

JOB DESCRIPTION

Job Title:	Rapid Response & Intermediate Care Community Healthcare Assistant
Base:	Buckingham
Agenda for Change banding:	Band 3
Hours of Work:	37.5 hours (unless advertised as part-time) Shift working between 8am and 9pm 7 days per week Weekend working on a rota basis
Details of Special Conditions:	Refer to Mandatory Vaccinations section in Additional information
Managerial Accountability & Professional Accountability	RRIC Team Lead Rapid Response & Intermediate Care Manager

MAIN PURPOSE OF THE POST

To work as a member of the Rapid Response & Intermediate Care Team providing nursing, social and rehabilitative care and assessment for designated patients (either individuals or a specific clinical group.) The overall aims of the Rapid Response & Intermediate Care Team are to avoid inappropriate admission into the Acute Service and facilitate timely discharge into the community.

RESPONSIBILITIES

MAIN TASK – PRINCIPAL DUTIES AND RESPONSIBILITIES:

- ☐ To work alone using initiative and wide range of health and social care skills, within the guidance set and agreed by the professional member of the team. The term “Professional” member of the team refers to those Clinicians, Social Workers etc, within the team who make the initial assessment and are responsible for the patient’s case management.
- ☐ To prepare for and provide care and interventions enable in patients in their own home or community-based facility. You will follow the care plan written by the patient’s Case Manager.
- ☐ To take part in the Rapid Response & Intermediate care team/Adult Community Healthcare Team’s experiential training scheme.
- ☐ To undertake training to acquire the skills appropriate for development in the post.
- ☐ To deliver care in a way that understands the differences in values and beliefs held by the patients and supports their right to privacy, dignity, preferences and choices.
- ☐ To obtain and understand the importance of consent for the patient in all interventions.
- ☐ To feedback to the Case Manager the progress of changes in health of social circumstance of the patient, monitoring them in accordance with the care plan.
- ☐ To follow the care plan to maximise a patient’s independence.
- ☐ To report all accidents, incidents and complaints to the team lead in line with Trust policy.

Managing Patient Care & Clinical Responsibilities

- ☐ To follow the care plan under the direction and supervision of the Case Manager in the patient’s home or community-based facility.
- ☐ To supervise and assist patients with medication in line with the Medication Policy.
- ☐ Support patients with medication administration to provide holistic care to patients in the Rapid Response & Intermediate Care (RRIC) Service caseload, when necessary.

- ☐ To fit, adjust, demonstrate and operate equipment to assist the patient to gain maximum independence. To review equipment, use, to identify faults and feedback to the Case Manager.
- ☐ To follow the Trust guidance in moving and handling and comply with the patient's Care plan.
- ☐ To report any issues that may put health, safety and security at risk following the Trust Risk Assessment process.
- ☐ To report any actual or potential abuse or concerns to the Team Lead and to summon help immediately in a crisis situation.
- ☐ To be familiarised with all Buckinghamshire Healthcare NHS Trust (BHT) Clinical Policies and Procedures and work within certified competencies.

Responsibility for Resources

- ☐ Be aware of financial resources and use resources efficiently and effectively.

Communication

- ☐ To develop relationships with patients and carers who value them as individuals, communicating effectively to promote the patient's goals.
- ☐ To use initiative and be responsible for clear communication of the patient's health status to the Case Manager.
- ☐ To actively maintain the patient's notes so they are complete and accurate in line with legal requirement.
- ☐ To ask for support from the Case Manager when interactions with staff or service users become complex.

Responsibility for Research

- ☐ To collect data and submit as part of the service requirements for audit of the Integrated Team.

Education & Training Responsibilities

- ☐ To undertake mandatory Training in line with Trust policy.
- ☐ To participate in annual appraisal and Personal Development Review.

Strategic & Service Responsibilities

- ☐ To attend team/ service meetings/ in service training and contribute when appropriate.

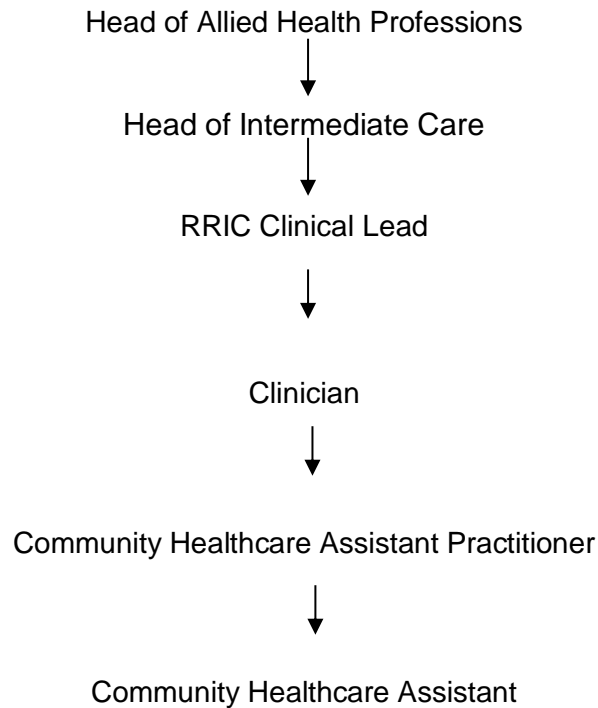
Organisational/ Administrative Responsibilities

- ☐ To be responsible for efficient and effective planning and organisation of own time.

All of the above activities are governed by the operational policies, standing financial instructions, policies and procedures and standards of Buckinghamshire Healthcare Trust, professional standards and guidance and national legislation.

This job description is an indication of the roles and responsibilities and is a summary of the key tasks. It may be subject to change as the Integrated Teams develop. It is practice of BHT to regularly examine employee's job descriptions, updating them to ensure that they relate to the job conducted by each Manager and those who are working directly with him or her. You will therefore be expected to participate fully in such discussions and bring your Job Description up to date if this is necessary or desirable.

ORGANISATION CHART



ADDITIONAL INFORMATION

Trust Values



Collaborate



Aspire



Respect



Enable

Health and Safety at Work Act

The post holder is required to take responsible care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to co-operate with Buckinghamshire Healthcare NHS Trust to ensure that statutory and departmental safety regulations are adhered to.

Confidentiality

The post holder has a responsibility to maintain confidentiality and ensure the principles of the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner are applied to patient, staff and Trust business/information.

Equal Opportunities

The Trust welcomes all persons without regard to age, ethnic, or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. We aim to provide a non-judgemental service at all times.

Managing Risk: Maintaining skills and learning from problems

Reducing risk is everyone's responsibility. All staff in the Trust must attend training identified by their manager, or stated by the Trust to be mandatory. The Trust uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve services for patients and staff. All staff are expected to become familiar with these systems and use them. The Trust has designated the prevention and control of infection as a core issue in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:

- i) Follow consistently high standards of infection control practice, especially with reference to hand hygiene and aseptic techniques,
- ii) Be aware of all Trust infection control guidelines and procedures relevant to their work.

COVID-19 Vaccinations

The [Health and Social Care Act 2008 \(Regulated Activities\) \(Amendment\) \(Coronavirus\) Regulations 2021](#) that require all persons working or deployed in any CQC registered activity to be fully vaccinated against COVID-19, are being rescinded from 15 March 2022.

If you are successful at interview, you will still be asked your vaccination or medical exemption status, as part of the pre-employment screening process undertaken by Occupational Health, but this will not impact your offer of employment.

Safeguarding of children and vulnerable adults

During your employment with the Trust, you have a responsibility to safeguard children and vulnerable adults. You are required to complete statutory and mandatory training and take appropriate action as set out in the Trust's policies and procedures.

Governance

Post holders will aim to ensure that areas of the trust under their responsibility comply with "Standards for Better Health" Core and Developmental Standards and bring deficiencies to the attention of their Director"

Information Management/ Data Quality

The post holder must ensure that Trust records are documented, secured, stored and disposed of appropriately and in accordance with the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner. In addition, information recorded must be fit for purpose - accurate, relevant, up to date and complete.

Freedom of Information

The post holder must be aware that any information held by the Trust in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Trust's policies.

Travel to other sites

You may be required to travel to other Trust locations. Please complete travel expenses using the online system. Details of allowances can be obtained from the Human Resources Department.

Smoking statement

Smoking is not permitted in any premises or grounds managed, leased or owned by the Trust. Smoking is not permitted in Trust vehicles or in any vehicle parked on Trust premises.

General

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the grade. Should you have any queries or concerns relating to the contents of this letter, please contact the Recruitment team, Amersham Hospital, Whielden Street, Amersham, Bucks, HP7 0JD.