



## **JOB DESCRIPTION**

### **Oxford Health NHS FT**

Oxford Health is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

**Job Title:** Health Care Assistant  
**Band:** 3  
**Responsible to:** Band 6 District Nursing Services  
**Accountable to:**  
**Place of work:**  
**Hours:**

Author:  
Creation Date: 27 July 2016  
Last Updated: 27 July 2016  
Document Ref: IJES 94781  
Version: 1

## **JOB PURPOSE**

To take responsibility for accepting and implementing patient care as delegated by the Registered Nurse, that is within the Oxford Health District Nursing Service Scope of Practice for HCA's Band 3, and where you are signed off as competent in that task.

To be able to respond to the immediate needs of the patients which will then be discussed with the Registered Nurse. To have the knowledge and related competence to undertake a range of clinical procedures and clinical observations. To be able to safely use patient associated equipment in accordance with the delivery of personalised care.

Must understand the concept of risk and be aware of how risk is assessed and managed within patients' homes and other settings and ensure any change in risk status is reported promptly according to agreed policies and protocols. To be accountable for reporting to the HCP concerns or changes in a patient's condition, or relaying information to the HCP. To be responsible for accurately reporting and recording care given. To recognise and work within own level of competence and seek advice where appropriate.

To communicate effectively with clients /carers and colleagues to:

- Work towards treatment goals.
- Reinforce understanding of conditions and treatment.

To utilise clinical expertise in identifying patients' needs specifically around the early signs of deterioration to ensure:

- Acute and chronic phases or changes in condition are responded to.
- Discharge dates are met wherever possible.

## **DUTIES AND RESPONSIBILITIES**

- To work as part of an integrated locality team (ILT).
- To follow plans of care prescribed by the Registered Nurse to patients whose needs are best met in the community, including the patient's own home or other care setting, of which may be unpredictable.
- To work within the Oxford Health, District Nursing service scope of practice for HCA Band 3's
- To work in partnership to reduce hospital admission and facilitate discharge.
- To promote optimal levels of independence and wellbeing for patients.
- Teaching and support for informal carers as agreed by the Registered Nurse.
- To work flexibly to meet the needs of the service.
- Accountable to the Head of Integrated Localities.
- Accountable for own practice in line with Trust policies and guidelines.
- To support team members, formal and informal carers in the delivery of clinical care.
- To support learning of students and other team members as required
- To work in partnership to reduce hospital admission and facilitate discharge.
- To promote the service countywide within Oxford Health NHS Foundation Trust and external agencies including: secondary care, social and community services, primary care, ambulance services, private and voluntary agencies, patients and public.
- To contribute to ongoing service development.
- To attend relevant internal and external meetings as agreed with the line manager.
- To assist in the investigation of any incidents or complaints relevant to the service.
- To participate in Care Quality Commission audits and inspections.
- To participate in relevant local clinical audit and research to inform service delivery and development.
- To actively participate in a clinical supervision programme, that supports reflective practice.
- Be open and honest, act with integrity and uphold the reputation of your role and Oxford Health NHS Foundation Trust.

- To maintain professional relationships for those in your care.
- To present a personal professional image at all times.
- To have the knowledge and skills for safe and effective practice without direct supervision and work within the limits of your competence.
- To keep your knowledge and skills up to date and participate in educational activities that maintains and develops your performance.
- Be accountable for the prioritisation of own workload and seek support where necessary.

### **Governance**

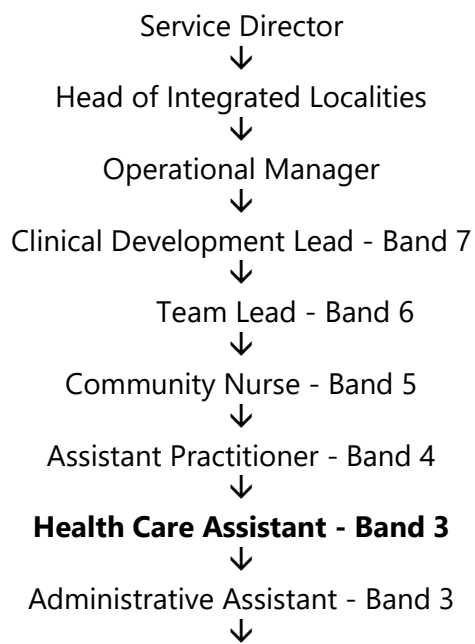
- To work within agreed clinical protocols and all organisational policies and procedures.
- To ensure all service specific data is submitted in a timely manner.
- To adopt the learning from incidents.
- To be aware of Key Performance Indicators
- To act without delay if you believe that you or a colleague may be putting someone at risk.

### **Budget/resource/finance**

- To demonstrate awareness of using finite resources responsibly

### **Records/Data Management**

- To keep and maintain accurate documentation and clinical records in line with Trust Policy and Data Protection Act.
- To be able to use various IT and Data systems e.g. electronic patient record, emails, internet and GP Clinical Systems.
- Accurate and timely recording of data to enable collation and analysis of relevant clinical data
- To embrace technological advances to support patient care.



---

## **CODE OF CONDUCT**

All staff are required to work in accordance with their professional group's code of conduct (e.g. NMC, GMC, DoH Code of Conduct for Senior Managers).

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

In addition to undertaking the duties as outlined above, the post-holder will be expected to fully adhere to the following:

### **Personal Development**

- To actively participate in an annual performance review (appraisal) and the development and implementation of a personal development plan.
- To take responsibility for their own professional development ensuring professional standards are maintained and statutory and mandatory training is in date.
- To attend any training as requested.

### **Code of Conduct**

- To adhere to the Professional Code of Conduct relating to your profession (if applicable).
- To uphold the principles and values set out in the NHS Code of Conduct for Managers.
- To support the organisation in developing an effective work/life balance for employees that meets the needs of the organisation.
- To ensure that the health and wellbeing of patients is at the centre of all activities and that all staff engage and communicate with patients as appropriate.
- To always promote quality and safety of patients, visitors and staff thus enabling the Trust to meet its regulation requirements (Care Quality Commission Registration – Regulations and Outcomes) that relate most directly to patients and also strive for continuous quality improvement.

### **Equal Opportunities/Diversity**

- To observe Oxford Health NHS Foundation Trust's Equal Opportunities Policy providing equality of treatment and opportunity to employees, service users and service providers irrespective of sex, sexuality, age, marital status, ethnic origin or disability.

### **Health & Safety**

- To take responsibility for the health & safety of themselves and other persons who may be affected by their omissions or actions at work.
- To promote the Trust's Health and Safety Policy and ensure matters are managed in accordance with it.
- To co-operate with the Trust to ensure that statutory and departmental regulations are adhered to.
- Report accidents, incidents and near misses, implementing corrective action where necessary.

### **Infection Control**

- To comply with Trust policies for infection control and hand hygiene such as hand hygiene, decontamination Policy, uniform and workwear code and standard precautions Policy to reduce the spread of healthcare-associated infections (HCAIs).
- Employees with clinical responsibilities must incorporate into their clinical activities up to date evidence that supports safe infection control practices and procedures, such as the use of aseptic techniques and the safe disposal of sharps.

### **Confidentiality and Data Security**

- To comply fully with the duties and responsibilities outlined the the Trust's Information Governance Policy.
- To comply with the Data Protection Act 1998, NHS Confidentiality guidelines (eg. Caldicott, GMC) and any code of practice on Confidentiality and Data Protection as accepted by the Trust. Departmental codes of practice and procedures for confidentiality are available from the head of department.
- To ensure that all information collected, stored and used is done so in compliance with the above Act and any relevant Trust Policy.
- To preserve the confidentiality of any information regarding patients, staff records in your area (in connection with their employment) and the Trust business. This obligation shall continue in perpetuity.
- To raise any matters of concern with your Manager/Director

### **Safeguarding**

- To recognise that promoting the welfare and safeguarding children, young people and adults is everyone's business and access training and supervision as appropriate to the role.
- To support the organisation in ensuring service users are protected from abuse or the risk of abuse and their human rights are respected and upheld.
- To ensure concerns are responded to appropriately in line with the Trust's Safeguarding Adults Policy and the Child Protection Policy and interagency safeguarding procedures.
- To comply with recruitment and other checks as requested by the organisation including undertaking an Enhanced Disclosure via the Criminal Records Bureau.

### **Other**

- To be aware of and work in line with all Trust policies and procedures.
- To carry out any other tasks as reasonably directed.

## **PERSON SPECIFICATION**

| <b>Criteria for Selection</b>                  | <b>Essential Requirements</b>   | <b>Desirable Requirements</b>   |
|--|---|---|
| Qualifications – Academic/Skills/Professional  | <ul style="list-style-type: none"> <li>• NVQ level 3 in Health and Social Care.</li> <li>• Evidence of self-directed learning.</li> </ul>   | <ul style="list-style-type: none"> <li>• NVQ units specifically related to clinical procedures and observations.</li> </ul>   |
| Knowledge and Experience                       | <ul style="list-style-type: none"> <li>• Previous experience as a care worker/formal carer with adults.</li> </ul>  | <ul style="list-style-type: none"> <li>• Previous experience in District Nurse team.</li> <li>• Previous experience of managing own caseload of clients.</li> <li>• Previous experience of clinical supervision.</li> </ul> |
| Technical Expertise/ Competence                | <ul style="list-style-type: none"> <li>• Confident working alone.</li> <li>• Holistic approach to care.</li> <li>• Good time management skills.</li> <li>• Good written communication skills.</li> <li>• Able to prioritise work.</li> <li>• IT literate with basic keyboard skills.</li> </ul>   | <ul style="list-style-type: none"> <li>• Wound care knowledge and skills.</li> <li>• Promoting continence experience.</li> <li>• Competent in clinical procedures and observations relating to role.</li> </ul>             |
| Personal Qualities                             | <ul style="list-style-type: none"> <li>• Well-developed communication and interpersonal skills.</li> <li>• Able to work as a member of a team.</li> <li>• Able to recognise stress / anxieties in colleagues, patients and their families and offer appropriate support.</li> <li>• Awareness and acceptance of the rights and needs of service users and staff.</li> <li>• Flexible, and open to change.</li> </ul>  | <ul style="list-style-type: none"> <li>• Communication training</li> </ul>  |
| Contractual Requirements or other requirements | <ul style="list-style-type: none"> <li>• Know own limitations.</li> <li>• Able to work alone with patients.</li> <li>• Able to use initiative.</li> <li>• Ability to work flexibly to the needs of the service.</li> <li>• Ability to work in a variety of settings.</li> <li>• Be required to handle equipment in line with Trust policies.</li> <li>• Able to move around buildings including stairs.</li> <li>• Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.</li> <li>• Ability to travel between sites.</li> </ul> |   |