

## JOB DESCRIPTION

**'Happy to talk about flexible working'**

<b>Job title:</b>	Health Care Assistant
<b>Department:</b>	IPU – Selly Park
<b>Hospice band:</b>	Clinical Band 2
<b>Reports to:</b>	Lead Nurse IPU
<b>Responsible for:</b>	-
<b>DBS required</b>	Enhanced

### Job purpose

To work as member of the multidisciplinary team to ensure the delivery of high standards of Palliative and end of life care to patients and their families in accordance with the hospice values.

### Main duties and responsibilities

#### Clinical

- Deliver hands on personal care to patients including care of the deceased patient
- Report verbally (patient information) to appropriate team members
- Document care given on system one
- Contribute to multidisciplinary discussions.
- To work as part of a multidisciplinary team.
- To attend statutory training sessions
- To work flexibly across all areas in the Hospice if required
- Escort patients to appointments.
- Be sensitive to the spiritual, psychological and social needs of the patients and their families.
- To convey messages and information to all team members, patients and their families as appropriate.
- Initiate and participate in social activities for patients, together with colleagues.
- Undertake clinical skills as competent whilst adhering to hospice policies and procedures.
- Be aware of and undertake infection control measures to ensure safe working environment
- To undertake mandatory training and yearly appraisals in line with Hospice policy

#### Financial

- To ensure that resources are used in an efficient and cost effective manner for the good of the patients

#### Communication

- Ensure effective communication with patients and their relatives and the wider multidisciplinary team
- Demonstrate excellent interpersonal skills
- Demonstrate high standards of both written and verbal communication



Kindness



Togetherness



Positivity



Openness



Respect



Innovation

### Health and Safety

- To participate in and contribute to the maintenance of a safe working environment in accordance with the requirements of health and safety legislation to ensure the delivery of high quality, safe, patient-centred care.

## General duties

### Confidentiality

- All employees are required to uphold the confidentiality of all information records in whatever format, encountered in the course of employment and after it.
- All employees are bound by the requirements of the General Data Protection Regulations when, in the course of their employment, they deal with information records relating to individuals.

### Equality and Diversity

- The hospice is committed to promoting an environment that values diversity. All staff are responsible for ensuring that they treat individuals equally and fairly and do not discriminate on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex and sexual orientation. The hospice expects all staff to behave in a way that recognises and respects diversity in line with the appropriate standards.

### Health and safety

- All employees have a responsibility under the terms of the Health and Safety at Work Act 1974 to protect and promote their own health and that of others in the workplace.
- All employees must comply with all hospice health and safety procedures infection control.
- The prevention and control of infection is the responsibility of everyone who is employed by the hospice. Employees must be aware of infection control policies, procedures and the importance of protecting themselves and their clients in maintaining a clean and healthy environment.

### Information governance

- All employees are responsible for ensuring they undertake any training relating to information governance, read the hospice's policies, procedures and guidance documents relating to information governance, and understanding how this affects them in their role.

### Professional development

- All employees must participate in an annual appraisal and develop a personal development plan with their line manager.
- All employees are responsible for maintaining their statutory and mandatory training.



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**Safeguarding children, young people and vulnerable adults**

- The hospice is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All employees and volunteers are expected to behave in such a way that supports this commitment pandemic or major incident.

In the event of a pandemic or major incident, the post holder may be asked to undertake other duties not necessarily commensurate to the banding of this role. This could include duties in any part of the hospice. Prior to undertaking any duties, the member of staff will have full training and induction. We won't ask any member of staff to undertake duties for which they are not competent or where they feel unsafe in their environment or could put patients or themselves at risk.

**The job description is not exhaustive and may be amended following appropriate consultation in the light of business needs.**



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### PERSON SPECIFICATION

<b>Job title:</b>	Health Care Assistant
<b>Department:</b>	IPU – Selly Park
<b>Hospice band:</b>	Clinical Band 2

Requirements	Essential	Desirable	How identified
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of education</li> <li>• NVQ 2 in health and social care or equivalent/Willingness to work towards or equivalent</li> </ul>		A
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a care role in the health care sector and/or other care related experience</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of oncology or palliative care</li> </ul>	A
<b>Personal skills and attributes</b>	<ul style="list-style-type: none"> <li>• Good communication skills, both written and verbal</li> <li>• Excellent interpersonal skills</li> <li>• Excellent time management skills</li> <li>• Ability to be flexible and responsible</li> <li>• Able to work as part of a team</li> <li>• Competent in IT skills including use of databases, email, internet and Word</li> <li>• Positive and enthusiastic</li> <li>• Professional</li> </ul>		AI

**A= Application form**

**I=Interview**

**T=Test**

**C=Certificate**