

Job Title:	Health care Assistant
Reports to (job title):	Team Leader community nursing
Line Manager to:	

## Job purpose

The purpose of the role is to work provide:

Nursing duties, care, advice and support to housebound service users in their own homes in order to promote their well-being and independence and to avoid hospital admission where appropriate.

The role is based in the community in the Bath and North East Somerset, and is predominantly visiting patients in their own homes or care homes.

The post holder will work under minimal supervision and undertake tasks and duties delegated by the lead clinician. They will work collaboratively within the team to meet the needs of patients, following policy and procedure

## Base

Keynsham Health Centre

This post is responsible for

Work as part of the community nursing team in delivering care to patients in the community.

As a health care assistant you will have some knowledge and experience in care. We will provide you with additional relevant training and support you to do your job. Your duties will generally be routine in nature and carried out on a day to day basis. You will have the experience and expertise to work on your own, seeking guidance from registered staff as required. You will be supervised by registered practitioners, who will monitor your care and work plans.

## Key responsibilities

Your primary purpose is to carry out routine care and health tasks which will be set out in agreed care plans, or work plans or as directed by registered colleagues. You will also, when trained, contribute to care plans. Ensuring all documentation is completed accurately. Additionally you will after training have knowledge and the related competency to undertake a range of clinical procedures including;

Wound care

Pressure ulcer prevention

Insulin administration and blood glucose monitoring

Venepuncture

Collection of samples

Catheter care

## Outline of Provisional Job Schedule:

The core hours are between 8am -17.00pm. Weekend and Bank Holiday working is required on a rota basis. The majority of the day the work is undertaken in patients' homes where the conditions are variable. This can include working in unpleasant working conditions and exposure to hazards

## Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues, have been integral to our journey so far, and will be integral to our future as well.

We have three values, which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

## Care

- Inspire
- Understand
- Communicate

## Think

- Challenge
- Improve
- Learn

## Do

- Accountability
- Involve
- Resilience

## Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the [Records Management: NHS Code of Practice](#), [NHS Constitution](#) and [HSCIC Code of Practice on Confidential Information](#) and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.

- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

## Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

## Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

## Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

## Medicines Management Responsibility

### **Nursing or registered healthcare professionals**

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

### **Skilled non-registered staff**

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

## Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a "non-smoking" policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

## Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

## Personal Specification

### Essential

Educated to NVQ level 3

Experience working within Health and Social care environment.

Good Communication Skills

Able to follow instructions

Willing to develop the clinical skills and competency relevant to the role

Willingness to undergo education / training for both practice and service needs.

Able to use varying IT systems

Able to record accurate information on the patient record.

Experience of operation equipment such as manual handling equipment. Empathetic with patients/families.

Positive role model to others.

Supervise/mentor members of the team

Ability to be an effective team member, recognising and respecting different roles within the team.

Work within the boundaries of legislation, policies, procedures and standards.

Have a valid driving license and access to a vehicle.

Able to work as part of a team and own initiative adhering to the Lone Working Policy

### Desirable

Understands responsibility regarding accountability and delegation

Experience in providing wound care



# Job Description

Employee signature

---

Manager signature

---

