

JOB DESCRIPTION

Job Title:	Healthcare Assistant - Inpatient Unit
Accountable to:	Deputy Director of Patient Services
Responsible to:	Inpatient Unit Manager
Hours	up to 37.5 hours per week

Overall Aim

- to work within the multidisciplinary team in the provision of holistic care for patients and their families.

Clinical Function

The post holder shall:

- take part in the admission of patients to the Inpatient Unit, including welcoming of relatives
- take part in handover and nurse meetings
- assist the patient in all aspects of personal care, following the individualised care plans prescribed, maintaining privacy and dignity
- promote open and sensitive dialogue in order to support the patient and family
- communicate and liaise with the GHHC community registered nursing team and key worker, reporting any change in the patient's condition or concerns
- maintain confidentiality at all times
- practice within Garden House Hospice policies and procedures, for the care of patients in their own homes
- maintain accurate nursing records and data and ensure the continuity of care through verbal, written and electronic handover to Registered Nurse, other team members and members of the multi professional team, where appropriate.
- undertake other duties commensurate with qualifications and experience, which may include working in other areas of the hospice
- support equality and value diversity
- participate in audit processes
- assist in maintaining a safe clinical environment
- ensure that resources are used appropriately and effectively and that all supplies are used safely and economically.

Health and Safety Function

The post holder shall:

- take all measures to maintain the safety and wellbeing of patients, relatives and staff in accordance with the Health and Safety Act and Hospice Health and Safety Policy.
- become familiar with procedures for dealing with incidents such as accidents or fire; report and escalate any accidents, incidents to registered nurses or community service manager
- comply with the lone worker policy at all times
- attend mandatory training annually and undertake e-learning as required

Professional Development

The post holder shall:

- maintain and improve own competence and skills by attending Hospice education programme, or external courses as appropriate and as agreed with line manager
- attend and take part in reflective supervision sessions.
- take part in annual appraisals, six monthly reviews and regular one to one meetings with allocated supervisor.
- develop competency in designated clinical skills.

Additional responsibilities

- There is a requirement to comply with all the Hospice policies, procedures and guidelines, including those relating to Health & Safety, confidentiality and the Data Protection Act, as required by Information Governance
- Each member of the hospice team has a responsibility to contribute to the clinical governance programme
- Each team member to take appropriate action to maintain the highest level of infection prevention and control.

Purpose and core values

All Hospice staff are expected to work in line with Garden House Hospice Care Purpose and Core Values as these act as a value base which directly influences how all work activities are undertaken. The ethos of the Hospice should be apparent in the behaviours and attitudes of all employees as the work they undertake, whether it is direct or indirect care, is ultimately for the benefit of patients. The Purpose and Core Values are an integral part of all job descriptions, recruitment, the probationary period and performance and development reviews.

Additional information

- This job description sets out the key tasks and responsibilities. It is not intended to be comprehensive. It is essential that it should be regarded with a degree of flexibility so that the changing needs of the organisation can be met.
- This job description will be reviewed with the post holder annually as part of the appraisal process. Any proposed amendments will be with the agreement of the appropriate member of the Senior Leadership Team.

General Duties

1. To comply at all times with the requirements of the Health & Safety regulations under the Health & Safety at Work Act (1974) and to take responsibility for the health and safety and welfare of others in the working environment ensuring that agreed safety procedures are carried out to maintain a safe environment
2. To comply at all times with the Hospice Information security policy. Also to respect confidentiality of information about staff, patients and health service business and in particular the confidentiality of electronically stored personal data in line with the Data Protection Act
3. It is the responsibility of all Hospice employees to fully comply with the safeguarding policies and procedures of the Hospice. As a Garden House Hospice Care employee, you must ensure that you understand your role in protecting adults and children that may be at risk of abuse. Individuals must ensure compliance with their safeguarding training
4. The Hospice is committed to a policy of equal opportunities. A copy of our policy is available from the human resources department
5. The Hospice operates a no-smoking policy
6. The role description gives a general outline of the duties of the post and is not intended to be an inflexible or finite list of tasks. It may be varied, from time to time, after consultation with the post holder
7. All appointments are subject to pre-employment health screening
8. It is the responsibility of all employees to ensure that they comply with the Hospice Infection control practises, as outlined in the Health Act 2008 and staff must be familiar with the policies in the Organisation's infection control manual, this includes Infection Prevention and Control Adult Hospice Policies and Safe Practice Guidance
9. All staff are required to implement infection control policies and practices, including hand hygiene, waste disposal, staff uniform and occupational health responsibilities, as detailed in the Hospice Policies
10. It is the responsibility of all staff to ensure that they have evidence of annual/or otherwise infection control training as appropriate.

NB. The role description is a reflection of the current position and may change emphasis or detail in the light of subsequent developments, in consultation with the post holder



"Team" refers to all members of staff including volunteers

Garden House Hospice Care is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

**PERSON SPECIFICATION
Health Care Assistant - Inpatient Unit**

Criteria	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none"> • Good standard of general education. 	<ul style="list-style-type: none"> • Level 2 or 3 Qualification in Adult Health & Social Care including the Care Certificate or working towards this
Knowledge/ Experience	<ul style="list-style-type: none"> • Previous experience of providing personal care, preferably in a health care setting • Awareness of the physical and emotional needs of patients living with a life-limiting illness and those of relatives and carers 	
Skills and Abilities	<ul style="list-style-type: none"> • Able to work flexibly to meet shift patterns • Good verbal, non-verbal and written communication skills • Computer skills with the ability to use electronic patient record systems 	
Personal Qualities	<ul style="list-style-type: none"> • Caring, positive and sensitive approach • Ability work in a team 	