



JOB PROFILE

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|-------------------------|---------------------------------|
| Post Title: | Community Health Care Assistant |
| Portfolio: | Health & Social Care |
| Responsible to: | <i>Community Nursing Sister</i> |
| Responsible for: | <i>No direct reports</i> |
| Grade: | B |

Job Purpose

Working under the direction and supervision of qualified staff to carry out a wide range of duties in health and personal care in order to care for, support and provide information to patients and families within a Clinic or home environment.

Main Duties and Responsibilities

1. Under supervision, take and record the patient's observations (e.g. temperature, blood pressure, weight and blood glucose monitoring, urinalysis, wound swabs, ECG's and perform venepuncture) and inform the registered nurse of any changes in patient's condition.
2. To attend Chaperoning Duties as required.
3. To undertake monitoring and recording of transported vaccine/cold chain storage.
4. Develop an awareness of pressure area care and skin assessment supporting the patient to maintain skin integrity.
5. Undertake administrative and clerical duties as required.
6. Deal with enquiries politely and effectively in any circumstances.
7. To respond effectively and actively to complaints/incident report to Community Nursing Sister/Community Nursing Officer.
8. To contribute towards health promotion initiatives and prevention.
9. To work co-operatively with others within the community service as part of the multi-disciplinary team, helping and assisting nursing and other clinical staff in the routine work associated with patient care.
10. Carry out basic wound care and apply dressings as prescribed by Community Nursing Officer/Community Nursing Sister.
11. Maintain patient safety through rigorous and consistent compliance with organisational policies for the prevention and control of infection, including hand hygiene.



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12. Recognise and report any abnormalities to the trained nurse/Community Nursing Sister/Community Nursing Officer.
13. Send out invitations to attend clinics for follow up treatments.
14. Assist in an emergency situation if a patient becomes unwell or collapses.

Key Responsibilities

1. Ensure that all information is accurately recorded on EMIS and updated.
2. Will ensure that Clinic environments are clean, comfortable, safe and welcoming to patients, relatives and all health care workers.
3. Clean and maintain equipment and make ready for use.
4. Report any faulty or broken equipment to the Registered Nurse and label appropriately.
5. Deliver specimens and test requests as requested.
6. To have an awareness of monitoring and maintaining, where required stock levels.
7. Keep all storage areas clean and tidy and in good order.
8. Support the Registered Nurse and other health professionals with mobilization or transfer of patients.
9. Respect the individual and their environment, maintaining their dignity and confidentiality at all times.
10. Support collection of data through audit, utilizing EMIS.
11. Collection of revenue when competency or NVQ Level 2 is completed.

Core Competencies

As per the level 1 Competency book community

Special Conditions

- 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



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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.



PERSON SPECIFICATION

| Criteria | Essential / Desirable | Application Form | Selection Process |
|--|-----------------------|------------------|-------------------|
| Qualifications: | | | |
| GCSE Maths and English at Grade C or above, or NVQ Level 2 in Care | E | √ | |
| Valid Drivers licence Class A | E | √ | |
| Knowledge & Experience: | | | |
| Previous experience working in a health care setting or setting with transferrable skills | E | √ | √ |
| Previous experience working within a multi-disciplinary team | D | √ | √ |
| Skills and Abilities: | | | |
| Basic Analysis of Information | E | | √ |
| Ensure patients confidentiality and details are maintained at all times | E | | √ |
| Good IT Skills, proficient in the use of all Microsoft programmes | E | √ | |
| Must have good interpersonal skills with the ability to communicate effectively with patients/clients, relatives and members of the community | 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 | | √ |
| Ability to pay attention to detail and accuracy especially whilst working under pressure | E | | √ |
| Self-motivated | E | √ | √ |
| Caring and empathetic nature | E | √ | √ |
| Be understanding, supportive and non-judgemental | E | √ | √ |
| Effective team player and able to work in collaboration within a multi-disciplinary team | E | √ | √ |
| Ability to apply objective judgment | E | √ | √ |
| Responsive to change | E | √ | √ |
| Will be aware of and understand; basic infection control techniques, the disposal of sharps and universal safety techniques with regard to spillages following policy, procedures and guidelines. | E | | √ |



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|---|-----------------------|------------------|-------------------|
| Be aware of emergency planning (Major Incident Disaster Plan) and follow such processes as necessary in the event of an unexpected incident. | D | √ | |
| To undertake further educational qualifications e.g. NVQ (National Vocational Qualification) at Level 2 or 3. Completion of 'core' community Health Care Assistance Competencies and training in order to develop knowledge and skills. | E | √ | |
| Willing to undertake further competencies to increase knowledge and skill to work generically i.e. Physiotherapist/Occupational Therapist | E | √ | |
| Other: | | | |
| Willingness to work flexibly – some evening work may be required. | 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 | √ | √ |

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

Might need to add here.