

## JOB SPECIFICATION

### JOB DETAILS

**Job Title:** Health Care Assistant –Band 2

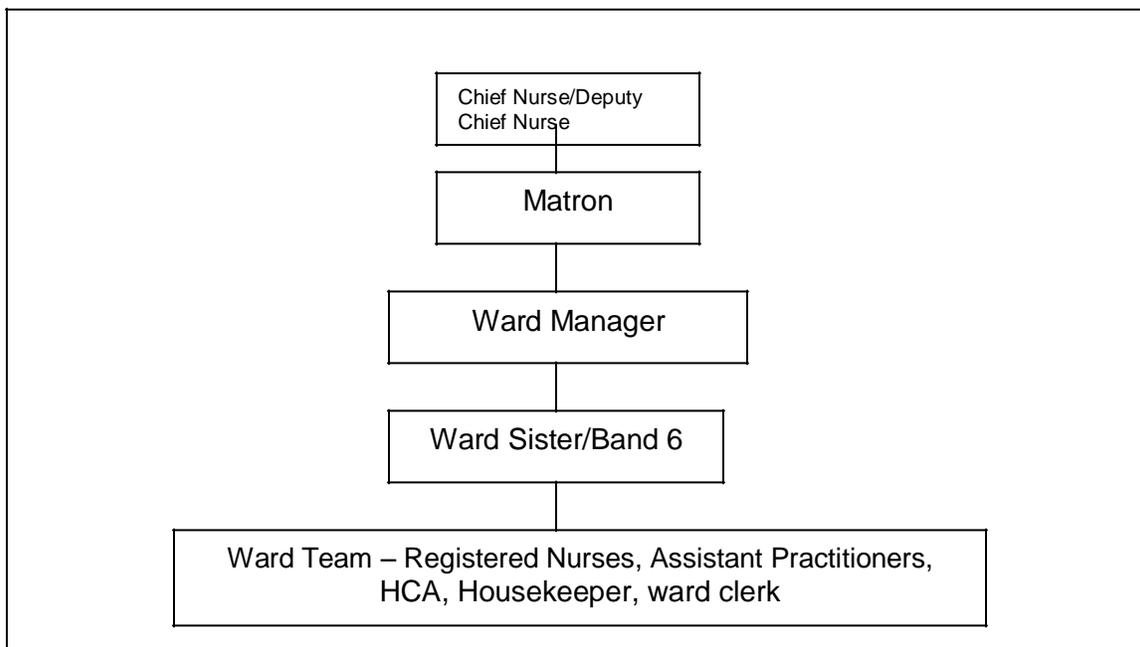
**Division:** Community and Intermediate Care

**Managerially Accountable to:** (Managerially) Ward Manager  
(Reporting) Ward Manager

**Professionally Accountable to:** (Professionally) Matron  
(Clinical) Ward Manager

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### ORGANISATION CHART:



## **JOB SUMMARY:**

Carry out assigned tasks involving direct care in support of and supervised by, a Registered Nurse to relieve trained nurses of the non-nursing duties.

## **RESPONSIBILITIES FACTORS**

### **Clinical Support**

#### **DUTIES**

**The range of duties considered appropriate for Care support workers is set out below. The word 'assist' is used to denote that after appropriate instruction the Care Support worker can assist qualified or student nurses, or health care assistants in the delivery of patient care. You may assist with duties other than those outlined below within and as appropriate to the band level of the post, and carry out unaided some duties at the discretion of a qualified member of nursing staff:-**

- 1 Assist with the admission and discharge of patients - appropriate duties may include listing of clothing and assistance with dressing and undressing.
- 2 Assist with making occupied beds and strip and clean unoccupied beds, according to infection prevention policies.
- 3 Help patients to prepare for meals and assist in the service of meals. Serve refreshments and simple diets, where appropriate.
- 4 Help with the feeding of patients where appropriate.
- 5 Assist with bathing in bed and in the bathroom, with turning and moving of patients, including the use of mechanical aids and bed appliances.
- 6 If required, help patients with personal hygiene, including care of hair, teeth and nails under supervision, assist with oral hygiene of conscious patients.
- 7 Assist HCAs and above, with the undertaking of 'last offices'
- 8 Assist in the care of pressure areas and the care of the incontinent patient.
- 9 Participate in the rehabilitation of patients in hospital e.g., dressing, undressing, taking to the toilet and using commodes.
- 10 Participate in giving and/or removing toilet equipment.
- 11 Care of sanitary equipment, including decontamination of baths, bins and commodes after use and the decontamination of beds, lockers and other ward

- equipment according to hospital policy.
- 12 Prepare, clean and tidy clinical rooms, clean nursing equipment and cupboards, excluding cupboards for storing controlled medicines.
  - 13 Answer telephone, take, record and transmit messages to qualified staff.
  - 14 Assist with keeping of routine records, e.g., weight charts and fluid balance charts.
  - 15 Assist with movement of patients to other wards, clinics, departments or hospitals and undertake chaperon and escort duties.
  - 16 Help patients with the care of their personal belongings.
  - 17 Report to the person in charge, all observations made of the patient.
  - 18 Carry out basic administrative tasks in the absence of the ward clerk, e.g., filing, ordering, checking stock levels.
  - 19 Assist with the collection of specimens. Test urine and weigh patients as requested,
  - 20 Liaise with other wards and departments, delivery and collecting items as required including the collection of blood for transfusion.
  - 21 Removal of spillages of types in accordance with the Infection Control Policy.
  - 22 Disposal of all waste including non-clinical waste bags, clinical waste and sharps.
  - 23 Replenishing of all disposable items.
  - 24 Upon receipt of ward provisions, ensure they are stored and correctly rotate according to date, i.e. milk, medical and surgical supplies.

## **Communication**

- 1 Establish and maintain relationships with patients/clients, relatives, friends and staff, and participate in supporting patients.
- 2 Attend ward/department meetings as required, to ensure an awareness of developments within the work area.
- 3 Maintain an effective communication network; both verbal, written and electronic, keep registered practitioners informed.
- 4 Assist in maintaining, recording and storing information, including patient records, in line with Trust policy.
- 5 Meet and welcome patients/ relatives and other visitors and familiarise them with the environment.
- 6 Maintain good relationships with team members, and visitors to the ward/department. Provide assistance when necessary.
- 7 Operate and input basic information to computerised systems within the unit.
- 8 Help maintain materials, equipment and stock, reporting problems and defects to professional staff.

## **Training and Development.**

- 1 Participate in Personal Develop Review. In discussion with line manager, develop an annual Personal Development Plan, to identify Training and Development needs, in line with personal and organisational objectives and linked to the Knowledge and Skills Framework
- 2 All employees have a duty to attend annual mandatory training sessions as required by the Trust.
- 3 Sustain and improve own development by using opportunities provided by the Trust.
- 4 Assist with Local Induction programmes for newly appointed staff.
- 5 Assist in training new staff in the care and maintenance of equipment

## **STANDARDS OF CONDUCT**

**The post holder is expected to:**

**Adhere to Trust policies and procedures and relevant legislation including the requirements of the any professional bodies. Attend mandatory training as identified by the Trust.**

All Trust staff and contractors working for the Trust have both a common law duty and a statutory duty of confidentiality to protect patient (and indeed any personally identifiable) information and only use it for the purposes for which it was intended.

The disclosure and use of confidential patient information needs to be both lawful and ethical.

Trust staff must keep up-to-date with the requirements of Information Governance and must follow Trust policies and procedures to ensure that Trust information is dealt with legally, securely, efficiently and effectively. Staff must appropriately manage the records they create or hold during the course of their employment with the Trust, making the records available for sharing in a controlled manner, subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines (e.g. Freedom of Information Act 2000, Caldicott guidelines). If you are required to make entries into health records, you must ensure these entries are legible and attributable, and that record keeping is contemporaneous.

Conduct duties with regard to values underpinning the Trust's Vision:

- If its about me, involve me
- Working together in partnership
- Aspiring to excellence
- Ongoing improvement of our service

The Trust operates a Tobacco Control Policy

This Job Description is a broad outline of the duties and responsibilities of the post. It will be subject to review and amendment in consultation with the post holder on an annual basis.

**Post holders are expected to work flexibly within their pay band. They should only be expected to carry our activities for which they are competent. Alternatively they may carry out the additional duties if they are receiving support or training in order to obtain the recognised level of competence.**

## **HEALTH & SAFETY**

- In accordance with the Health & Safety at Work Act 1974 and other supplementary legislation, each employee is responsible to take reasonable care for his or her own acts or omissions and the effect that these may have upon the safety of themselves or any other person.
- Every employee must use safety equipment or clothing in a proper manner and for the purpose intended.
- Any employee who intentionally or recklessly misuses anything supplied in the interests of health and safety will be subject to disciplinary procedures.

- Every employee must work in accordance with any health and safety procedures, instructions or training that has been given.
- No employee may undertake any task for which they have not been authorised and for which they are not adequately trained.
- Every employee is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.
- All employees are under a duty to familiarise themselves with the Risk Management/Fire, Health & Safety Policies.

The Trust provides an annual update on Governance and Health & Safety issues to staff.

## **EQUAL OPPORTUNITIES**

The Trust has adopted an equal opportunities policy and all employees must be aware of their obligations to abide by the spirit and nature of the policy to avoid direct and indirect discrimination.

## **IMPROVING WORKING LIVES**

You will be expected to give a commitment to apply the principles of Improving Working Lives, and participate in any events and initiatives as and when appropriate.

## **CHILD PROTECTION**

All employees have a responsibility for safeguarding and promoting the welfare of children. Further guidance can be sought from your Line Manager.

## **INFECTION CONTROL**

All employees have a personal responsibility for adhering to the control of infection policy. Further guidance can be sought from your Line Manager.

## **RECORDS MANAGEMENT/ DATA PROTECTION ACT**

As an employee of the Trust, you have a legal responsibility for all records, including patient health, financial, personal and administrative, that you gather or use as part of your work within the Trust. The records may be paper, electronic, microfiche, audio, video tapes, x-ray images etc. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

## **ACCEPTANCE OF JOB DESCRIPTION**

**I confirm I accept the duties contained in the above job description.**

**NAME:** .....  
(PRINT)

**SIGNED:** .....

**DATE:** .....

