. Personal hygiene needs
  - b. Diet and fluids including assistance in simple feeding interventions
  - c. Undressing and dressing
  - d. Toileting including emptying and changing urinary and other bodily fluid drainage bags/vessels
  - e. Assisting patients to achieve rest and sleep by attending to comfort needs
  - f. Applying Person Centred approach in the delivery of routine and fundamental patient care
  - g. Safeguard the well-being and health of patients in their care reporting concerns promptly
2. Promote and maintain a care environment that is clean, tidy and reduces risks of Health Care Associated Infections
3. Contributes to the maintenance, with direct supervision, of an accurate and complete patient documentation both written (hard paper) and electronic/computerised documentation. This will include the following:
  - a. Observations including routine basic vital signs
  - b. Height and Weight of patients
  - c. Completion of Simple Fluid and Food Recording charts
  - d. Documentation of care actions and findings
4. Assists in the Admission and Discharge of patients undertaking limited clerical duties to support admission and discharge
5. Assist Registered Practitioners and Associated Practitioners in preparing and supporting patients undergoing treatment and procedures
6. Promote dignity, respect and privacy in the delivery of care duties and procedures and demonstrate sensitivity for patients with cognitive impairment whether acute or chronic
7. Provide escort duties to patients who are not acutely unwell to other departments in the Trust and other hospitals in the locality
8. Promote good communication within the health care team by communicating effectively and courtesy and ensuring relevant clinical and non-clinical information is reported to the correct colleague in a prompt manner
9. Contribute to the learning environment for student nurses, medical and other students, apprentices, work experience students
10. Ensure the safe custody and care to patient's belonging according to Trust Policy

## **Scope of Practice**

This section will be developed by individual wards and departments as specific to their requirements but **must** be aligned to the Band 2 HCA National Job Profile.

Person Specifications such as Vocational Qualifications Levels expected for a Band 2 are not be adjusted without prior agreement with HR and Assistant Director of Nursing/head of Midwifery

## **Health and Safety**

11. Contribute to the provision of a safe and therapeutic environment for staff, patients, carers and visitors
12. Report Incidents involving patients, visitors and staff to Registered Practitioners according to relevant Trust Policy and Procedures. Particular reference to be made too:
  - a. Comply with Safeguarding Adults and Children Policy and Reporting Procedures
  - b. Comply with Trust Policy and Procedure Patient Safety Incidents
13. Comply with Manual Handling Trust Policy and Procedures
14. Comply with Fire Trust Policy and Procedures
15. Comply with Infection Prevention and Control Policy and Procedures

## **Personal Responsibilities**

16. Maintain high standards of personal hygiene and adherence to Uniform Policy
17. Participate in training and education activity as required or as provided by the Trust
18. Adhere to the relevant requirements of the Trust in respect to Mandatory training for own staff group
19. Work in compliance with Trust Policy and Procedures
20. Refer to the Registered Practitioner or Associate Practitioners any care or clinical situation that is not within your current level of responsibility or any agreed Ward and Department Scope of Practice that is commensurate with Band 2 Health Care Assistant

## **Other Responsibilities**

21. Ensure the effective and economic use of ward supplies and equipment
22. Take a responsibility for ensuring that clinical stock levels are maintained. Cleaned in accordance with the requirements laid down by Infection Prevention and Control and your ward or Department Lead
23. Prepare and use cleaning solutions and materials in order to ensure care environment and equipment are suitable for use.

## **General Duties & Responsibilities**

- To be familiar with and adhere to the policies and procedures of the Trust.
- To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- To participate fully in the performance and development review (appraisal) process and undertake Continuing Professional Development as required.
- To participate in surveys and audits as necessary in order to enable the Trust to meet its statutory requirements.
- To be aware of the Trust's emergency planning processes and follow such processes as necessary, in the event of an unexpected incident.
- This job description is not exhaustive. Staff may be required to undertake any

other duties at the request of the line manager, which are commensurate with the band, including project work, internal job rotation and absence cover.

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### **Statement**

1. This job description will be agreed between the jobholder and the manager to whom he/she is accountable. It may be reviewed in light of experience, changes and developments.
2. The information being handled by employees of East Sussex Healthcare NHS Trust is strictly confidential. Failure to respect the confidential nature of this information will be regarded as a serious breach of regulations, which will result in action under the Disciplinary Procedure, including possible dismissal. This includes holding discussions with colleagues concerning patients in situations where the conversation may be overheard. It is the employee's personal responsibility to comply with the Data Protection Act.
3. It is the employee's responsibility to ensure all records (computerised or manual) are accurate and up to date, and that errors are corrected or notified as appropriate.
4. It is the manager's role to monitor and assure the quality of any data collected or recorded by or in his/her area of responsibility.
5. Employees must take reasonable care, and be aware of the responsibilities placed on them under the Health & Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.
6. All staff have a responsibility to ensure that infection control policies, procedures and guidelines are adhered to. In addition to supporting the trusts commitment to preventing and controlling healthcare associated infections (HAI).
7. All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000.
8. In addition to any specific responsibility for risk management outlined in the main body of this job description, all employees must ensure they are aware of the key responsibilities applicable in relation to risk management as identified in the Trust's Risk Management Strategy.
9. All staff will note the Trust's responsibilities under the Civil Contingencies Act 2004, and NHS Major Incident Plans Guidance (DoH 1998 and 2004)
10. All employees are responsible for ensuring they attend the relevant mandatory training as identified in the Trust's Education Strategy and as agreed with their manager/supervisor.
11. It is the employee's responsibility to ensure they follow the latest version of all policies and procedures which apply to them.
12. For posts which involve contact with patients, it is required that the postholder receives satisfactory clearance from the Disclosure and Barring Service.

**Person Specification**

<b>Job Title:</b> Health Care Assistant (HCA)	<b>Band:</b> Band 2
<b>Department:</b>	<b>Date:</b>

\*Assessed by: A= Application I= Interview R= References T= Testing

Minimum Criteria	*	Desirable Criteria	*
<p>Qualifications / Training</p> <p>National Vocational Qualification (NVQ) Level 2 in Health and Social Care OR an acceptable, alternative Level 2 Qualification</p> <p>Satisfactory General Education and Evidence of additional training relevant to role.</p>	<p>A</p> <p>A/ I</p>	<p>National Vocational Qualification (NVQ) Level 3 in Health and Social Care OR an acceptable, alternative Level 3 Qualification</p>	<p>A</p>
<p>Experience</p> <p>6 Months experience (current) in a Health or Social Care Environment</p>	<p>A</p>	<p>Three months (within the last two years) experience of working in NHS</p>	<p>A</p>
<p>Skills / Knowledge / Abilities</p> <p>Ability to work under instruction from a Registered Practitioner with direct supervision and support</p> <p>Basic IT Skills</p> <p>Ability to provide basic written reports following care giving episode/event</p> <p>Ability to use basic physiological recording equipment and accurately record findings</p> <p>Good verbal and written communication skills</p> <p>Ability to demonstrate Care and Compassion and Commitment to/for</p>	<p>I/R</p> <p>A/I /R</p> <p>A/I /R</p> <p>A/I</p> <p>I/R</p> <p>I/R /A</p>		

<p>patients and carers</p> <p>Ability to demonstrate a clear desire to work in NHS and a clear understanding of the role of a HCA</p>	<p>I/R /A</p>		
<p>Other</p> <p>Neat and tidy appearance</p> <p>Flexibility in working hours and patterns</p> <p>Punctual and a satisfactory work attendance record</p> <p>Willing to undertake a DBS Enhanced Disclosure</p>	<p>I A/ R</p> <p>A/ R</p> <p>A</p>		

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Managers Signature

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Date

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Postholders Signature

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Date