

SAINT FRANCIS HOSPICE

JOB DESCRIPTION

JOB TITLE	Healthcare Assistant Ward Team
GRADE	3
HOURS OF DUTY	37.5
REPORTS TO	Ward Sisters/Charge Nurse
KEY RELATIONSHIPS	Individuals receiving our care, service users, Internal and External Care Providers and Volunteers
RESPONSIBLE FOR	Delivering high quality specialist individual care

JOB SUMMARY

To work within the team nursing structure, ensuring that holistic, high quality specialist individual 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 Ward 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 individuals with their holistic care needs.

2. To consult and liaise with both the nursing and multi-disciplinary teams to ensure continuity of holistic individual care.
3. To communicate effectively and appropriately with individuals receiving our care and liaise with other professionals involved in their care on behalf of the Ward team.
4. Recognise and report changes in the individual's condition to a registered Nurse.
5. To implement nursing procedures correctly to include the recording of observations, assisting with PEG feeds and performing bladder scanning, ensuring that individual documentation reflects a holistic account of individual 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 individuals and service users.
2. Participate in discussion and ensure effective communication with the wider clinical team when planning and evaluating individual care needs.
3. Attend and actively participate in multidisciplinary team meetings to ensure high quality holistic care for individual's receiving our care and service users.

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 1998.

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 document 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 Hospice Ward

E = ESSENTIAL	D = DESIRABLE
Demonstrating the Hospice Values – Compassionate, Collaborative, Creative	
<p>Compassionate - we are a caring team, kind to each other and put the needs of individuals and their loved ones at the heart of what we do.</p>	E
<p>Collaborative – we value working in partnership across our communities and are proactive about nurturing relationships with our stakeholders.</p>	E
<p>Creative – we are forward-thinking, adaptable in our changing world and embrace change and innovative ways of working.</p>	E
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	D
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 individuals in our care, their loved ones and 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	

I confirm that I have read the Job Description/Person Specification and the duties contained therein and accept the conditions of this role.

NAME:

SIGNATURE:

DATE: