

A4C Banding No: P785

Job Description

TITLE:	Health Care Assistant
DEPARTMENT: I	Integrated Multidisciplinary Team
LOCATION:	Birmingham City Wide
PROFESSIONALLY ACCOUNTABLE TO:	Multidisciplinary Team Manager
CLINICALLY ACCOUNTABLE TO:	Multidisciplinary Team Manager
BAND:	3
HOURS:	37.5

Job Purpose

The post holder will work as part of the Integrated Multidisciplinary Team (IMCT). He/She will provide a caring service for individuals in their own homes, clinics or GP surgeries under the direction of a registered professional. He / she will work in partnership with patients, carers and other health and social care agencies to promote independence and will be expected to work multi professionally, support other team members' roles and contribute to the future development of the service.

The post holder will be expected to work shifts as required to maintain service provision.

Main Duties

1. Be aware of and adhere to BCHC policies and procedures.
2. Work as part of a community integrated multidisciplinary team.
3. Carry out care and nursing/therapies interventions within the sphere of their competency under the direction of a qualified registered professional.
4. Implement individual programmes of care delegated by registered nurses..
5. Assisting the promoting of independence and self management of patients
6. Monitor patient progress and report changes to the registered professional and follow changes made to that care plan.



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7. Provide timely and accurate information to registered nurses and/or therapists to allow them to assess and evaluate patient progress.
8. Assist registered nurses to monitor and provide treatment, care..
9. Ensure timely inputting of relevant activity data within the designated timeframe agreed.
10. Encourage and support the participation of the patient and their family / carers in their care where it is an agreed element of the care plan.
11. Act to safeguard the patient taking emergency action where necessary, reporting any potential or actual risks to the patient to a senior team member immediately and following the safeguarding policy.
12. Respect the dignity, wishes and beliefs of patients and carers; involve them in shared decision making; and obtain patient consent prior to all interventions.
13. Order, deliver and install equipment as directed by a registered professional.
14. Participate in handover and multidisciplinary meetings to facilitate the continuity of patient care and/or therapy programmes by working in partnership with the wider health and social care economy.
15. Communicate effectively both verbally and in writing with colleagues and stakeholders, utilising electronic methods of communication within Policy and Procedures set out by Information Governance.
16. Maintain clear, accurate, concise and contemporaneous records according to Birmingham Community Healthcare Trust guidelines for clinical record keeping.
17. Plan and organise own workload taking into account the priorities set by the coordinating professional.
18. To perform a range of community care procedures and clinical observations of care e.g. blood pressure monitoring, temperature, pulse and respiration, catheter care, urinalysis, weight, prompting and assisting with medication, PV medication, blood glucose monitoring, pressure ulcer prevention, wound care and leg ulcer care.
19. To undertake lone working within a community setting and be aware of and able to deal with untoward incidences e.g. physical or verbal aggression and are able to adhere to Trusts guidelines, policies and procedures.
20. Observe, monitor, document and report any changes in the patient's condition to a senior member of the team by using own judgement and initiative skills, utilising the appropriate guidelines in regard to record keeping e.g Trust policies/guidelines, NMC, supportive care pathway.
21. To undertake other duties commensurate with this grade of post in agreement with the relevant line manager.



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Education and Development

1. Participate in regular supervision with a registered professional.
2. Ensure completion of all mandatory training and any further training required to fulfil the role as agreed at appraisal.
3. Able to participate in undertaking surveys and audit.
4. Participate in providing community experience for new members of staff or other personnel

To undertake other duties commensurate with this grade of post in agreement with the relevant line manager.

To minimise the Trust's environmental impact wherever possible, including recycling, switching off lights, computers, monitors and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

Key Relationships

Establish and maintain effective communication pathways with internal and external stakeholders (e.g. GP, Therapists, Social Care and Health and Care Agencies).

Performance Management

All employees have a responsibility to participate in regular appraisal with their manager and to identify performance standards of the post. As part of the appraisal process every employee is responsible for participating in identifying their own training and development need to meet their KSF outline.

Health & Safety at Work

Attention is drawn to the responsibility of all employees to take reasonable care for the health & safety of themselves and other people who may be affected by their actions at work.

Equal Opportunities

Birmingham Community Healthcare NHS Trust is committed to being an equal opportunities employer and welcomes applicants from people irrespective of age, gender, race and disability.



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Safeguarding

It is the responsibility of all staff to safeguard and protect children and adults at risk at all times and staff must report any concerns as per Safeguarding Children and Safeguarding Adults policies, which are available on the Trust's intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role.

Infection Prevention and Control

The Trust is committed to minimising any risks of healthcare associated infection to patients, visitors and staff. All employees must attend Infection Prevention and Control training as required for their post. Employees must be familiar with and comply with Infection Prevention and Control policies available on the Intranet.

Smoking

The Trust operates a No Smoking policy.

Mobility

Whilst the postholder will be based at various sites this is a Trust wide appointment and travel around the Trust may be required.

Confidentiality

Your attention is drawn to the confidential nature of information collected within the National Health Service. The unauthorised use or disclosures of patient or other personal information is regarded as gross misconduct and will be subject to the Trust's Disciplinary Procedure and, in the case of both computerised and paper-based information, could result in a prosecution for an offence or action for civil damages under the Data Protection Act 1998.

Sustainability

The Trust attaches great importance to sustainability and Corporate Social Responsibility. It is therefore the responsibility of all members of staff to ensure that the Trust's resources are used efficiently with minimum wastage throughout their daily activities.

Dignity in Care

Birmingham Community Healthcare NHS Trust (BCHC) is committed to providing dignity in care for all our patients and service users across the Trust.

All staff, workers, volunteers, students and individuals undertaking work experience/shadowing, irrespective of the role they specifically undertake, are required to adhere to BCHC's vision, values and professional standards. This also involves working with and alongside colleagues and partners, demonstrating a duty of candour (i.e. honesty and



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MINDFUL
EMPLOYER



DATE:

POST HOLDER'S SIGNATURE:

This job description will be subject to discussion and reviewed on an annual basis within the appraisal process.

Job Description

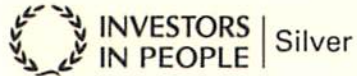
straightforwardness), openness and accountability in order to achieve high quality and the best possible care outcomes for our patients, service users and the local community.

A4C Banding No:

PERSON SPECIFICATION

Title	Healthcare Assistant	Band	3
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Example key areas	Job requirements	W	How identified	Candidate score	Comments
Qualifications training Level of education; Professional qualifications; Vocational training; Post basic qualifications; Training and learning programmes/courses	Literacy and Numeracy Skills. NVQ level III in Health and Social Care or Equivalent.	E E	T I/AP		



Example key areas	Job requirements	W	How identified	Candidate score	Comments
Experience Length and type of experience Level at which experience gained	Experience in delivering direct patient care/ or therapy programmes in a health or social care setting.	E E	I/AP I/AP		
Skills/knowledge Range and level of skills Depth and extent of knowledge	Excellent communication skills Basic IT Skills Able to work effectively in a team Able to work independently Awareness of the needs of a multicultural, socially diverse population.	E E E E E	I/AP I/AP I/AP I/AP I/AP		
Personal qualities	Demonstrates awareness of the needs of individuals' minority groups.	E E E	I/AP I/AP I/AP		
Other job requirements	Car driver. Ability to work Flexible hours e.g. Weekends / Bank Holidays	E E E	I/AP I/AP		



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Example key areas	Job requirements	W	How identified	Candidate score	Comments
Overall Candidate score					

W (Weighting) - E = Essential D= Desirable

How identified = Application = AF; Interview = I; Test = T; Presentation = P.





Level 3 Diploma in Clinical Healthcare Support Pathway 4223-11

Mandatory: 35credits

Optional: 30 credits (minimum 16 credits from level3)

Total 65 credits

Mandatory	Title	Credits
4223-005	The role of the health and social care worker	2
4223-007	The principles of infection prevention and control	3
4223-008	Causes and spread of infection	2
4223-010	Principles of safeguarding and protection in health and social care	3
4223-031	Cleaning, decontamination and waste management	2
4223-301	Engage in personal development in health, social care or children's and young people's settings	3
4223-302	Promote communication in health, social care or children's and young people's settings	3
4223-303	Promote equality and inclusion in health, social care or children's and young people's settings	2
4223-304	Promote and implement health and safety in health and social care	6
4223-305	Promote person centred approaches in health and social care	6
4223-306	Promote good practice in handling information in health and social care settings	2
4223-307	Principles for implementing duty of care in health, social care or children's and young people's settings	1

Optional	Title Level 2 Units	Credits
4223-026	Select and wear appropriate personal protective equipment for work in health care settings	2
4223-027	Prepare individuals for healthcare activities	3
4223-028	Support individual undergoing healthcare activities	3
4223-029	Monitor and maintain the environments and resources during and after clinical/therapeutic activities	3
4223-039	Assist in the administration of medication	4
4223-044	Assist the Practitioner to carry out healthcare activities	2
4223-050	Contribute to the effectiveness of teams	3
4223-378	Support independence in the tasks of daily living	5
4223-379	Provide support for mobility	2
Optional	Title Level 3 Units	
4223-316	Understand the process and experience of dementia	3
4223-318	Care for individuals with urethral catheters	4
4223-322	Undertake tissue viability risk assessments	3
4223-325	Undertake treatments and dressings of lesions and wounds	4
4223-330	Prepare for and carry out extended feeding techniques	4
4223-331	Undertake physiological measurements	3
4223-340	Obtain venous blood samples	3
4223-343	Administer oral nutritional products to individuals	5
4223-351	Advise and inform individuals on managing their condition	5
4223-380	Support individuals to access and use services and facilities	4
4223-382	Provide support to maintain and develop skills for everyday life	4
4223-383	Provide support to continue recommended therapies	3
4223-384	Support individuals during a period of change	4