

# HOLY CROSS HOSPITAL

## JOB DESCRIPTION AND CANDIDATE PROFILE

Job title:	Health Care Assistant (Grade 1)
Responsible to:	Ward Sister
Accountable to:	Director of Clinical Services
Key working relationships:	Director of Clinical Services, Nurse Manager, Professional Development Manager, all nursing staff, all professional clinical and medical staff and assistants

**The post holder will also be expected to continue their professional development and give consideration to completing NVQ (or equivalent qualification) at appropriate level.**

### **1. OVERALL OBJECTIVE OF JOB ROLE**

The health care assistant assists with all aspects and delivery of nursing care in support of and under the direction of senior health care assistants and registered nurses.

### **2. MAIN DUTIES AND RESPONSIBILITIES**

#### **2.1. Clinical**

Observe the condition of patients reporting any changes or concerns to nurse in charge.

Work with patients, the multi-disciplinary team and families to help patient achieve realistic and achievable goals.

Provide care interventions as directed in line with the needs and goals of the patient.

Maintain up to date care plans maintaining patient confidentiality in line with Holy Cross policies on documentation and confidentiality.

Comply with recommendations from risk assessments to minimise risks.

Attend relevant team meetings and case reviews.

Escort patients on outings.

# **HOLY CROSS HOSPITAL**

## **2.2. Professional Development**

Be committed to further development of own clinical skills and knowledge actively seeking learning opportunities as appropriate.

Attend relevant in house training sessions.

Undertake relevant NVQ qualification.

## **2.3. General**

Maintain the principles of the General Data Protection Regulations both within and outside of the hospital environment.

Act in accordance with the hospital's policies on Data Protection.

Receive and direct visitors and deal with telephone enquiries in a helpful and friendly manner, taking relevant effective action.

Monitor the use of stock items, ordering stock as directed.

Reading and being familiar with Holy Cross Hospital policies and procedures

Any other reasonable duties consistent with grade and responsibility as requested by the director of nursing, clinical development manager or senior nurse on duty.

## **3. HEALTH AND SAFETY**

To demonstrate a sound knowledge of safeguarding and Deprivation of Liberty Safeguards (DOLS) and the importance of this in people with complex disabilities and be confident in advising and educating staff as matters occur

Work at all times within the scope of the Health and Safety at Work Act of 1974 and the hospital policy for reporting of accidents, incidents, hazards and risk management.

Maintain and protect the safety, confidentiality and dignity of patients and families.

Assist in keeping the ward environment clean, safe and tidy.

Clean and maintain equipment.

Take an active role in the prevention and control of infection

Understand and work within the guidelines of the Patient Safety, Medicines and Healthcare Products Regulatory Agency.

# HOLY CROSS HOSPITAL

This job description represents an outline of the main components of the job and is not intended to be exhaustive. It may, with consultation be subject to additions and amendment as the need arises. It has been checked for overt or implied discrimination within the scope of the Hospital's policies on equality and diversity and none was found.

In addition to the duties and responsibilities listed the post holder is required to perform other duties as might reasonably be required.

This job description has been agreed between the post holder and the person to whom he/she is accountable.

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Post holder

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Print name

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Date

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Nursing Services Manager

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Print name

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Date

# HOLY CROSS HOSPITAL

## PERSON SPECIFICATION AND COMPETENCY PROFILE

### HEALTH CARE ASSISTANT

<b>Qualifications and Knowledge Required</b>	
<b>Essential Requirements</b>	<b>Desirable Requirements</b>
	NVQ level 2 in care or equivalent

<b>Skills and Experience Required</b>	
<b>Essential Requirements</b>	<b>Desirable Requirements</b>
	Experience in working in a care environment
	Experience in caring for individuals with severe disabilities

<b>Key Competency Areas</b>
1. Sensitivity to others needs
2. Adaptability / flexibility
3. Communication - verbal and written
4. Relationship building / teamwork
5. Willingness to learn



# HOLY CROSS HOSPITAL

## JOB DESCRIPTION AND CANDIDATE PROFILE

Job title:	Waking Nights Health Care Assistant (Grade 1)
Responsible to:	Night Sister
Accountable to:	Director of Clinical Services
Key working relationships:	Director of Clinical Services, Nurse Manager, Professional Development Manager, all nursing staff, all professional clinical and medical staff and assistants

**The post holder will also be expected to continue their professional development and give consideration to completing NVQ at appropriate level.**

### **1. OVERALL OBJECTIVE OF JOB ROLE**

The health care assistant assists with all aspects and delivery of nursing care in support of and under the direction of senior health care assistants and registered nurses.

### **2. MAIN DUTIES AND RESPONSIBILITIES**

#### **2.1. Clinical**

Observe the condition of patients reporting any changes or concerns to nurse in charge.

Work with patients, the multi-disciplinary team and families to help patient achieve realistic and achievable goals.

Provide care interventions as directed in line with the needs and goals of the patient.

Maintain up to date care plans maintaining patient confidentiality in line with Holy Cross policies on documentation and confidentiality.

Comply with recommendations from risk assessments to minimise risks.

Attend relevant team meetings and case reviews.

Escort patients on outings.

# **HOLY CROSS HOSPITAL**

## **2.2. Professional Development**

Be committed to further development of own clinical skills and knowledge actively seeking learning opportunities as appropriate.

Attend relevant in house training sessions.

Undertake relevant NVQ qualification.

## **2.3. General**

Maintain the principles of the General Data Protection Regulations both within and outside of the hospital environment.

Act in accordance with the hospital's policies on Data Protection.

Receive and direct visitors and deal with telephone enquiries in a helpful and friendly manner, taking relevant effective action.

Monitor the use of stock items, ordering stock as directed.

Reading and being familiar with Holy Cross Hospital policies and procedures

Any other reasonable duties consistent with grade and responsibility as requested by the director of nursing, clinical development manager or senior nurse on duty.

## **3. HEALTH AND SAFETY**

Work at all times within the scope of the Health and Safety at Work Act of 1974 and the hospital policy for reporting of accidents, incidents, hazards and risk management.

Maintain and protect the safety, confidentiality and dignity of patients and families.

Assist in keeping the ward environment clean, safe and tidy.

Clean and maintain equipment.

Take an active role in the prevention and control of infection

Understand and work within the guidelines of the Patient Safety, Medicines and Healthcare Products Regulatory Agency.

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Post holder

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Print name

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Date

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Director of Clinical Services

.....  
Print name

.....  
Date

# HOLY CROSS HOSPITAL

## PERSON SPECIFICATION AND COMPETENCY PROFILE

### HEALTH CARE ASSISTANT

<b>Qualifications and Knowledge Required</b>	
<b>Essential Requirements</b>	<b>Desirable Requirements</b>
	NVQ level 2 in care or equivalent

<b>Skills and Experience Required</b>	
<b>Essential Requirements</b>	<b>Desirable Requirements</b>
	Experience in working in a care environment
	Experience in caring for individuals with severe disabilities

<b>Key Competency Areas</b>
1. Sensitivity to others needs
2. Adaptability / flexibility
3. Communication - verbal and written
4. Relationship building / teamwork
5. Willingness to learn