

# Job Description

Job Title:	Community Health Care Assistant
Reports to (job title):	District Nurse
Line Manager to:	N/A

## Job purpose

The Community Health Care assistant must be able to work autonomously and as part of the multi-disciplinary team within the District Nursing service to provide a seamless service & high-quality care to patients. The Community Health Care assistant is expected to undertake care to meet the needs of the patients under the supervision of an appropriate Registered Health Care Professional, working within the organisations policies and procedures.

To visit patients within their own home in the community or in Nurse led clinics, working to care plans, protocols and policies, whilst reflecting individual choice and maximising patients' independence and quality of life.

Base

**Add in address of base eg Farnham, Ashvale.**

The post holder will be required to travel within a geographic location, across bases and must have a full driving licence and access to a vehicle.

**This post is responsible for**

# Job Description

- Maintaining knowledge, skills and training (statutory and mandatory) necessary to deliver a quality service that is responsive to the changing needs of patients.
- Providing clerical and administrative support to the team as delegated by the Registered Health Care professional.
- Report any changes in conditions of the patient to the designated nursing in charge of the caseload.
- Respecting confidential information obtained in the course of their work and refrain from disclosing such information to anyone other than professional colleagues directly concerned with the patient's care or other authorised person.
- Keeping accurate, concise and timely information on all care given to patients in the community health records.
- Support the team with clinical governance agenda such as audits and surveys.
- Actively participate in staff meetings and multi-disciplinary locality meetings.
- To support with the induction and orientation of new members of staff and students.
- Participating in appraisals, peer review, supervisor meetings and personal development plans to identify and agree training and development.
- Complete incidents under supervision including safeguarding concerns

## Key responsibilities

The post holder will be required to support the Community Nursing team in all aspects of nursing care following appropriate training and competency checking, including but not exhaustive:

- Recording of vital signs / observations
- Basic principles of care and rehabilitation
- Phlebotomy
- Wound care
- Eye care

# Job Description

- Catheter bag care
- Catheter maintenance
- Support with activities of daily living
- Urinalysis
- Continence Assessments
- Capillary blood glucose monitoring
- Insulin administration (as per delegation SOP)
- Catheterisation (as per delegation SOP)
- Compression bandaging
- Supervision of self administration of medications

## 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 and 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

### Think

- Challenge
- Improve

### Do

- Accountability
- Involve

- Communicate

- Learn

- 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.

# Job Description

- 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.

# Job Description

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.

# Job Description

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.

# Job Description

## Personal Specification

### Essential

- Care Certificate or equivalent level 2 training in care, however, support will be given to obtain within in 1 year of commencing role
- Experience in working in the care sector
- Basic IT and computer skills eg word
- Ability to work as part of a team but autonomously
- Ability to work on own initiative
- Effective verbal and written communication and interpersonal skills
- Willingness to undertake training as appropriated to the post
- Interest in working in community nursing
- Ability to exert moderate physical activity for several long periods during a shift
- Ability to cope with occasional exposure to distressing or emotional circumstances; frequent care of the terminally ill / chronically sick or disabled patients

### Desirable

- Experience in community practice such as phlebotomy, monitoring blood glucose, care of catheters, stoma care and simple dressings
- Care qualification at level 3 such as Health Care Support Worker apprenticeship

Other requirements:

Occasional exposure to highly unpleasant working conditions.

Frequent contact with body fluids.



# Job Description

**Employee signature**

---

**Manager signature**

---