



Job Description

Job Title: Healthcare Assistant

Reports to: Registered Nurse

Base: St Joseph's Hospice, Thornton, Liverpool

Date: September 2018

Job Purpose:

Deliver high quality care to patients in line with their individual Care Plan and under the supervision and guidance of the Registered Nurse. To participate in safeguarding patients from abuse, communicate effectively; promote privacy, dignity, choice, independence and individual rights.

Objectives	Typical Tasks
<p>Clinical Practice</p>	<ol style="list-style-type: none"> 1. Deliver direct nursing care for patients as required within set protocols/policies in accordance with an individualised care plan 2. Contribute to the assessment and Planning - monitoring of patients. Identify physical and/or psychological problems and liaising with the appropriate health and social care team 3. Perform specific clinical competencies to enhance the delivery of patient care within a 24hour period 4. Work in collaboration with colleagues to ensure the delivery of high quality, safe and compassionate care and support 5. Promote and maintain effective liaison with the primary health care team and other health and social agencies involved in patient care 6. Assist in the day to day operation of the organisation. Carrying out duties as delegated by the Registered Nurses and Senior management 7. Ensure that confidentiality of information is maintained at all times in accordance with GDPR. 8. Maintain accurate and effective individual patient's personalised records and documentation adhering to national standards and Hospice policies and procedures. 9. Maintain effective communication with patients, relatives and members of the multi disciplinary team regarding all aspects of care, whilst ensuring professional boundaries are maintained at all times; demonstrating a variety of communication skills in accordance with the patient group and working to overcome barriers to communications e.g. with confused patients or patients with disabilities. 10. Demonstrate appropriate and professional behaviour and attitude at all times, ensuring equality and diversity is considered. 11. Participate in the Clinical review, and contribute knowledge and experience to identify patients needs and determine priorities for

	<p>improving their care.</p> <p>12. Provide support for new members of the Clinical team as required</p> <p>13. Assist in maintaining equipment to a high standard within the manufactures required standards of cleanliness and safety ensuring that patient areas are kept clean and tidy.</p>
Data Protection Compliance	<p>1. Follow Data Protection and GDPR principles and maintain confidentiality at all times</p> <p>2. Adhere to rules and regulations as set out by the CQC and other statutory guidelines</p>
Ensure a safe working environment for self and team	<p>1. To be aware of own obligations under Health and Safety legislation</p>
Continuous self-development: Continuous self-development to ensure knowledge, skills and competence are relevant to the service	<p>1. Take responsibility for own professional development, identifying training and development needs to line manager.</p> <p>2. Keep up to date with skills and knowledge through reading journals and research articles and attending seminars, courses and study days where appropriate</p> <p>3. Participate in appropriate training and development where necessary to meet legal requirements</p>
Hospice Philosophy: Actively support the vision, philosophies and values of the Hospice.	<p>1. Promote the core values of St Joseph's Hospice.</p> <p>2. Act in a non-discriminatory manner.</p> <p>3. Maintain confidentiality at all times.</p> <p>4. Act as a positive role model to the team and wider community.</p> <p>5. Undertake any other duties within your role that are in keeping with the values of the Hospice that you have the skill and ability to carry out.</p>

PERSON SPECIFICATION

	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • GCSE or equivalent in English and Maths • Care Certificate and NVQ Level 2 or 3 Healthcare or equivalent 	<ul style="list-style-type: none"> • Palliative experience /Knowledge in End of life care
Experience	<ul style="list-style-type: none"> • IT literate • Ability to work autonomously and as part of a team • Knowledge of pressure area care, nutrition, moving and handling with the ability to risk assess 	<ul style="list-style-type: none"> • Experience of providing personal care and support for patients with palliative and end of life care needs in a hospital, hospice or community setting • Working with patients at the end of life within community settings.
Skills, Knowledge and abilities	<ul style="list-style-type: none"> • IT literate with basic knowledge of Microsoft Office • Ability to demonstrate a clear understanding of the needs of palliative/end of life care patients and their families • Ability to prioritise workload. • Ability to contribute towards assessment and care plans. • Excellent and effective communication skills both written and verbal • Flexible and able to work on a 24 hour a week rotation 	<ul style="list-style-type: none"> • Experience of multi-professional team working • Full Driving Licence

I confirm I have received a copy of this Job Description, and that I have read and understood the contents therein.

Signed:..... (Employee)

Date:.....

Signed:..... (Manager)

Date:.....