

HOSPITAL SERVICES

HEALTHCARE ASSISTANT/SUPPORT WORKER

BAND 3

JOB DESCRIPTION

JOB SUMMARY:

Band 3 staff will be required to carry out a wide range of duties under the direction of a Registered Nurse or ODP and with appropriate training will ensure high quality care to all perioperative patients with minimal supervision. They will also have the ability to demonstrate skills to new or less experienced members of staff and participate in Theatre induction and orientation programmes.

Band 3 staff will have completed the NVQ level 3 health award and will be expected to complete extra units specific to the role within an agreed time frame.

RELATIONSHIPS:

REPORTS TO: Theatre Manager

ACCOUNTABLE TO: Matron Surgical Services

MAIN DUTIES AND RESPONSIBILITIES:

The operating suite comprises of four theatres. The department is very well equipped and covers a range of procedures across all specialities apart from Neuro, Cardiac and major Paediatrics. The range of procedures we carry out, some of which are at the cutting edge of surgical practice, often require high levels of skills from our flexible and knowledgeable staff.

- To assess, develop, implement and evaluate programmes of care from admission through to discharge within a team-nursing environment.
- To identify any deterioration in a patient/client condition and inform the appropriate person
- To undertake delegated observations and take appropriate action when readings fall outside of acceptable ranges.
- To participate as a team member during acute emergencies: supporting relatives and friends of patients/clients together with providing support for other patients.

- To maintain accurate records, both electronic and paper, of the care given in accordance with agreed standards.

TRAINING AND EDUCATION

- To complete a Level 3 VQ Diploma in Health and Social Care (equivalent NVQ) within two years of obtaining post.
- To undertake additional VQ units as the service dictates.
- To prepare appropriately for your annual performance & development review (PDR).
- To develop knowledge & skills as required within the gateways of the job outline with appropriate support.
- To undertake in-house annual mandatory training in Manual Handling, Basic Life Support, Fire Safety and AED training.
- To undertake role of health promoter and educator for patients/clients and their families.
- Participate in clinical supervision.

COMMUNICATION

- To assist with discharge arrangements through communication with multidisciplinary team members and associated agencies as required.
- To give due consideration to language and cultural differences of both patients/relatives/significant others and colleagues.
- To communicate effectively with patients/clients and significant others. This could include patients/clients with reduced consciousness levels (including intoxication and trauma), violent and aggressive behaviour and supporting the bereaved.
- To maintain records as delegated in accordance with procedure and policy.

KEY CRITERIA:

ESSENTIAL

1. Experience at Band 2 or Level 2 VQ Diploma in Health and Social Care or equivalent (NVQ Level 2).
2. Level 3 VQ Diploma in Health and Social Care or equivalent (NVQ Level 3) (or to be achieved by second gateway).
3. Experience in a health or social care environment.
4. Good written and verbal communication skills.

5. Understanding of confidentiality, privacy and dignity.
6. Evidence of completing care plans.
7. An effective team player.
8. Good verbal and social skills.
9. Flexible attitude.
10. Able to use own initiative.
11. Adaptable to working in different care settings.

DESIRABLE

12. Experience of using healthcare information systems.
13. Experience in palliative care setting.
14. Interest in developing skills in palliative care.