

SAINT FRANCIS HOSPICE

JOB DESCRIPTION



JOB TITLE	Healthcare Assistant Inpatient Unit
GRADE	3
HOURS OF DUTY	
REPORTS TO	Ward Sister/charge nurse
KEY RELATIONSHIPS	Patients, Carers, Internal and External Care Providers and Volunteers
RESPONSIBLE FOR	Delivering high quality specialist patient care

JOB SUMMARY

To work within the team nursing structure, ensuring that holistic, high quality specialist patient care is maintained.

MAIN DUTIES AND RESPONSIBILITIES

TEAM WORKING

1. To work as part of the nursing team both under supervision and alone.
2. To work as part of the multi-professional team.
3. To participate as a member of the inpatient unit team, attending weekly team meetings and any other meetings as required.
4. To have an understanding of the importance of multi-professional team-working and the ability to promote it within the organisation.
5. To have an understanding and awareness of behaviours and interpersonal skills that are vital to effective team working and practice them at all times.
6. To participate in change and development of practices

CLINICAL PRACTICE

1. To assist patients with their holistic care needs.
2. To consult and liaise with both the nursing and multi-disciplinary teams to ensure continuity of holistic patient care.
3. To communicate effectively and appropriately with patients and carers and liaise with other professionals involved in their care on behalf of the inpatient unit team.

4. Recognise and report changes in the patient's condition
5. To implement nursing procedures correctly to include the recording of observations, assisting with PEG feeds and performing bladder scanning, ensuring that patient documentation reflects a holistic account of patient interventions.
6. To maintain all clinical records and associated documentation – written and electronic – in accordance with Saint Francis Hospice policies.
7. To be a reflective practitioner who demonstrates flexibility to the advantage of the team environment.

COMMUNICATION

1. Ensure effective communication with patients, relatives and other visitors.
2. Participate in discussion and ensure effective communication with the wider clinical team when planning and evaluating patient care needs.
3. Attend and actively participate in multidisciplinary team meetings to ensure high quality holistic care for patients and their families.

EDUCATION OF SELF AND OTHERS

1. To maintain an awareness of developments in nursing and palliative care.
2. Actively participate in the Saint Francis Hospice reflective practice programme and meet mandatory attendance requirements.
3. Take responsibility for own educational and personal development which will be monitored as part of the annual appraisal review.

ADDITIONAL REQUIREMENTS OF POSTHOLDER

SENSITIVITY AND PROFESSIONALISM: As an employee of Saint Francis Hospice you should expect that it is likely that you will come into contact with patients, their families and members of the public who are at the end of life or recently bereaved. All employees are expected to respond to people recounting and expressing their emotions about such events with sensitivity and understanding, and to know enough about the services that the Hospice provides to be able to signpost people who may benefit from our services to the relevant contacts.

CONFIDENTIALITY: The post holder must maintain confidentiality, security and integrity of information relating to patients, staff and other hospice matter during the course of duty. Any breach of Confidentiality may become a disciplinary issue.

DATA PROTECTION: It is the responsibility of all staff to be aware of their obligations in respect of the Data Protection Act 2018.

EQUAL OPPORTUNITIES: The hospice is committed to the development of positive policies to promote equal opportunity in employment and has a clear commitment to equal opportunities. All employees have a responsibility to ensure that they understand the standards expected and that they promote and adhere to the equal opportunity measures adopted by the hospice.

HEALTH AND SAFETY: All staff must be familiar with section 2 of the Health & Safety Policy, Organisation of Health and Safety. This documents sets out the responsibilities of all staff for health and safety, whether in a supervisory capacity or not. Policy section 3 (arrangements for Health and Safety) provides an overview of training for competence in Health and Safety matters.

HOSPICE IDENTITY BADGES: Hospice ID badges must be worn at all times whilst on duty.

SMOKING: The hospice acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. Smoking is therefore not permitted at any point whilst on duty, in accordance with the guidelines set down within the Hospice No Smoking Policy.

REGISTRATION COMPLIANCE/CODE OF CONDUCT:

All employees who are required to register with a professional body to enable them to practice within their profession are required to comply with their code of conduct and requirements of their professional registration.

WORKING TIME REGULATIONS: The 'Working Time Regulations 1998' require that you should not work more than an average of 48 hours in each week. For example, in a 26 week period you should work no more than 1248 hours.

Please note that this job description is not definitive or restrictive in any way. It is a guide to the responsibilities of the role. It may be reviewed, in consultation with the post holder, in light of changing circumstances and the changing needs of the Hospice.

The post holder will be expected to perform any other such duties as might reasonably be required by the Director and will work in accordance with all Hospice Policies and Procedures.

In an emergency, all staff may be required to work different hours or carry out different tasks to those set out in their contracts of employment. This will be done in consultation with individuals and taking into account any special circumstances that may exist.

PERSON SPECIFICATION

Healthcare Assistant Inpatient Unit

E = ESSENTIAL	D = DESIRABLE
Demonstrating the Hospice Values – Supportive, Compassionate, Inclusive and Respectful, Professional, Always Learning	
<p>Supportive - The ability to listen to and value peoples' experience and use them to give the personal support that is right for everyone.</p> <p>Compassionate - The ability to be kind and treat everyone we meet with care and compassion. The ability to be friendly and put people at the heart of our actions and words, supporting people's choices and decisions, helping them to feel safe, secure and valued.</p> <p>Inclusive and Respectful - The ability to be open and transparent and value each person's individuality. To be able to show respect for everyone and value diversity. To be mindful that our different experiences and knowledge make us stronger and together we achieve more.</p> <p>Professional - The ability to do your best, in providing the appropriate care and expertise to those who need us and support us.</p> <p>Always Learning - The ability to be open and outward looking, always ready to adapt and change, looking for better ways of doing things, by learning from each other and from the ever changing world around us.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Qualifications & Training	
<input type="checkbox"/> Basic literacy skills	E
<input type="checkbox"/> NVQ level 3 in Care or equivalent level of previous experience as a Health care assistant	
Skills/Abilities/Knowledge	
<input type="checkbox"/> Has the ability to work on own and as part of a team	E
<input type="checkbox"/> Flexible approach to team working and an awareness of team dynamics	E
<input type="checkbox"/> Has an understanding of the aims and objectives of palliative care	E
<input type="checkbox"/> Has an awareness and understanding of confidentiality issues	E
<input type="checkbox"/> Demonstrates effective communication skills with <ul style="list-style-type: none"> • patients and families colleagues 	E
<input type="checkbox"/> Has awareness of current issues within health care settings	E

<input type="checkbox"/> Awareness of team working behaviour at all times	E	
Experience		
<input type="checkbox"/> Has experience of team working	E	
<input type="checkbox"/> Previous palliative care experience		D
Other Requirements		
<input type="checkbox"/> Demonstrates insight into own stressors and coping mechanisms	E	
<input type="checkbox"/> Ability to work flexibly and have a flexible approach to working patterns	E	
<input type="checkbox"/> Motivated and enthusiastic	E	
<input type="checkbox"/> Compassionate, sensitive, non judgemental	E	