



JOB DESCRIPTION – HEALTH CARE ASSISTANT

1.0 JOB PURPOSE

- 1.1 To assist in the provision of high quality care to patients and their families in the Inpatient Unit, Day care and patient home environment under the direction and supervision of the Multi-disciplinary Team.

2.0 KEY TASKS

- 2.1 To work both as part of a team in the Day care and Inpatient Units and autonomously within the patient homes.
- 2.2 To demonstrate a sound knowledge in basic nursing care, promoting the patients dignity, safety and comfort.
- 2.3 To ensure that the patient's needs are fulfilled as far as reasonably practical in consultation with members of the Multi-disciplinary Team to ensure effective patient care.
- 2.4 To liaise with families and external care providers including District Nurses to ensure that all those involved in the individual's care have been informed.
- 2.5 To ensure that confidentiality is maintained at all times and that patient information is dealt with in line with the Hospice's policies and procedures.
- 2.6 To work as an effective member of the Multi-disciplinary Team to enable the best possible care for patients.
- 2.7 To ensure that duties are carried out in a healthy and safe working environment, to avoid injury to self and others.
- 2.8 To have a flexible approach to working time to enable rotas to be filled on a fair and equitable basis.
- 2.9 To ensure awareness and understanding of Hospice policies and procedures to enable appropriate application at all times.
- 2.10 To undertake training as required ensuring capability in the performance of all tasks associated with the role.
- 2.11 To ensure that all duties are carried out in accordance with the law, and relevant codes of conduct, the Hospice Strategy and the Hospice Equal Opportunities Policy.

- 2.12 To maintain high standards of documentation both in house and in the community.
- 2.13 To report any safety issues or risks that may occur when working in patient's homes and in house to a senior member of staff at the Hospice including any safeguarding issues.

The above list is indicative of the areas required by the nursing auxiliary role and may change from time to time in consultation with the post holder and in line with service need.

3.0 ADDITIONAL RESPONSIBILITIES

- 3.1 To support and be involved in fundraising activities in collaboration with the Fundraising Team as appropriate.
- 3.2 To ensure, in all circumstances, that you represent the Hospice in a positive light.

4.0 PERSON SPECIFICATION

- 4.1 Palliative Care experience.
- 4.2 NVQ 3 administration of medication is desirable but not essential however the post holder will be expected to complete once they commence employment.
- 4.3 The Care Certificate is desirable but not essential however the post holder will be expected to complete once they commence employment.
- 4.4 Transport is essential.
- 4.5 Sound knowledge and understanding of the role of a Multi-disciplinary Team.
- 4.6 Good communication skills.
- 4.7 Commitment to training and personal development.
- 4.8 Ability to work autonomously.
- 4.9 Ability to work well with volunteers.
- 4.10 Understanding of Equal Opportunities and collective responsibility.

CRB requirements: This post is deemed to require an Enhanced Level Disclosure check with the Criminal Records Bureau as there is access to Children and Vulnerable Adults.

5.0 Terms and Conditions

Responsible to: TBC
Salary: £7.27 per hour IPU and OPU shifts + enhancements
£7.39 per hour for Alice House Care agency shifts + agreed travelling expenses

Job Description effective from February 2016. Please sign below to signify your acceptance.

Signed _____ Date _____