



JOB PROFILE

Post Title:	Healthcare Assistant
Portfolio:	Health & Social Care
Responsible to:	Hospital Nursing Officer
Responsible for:	None
Grade:	Band B

Job Purpose

To improve the lives of all within our community and help the island thrive by delivering direct patient care and recording of vital signs under the supervision of qualified nursing staff.

Main Duties and Responsibilities

1. Carry out direct patient observations (EG blood pressure, pulse and respiration rate) as required by the nursing and medical staff, reporting abnormalities to senior staff.
2. Carry out direct patient care such as washing, toileting and feeding patients whilst promoting independence.
3. Work under supervision of nursing staff and senior nursing assistants to ensure effective individualised care is given to each patient.
4. To provide practical and emotional support to carers and relatives in stressful/difficult situations.
5. To assist patient and carers in achieving optimal independence using best practice. Use of policy and guidelines where available.
6. Assist nursing staff to run out of hours nurse lead emergency care (evenings, nights and weekends) for patients attending hospital or contacting via telephone.
7. Assist nurses as part of the ambulance team when called out of the hospital for emergencies.
8. Record accurate patient data utilising the information systems employed by the organisation according to organisational policy.
9. To work within organisational policies, guidance, standards and procedures also utilising recognised professional documents that support clinical and professional practice.
10. To be accountable for own professional practice and development.
11. To undertake mandatory training as outlined in the organisations training policy.



JOB PROFILE

12. Be aware of wider health promotion initiatives and offer support as appropriate.
13. To report accidents/complaints and untoward incidents to the Nursing Officer, in line with organisational policies and audit requirements in relation to identifying trends.
14. To participate in the clinical supervision. To share knowledge and information to promote a cohesive team.
15. May be required to travel overseas individually or as part of a medical evacuation team or patient escort; during this time individual roles and responsibilities may change depending on the patient circumstances and available resources. Specific duties to be outlined by senior nursing staff before travel.
16. Prioritise own workload ensuring all patient needs are met whilst ensuring hospital supplies (EG linen and consumables) are available when needed.
17. Identify through risk assessment potentially hazardous or threatening situations, to ensure safety of staff and service users at all times.
18. To participate fully in the performance and development review (appraisal) process and undertake Continuing Professional Development as required.
19. To participate in audits as necessary.
20. To be aware of emergency planning and major incident processes and follow such processes as necessary, in the event of an unexpected incident.
21. To work autonomously within individual competency level.
22. To undertake mandatory training as outlined in the organisations training policy.

Special Conditions

- Unsocial hours e.g. shift work – week-ends, night duty and public holidays
- Potential exposure to confused/abusive/aggressive patients/family members
- Potential exposure to contaminated body fluids

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.



JOB PROFILE

Core Competency Framework

As per Nurses LEVEL 1 CORE COMPETENCY FRAMEWORK - Schedule of Skill Development For Nursing Assistants

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
NVQ Level 2 in Care or equivalent	E	✓	
Knowledge & Experience:			
Understanding of patient observation (or willing to learn)	E	✓	✓
To have a working knowledge of safeguarding vulnerable adults and children procedures and alert the Hospital Nursing Officer/Sister immediately with any concerns. Be aware of own responsibilities where safeguarding is concerned	E		✓
Previous work in health care setting or setting with transferable skills	E	✓	
Nursing Assistant competencies completed to Level 1a or equivalent	D	✓	
Skills and Abilities:			
Ability to take patient observations (or willing to learn) recognising and escalating abnormalities to senior staff	E	✓	✓
Good verbal and written communication with the ability to vary language and content to ensure understanding by audience as there is a requirement to communicate with patients, general public, face to face and via the telephone	E		✓
Effective time management skills	E		✓
Basic IT skills	D		✓
Ability to pay attention to detail and accuracy especially whilst working under pressure	E		✓
Good interpersonal communication and negotiation skills	E		✓
Ability to apply objective judgment	E		✓



JOB PROFILE

Other:			
Willingness to work flexibly	E		✓
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults	E		✓
Contribute to a positive working environment ensuring commitment to equality and diversity	E		✓
To work within standards, protocols and guidelines with ref to NMC guidelines for records and record keeping.			✓
Promote independence and choice in undertaking patient care.			✓
Highly self-motivated			✓
Caring and empathetic nature			✓
Be understanding, supportive and non-judgemental			✓
Effective team player and able to work in collaboration within the hospital service			✓
Trustworthy and ability to maintain high level of confidentiality			✓
Responsive to change			✓

Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY

We communicate openly and we are honest, accountable and ethical.

TEAMWORK

We work together and we support each other.

Professional or Career Progression Cadre Competency Framework

Core Competencies

As per Nurses LEVEL 1 CORE COMPETENCY FRAMEWORK - Schedule of Skill Development For Nursing Assistants