

HOSPITAL SERVICES

HEALTHCARE ASSISTANT – CRITICAL CARE

BAND 3

JOB DESCRIPTION

JOB SUMMARY:

The postholder will be required to carry out a wide range of duties under the direction of a Registered Nurse and with minimal supervision will ensure high quality care is delivered to the patients. The postholder will demonstrate skills to new or less experienced members of staff and participate in ward based induction and orientation programmes.

The postholder will be required to complete the Care Certificate in order to successfully pass their probationary period and will need to complete VQ Level 3 in Health and Social Care in order to pass through the second gateway.

RELATIONSHIPS:

The post holder will report to the Critical Care Manager, will be responsible to the Lead Nurse and will be accountable to the Head of Acute Nursing Workforce, Adult Acute Services.

MAIN DUTIES AND RESPONSIBILITIES:

- Under the supervision of a Critical Care Nurse undertake direct care activities as directed.
- Support non-clinical and logistical functions of the department, ensuring adequate provision of stores and consumables for day-to-day operation and emergency situations

PROMOTE PATIENT'S EQUALITY, DIVERSITY AND RIGHTS

- Support and care for the patient and their relatives redirecting any enquiries about specific care and progress to the Critical Care Team Leader in charge.
- Report any complaints made by the patient, relatives, visitors or others to the Ward Sister or Nurse in Charge.
- To comply with the principles contained in the Data Protection (Bailiwick of Guernsey) Law 2017, concerning improper disclosure, misuse or breach of confidentiality in respect

of information held on computer systems or otherwise in respect of information relating to patients.

PROMOTE EFFECTIVE COMMUNICATION AND RELATIONSHIPS

- Demonstrate the ability to develop relationships with patients that value them as individuals.
- Report any deterioration or abnormalities observed in patient's condition directly to a Registered Nurse.
- Demonstrate effective communication skills with all members of the multidisciplinary team.
- Under the supervision of a Registered nurse will participate in assessing, planning, implementing and evaluating patient care needs.
- Maintain records of nursing care and patient progress in accordance with standards and policies for records and record keeping ensuring all entries are countersigned by a Registered nurse.

PROMOTE, MONITOR AND MAINTAIN HEALTH, SAFETY AND SECURITY IN THE WORKPLACE

- Ensure that persons entering the environment are identified correctly and their right to entry established.
- In all areas of practice promote and maintain a safe environment for patients, visitors and not least oneself in accordance with the Health and Social Services 'Health and Safety at Work Policy'.
- Understand and comply with the policies and procedures laid out in the approved Infection Control Manual.
- Be aware of the reporting mechanism for accidents and incidents including relevant documentation.
- Pay due regard to fire safety regulations and Health and Social Services Fire policies including location and effective use of resources.
- Attend mandatory update session for Fire Safety, Basic Life Support and Safe Moving and Handling.
- In accordance with Hospital policy, protect patient's property and report any loss or damage to the Nurse in Charge.

DEVELOP ONE'S OWN KNOWLEDGE AND PRACTICE

- Using a reflective process evaluate one's own values, priorities, interests and effectiveness in the workplace.

- Demonstrate the ability to develop new knowledge and apply this to practice in order to promote development of knowledge and skills.
- Through the avenue of formal appraisal and performance interviews agree targets that enhance professional development to meet personal and organisational objectives.

CONTRIBUTE TO THE PROTECTION OF INDIVIDUALS FROM ABUSE

- Contribute to minimising the level of abuse in the work environment.
- Assist qualified staff in monitoring individuals who are at risk from abuse.

CONTRIBUTE TO THE DEVELOPMENT AND EFFECTIVENESS OF WORK TEAMS

- Demonstrate an understanding of and adhere to the principles contained within the Ward Philosophy.
- Show an awareness of and work towards meeting the agreed aims and objectives of the ward.
- Contribute to effective team practice through communicating with other team members in a constructive way offering support and assistance and making suggestions for improvement of care delivery.
- Attend and participate in Ward and Team Meetings.
- Participate in the induction and orientation of new members of unqualified staff to the work area.
- Undertake relevant study or in house training in order to develop own practice and that of others.

CONTRIBUTE TO RAISING AWARENESS OF HEALTH ISSUES

- Assist in assessing the need for raising awareness and planning activities to raise awareness of health issues.
- Provide patients with relevant health promotion materials according to the individual plan of care.
- Participate in evaluation of care with the Registered nurse and offer information relevant to the activity.

CONTRIBUTE TO THE MOVEMENT AND HANDLING OF INDIVIDUALS TO MAXIMISE THEIR PHYSICAL COMFORT

- Adhere to Health and Social Care's Safe Moving and Handling Policy.
- Attends annual update in moving and handling.

- Ensure patients moving and handling assessment is accurately recorded and documented in the plan of care.

KEY CRITERIA:

MINIMUM QUALIFICATIONS:

Experience in Healthcare would be ideal but applicants without this experience would be required to complete the Care Certificate within the first 6 months.

FULL QUALIFICATIONS:

Level 3 NVQ Diploma in Health and Social Care or equivalent (to be achieved by second gateway).

ESSENTIAL

1. Ability to work on own initiative.
2. Good written & verbal communication skills.
3. Enthusiastic and motivated to perform and develop within role and meet training requirements.
4. Flexible within the remit of service delivery requirements.
5. Adaptable to fast patient turnover and change in service delivery.
6. Team orientated, with a positive attitude to service objectives.
7. Capable of learning equipment and IMT technology use.
8. To complete a Care Certificate within 6 months of employment date.

DESIRABLE

9. Previous experience in a healthcare environment.
10. Basic IT skills