

## Job Description

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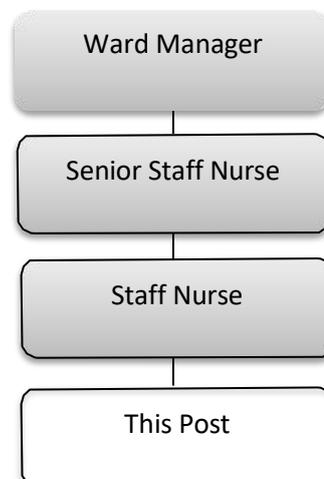
<b>Job Title</b>	Healthcare Assistant
<b>Salary Band</b>	Band 3
<b>Division/Service Line</b>	Adult Inpatients
<b>Department</b>	Wards

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### Job Overview

- To Support the delivery of care needs by carrying out assigned tasks involving direct care under the supervision of a registered nurse.
  - To contribute to the evaluation of programmes of care by reporting to the clinical supervisor.
  - As part of a team, provide high quality mental health care to the service users
  - To promote recovery.
  - To do all the above in a manner that maintains safety for all.
  - To assist in service and good practice developments.
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### Organisational Chart



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## **Duties and Responsibilities**

### *Communication and Working Relationships*

- Internal: Multi-disciplinary Team, Service Users, Carers, Support Services Staff, other inpatient units and all departments within the Trust
- External: General Practitioners, Department of Adult Social Care, Statutory Services and Voluntary Sector Agencies

### *Management and Personal Development*

- Take responsibility for maintaining oneself knowledge of local and national initiatives
- Maintaining motivation and reflecting on areas for development
- Monthly line manager supervision to be used as a process for reflection and action planning

### *Clinical Activities*

- To collaborate in the delivery of healthcare with patients and with members of the multidisciplinary team
- To meet the needs of the patient through collaborative working with a named nurse and ward team
- To assist in ensuring that the patients psychological, physical, spiritual and diversity needs are met
- Undertaking escorts of inpatients to social, domestic and clinical settings
- To provide outreach to patients on leave
- To report to qualified staff any untoward incidents and take immediate appropriate action to ensure wellbeing and safety of patients, relatives and carers
- To report to qualified staff progress of patients and any variance/change in patients conditions/circumstances that would indicate a need for a change in the programme of care
- Provide direct patient physical care on a daily basis
- To participate in therapeutic activities on an individual or group basis
- To be flexible in working patterns to meet the needs of Adult wards in the Trust and to also to participate in both day and overnight working in Childrens inpatient wards as required for Emergency cover.

### *Strategic Development, Planning and Organising*

- To liaise with relatives and carers and other agencies involved as agreed
- Attending and contributing to Best practice initiatives held by the ward

### *IT Systems and Processes*

- Standards of record keeping and documentation are to an efficient, accurate level
- To use the Trust's electronic health records system RiO, to maintain and update records

## **Additional Information**

### *Code of Conduct*

The post holder is required to comply with all relevant Code of Conducts for the role, including the Trusts Code of Conduct. All staff are required to support the Trust's commitment to developing and delivering excellent customer service by treating patients their carers, families, friends, visitors and staff with professionalism, dignity and respect. All staff are expected to behave in a professional manner and not to bring the Trust into disrepute.

### *Confidentiality and Data Protection Act*

All NHS employees have a duty to maintain confidentiality under both common law and the Data Protection Act 2018. Service users and staff have a right to expect that any information, whether personal or commercial, held by the Trust will be treated in a confidential manner. All employees of Cornwall Partnership NHS Foundation Trust must not, without prior permission, disclose any information regarding patients or staff.

### *Safeguarding Children and Vulnerable Adults*

All employees of Cornwall Partnership NHS Foundation Trust must be familiar with and adhere to the Trust's safeguarding policies and procedures.

### *Personal Development*

All employees are required to undertake statutory and essential training as directed by the Trust. This will be monitored through the supervision and appraisal process which is in place for all staff to participate in.

### *Risk Management and Health and Safety*

All employees of Cornwall Partnership NHS Foundation Trust are required to make positive efforts to maintain their own personal safety and that of others. You are reminded of your responsibilities for health and safety at work under the Health and Safety At Work Act 1974 as amended and associated legislation. These include the duty to take reasonable care for the health and safety of yourself and of others in your work activities or omissions, and to co-operate with your employer in the discharge of its statutory duties. It is also essential that precautions advised by Management, Occupational Health, Risk & Safety Services, etc. are adhered to for your own protection.

### *Infection Prevention and Control*

All staff, collectively and individually, has a duty of care in following best practice in adherence to guidelines which is a fundamental requirement in underpinning the management of infection control.

### *Location/Mobility*

In accordance with the Trust's requirements, all staff are required to undertake work and alternative duties as reasonably directed at variable locations in the event of, and for the duration of a significant internal incident, major incident or pandemic. You may be required to work at or from any additional location as determined by the Trust. You may also be required to travel between Trust premises for the performance of your duties.

### *Equal Opportunities*

The aim of the Trust's policy is to ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of race, creed, sex, marital status, disability, age, nationality, ethnic or national origins. The Trust commits itself to promote equal opportunities and will keep under review its policies, procedures and practices, to ensure that all users and providers of its services are treated according to their needs.

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*Review of the Job Description*

This is a generic job description and is intended as an outline of the general area of activities. It may be amended in light of the changing needs of the organisation, in which case it will be reviewed.

*Rehabilitation of Offenders Act*

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 is applicable to this post. Therefore should you be offered the post it will be subject to a Disclosure & Barring Service check satisfactory to the Trust. You will therefore be required to declare all criminal convictions, cautions, reprimands and warnings that would not be filtered in line with current guidance

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**The Trust operates a no smoking policy. Employees are not permitted to smoke anywhere in the premises of the Trust or when outside on official business. Staff must be mindful of public perception and therefore must not smoke whilst travelling in Trust identified vehicles or when can be identified as a member of CFT staff.**

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## Person Specification

<b>Job Title</b>	Healthcare Assistant
<b>Salary Band</b>	Band 3
<b>Division/Service Line</b>	Adult Inpatients
<b>Department</b>	Wards

Role Requirement	Essential	Desirable
<i>Education / Qualifications and Relevant Experience</i>		
NVQ 3 in Health and Social Care or equivalent experience	✓	
Specific training associated with this service user group		✓
Willingness to undertake training required for post	✓	
Previous knowledge and experience of working in a care environment	✓	
Experience working with patients who have complex mental health needs	✓	
Experience working with patients with complex social and psychological issues	✓	
Experience of working with patients with complex and challenging needs	✓	
Knowledge of recovery and rehabilitation principles		✓
<i>Skills and Aptitude</i>		
Good communication skills	✓	
Practical problem solving skills	✓	
Basic IT skills	✓	
Practical skills associated with monitoring patients physical health		✓
Practical skills associated using a socially inclusive whole life approach		✓
<i>Knowledge and abilities</i>		
Strong team player able to motivate and engage positively with colleagues	✓	
<i>Personal Qualities</i>		
Be prepared to work on a rotational shift basis	✓	
Enthusiastic, reliable, intuitive, imaginative and positive team member	✓	
Resilience and ability to remain calm when dealing with distress in others	✓	

<i>Other</i>		
Demonstrates evidence of Trust "CHOICE" values	✓	
Ability to travel independently where required	✓	
Disclosure and Barring Service check satisfactory to the Trust	✓	
Occupational health clearance satisfactory to the Trust	✓	